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

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

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

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

Board policies, rules and regulations affect students while they are on the 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.

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

Inquiries by students regarding compliance with equal educational opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, are directed to the Affirmative Action Coordinator by writing to the Affirmative Action Coordinator, GMG Community School District, Garwin, Iowa 50632; or by telephoning 641-499-2239.

Cross Reference:

600 Basic Instructional Program

May 12, 2014

March 12, 2012

Approved: December 13, 2006

Reviewed: June 9, 2009

Revised: April 2, 2012

Inquiries by students regarding compliance with equal educational opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, may also be directed in writing to the Director of the Region VII office of Civil Rights, U.S. Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114, (816)268-0550 or Iowa Department of Education, Grimes State Office Building, Des Moines, IA, (515)281-5294. This inquiry or complaint to the federal or state office may be done instead of, or in addition to, an inquiry or complaint at the local level.

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

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, by are not limited to, removal from the classroom, detention suspension, probation, and expulsion.

A student who commits an assault against an employee on school district property or on property within the jurisdiction of the school district; while on school-owned or school operated chartered vehicles; while attending or engaged in school district activities will be suspended by the principal. Notice of the suspension is sent to the Board president. The Board will review the suspension to determine whether to impose further sanctions against the student which may include expulsion. Assault for purposes of this section of this policy is defined as:

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

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

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

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

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

environment, which included school classes and activities. An out-of-school suspension will not exceed ten days. A restriction from school activities means a student will attend school and classes and practice but will not participate in school activities.

Policy Title: Student Conduct

Code No. 501
Page 2 of 2

Probation means a student is given a conditional suspension of a penalty for a definite period of time in addition to being reprimanded. The conditional suspension will mean the student must meet the conditions and terms for the suspension of the penalty. Failure of the student to meet these conditions and terms will result in immediate reinstatement of the penalty.

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

Following the suspension of a special education student, an informal evaluation of the student's placement will take place. The Individual Education Program (IEP) is evaluated to determine whether it needs to be changed or modified in response to the behavior that led to the suspension.

If a special education student's suspensions, either in or out of school, equal ten days on a cumulative basis, a staffing team will meet to determine whether the IEP is appropriate.

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. The paragraph regarding assault of school district employees is Iowa law. The new underlined sentence implements part of the federal No Child Left Behind legislation

	May 12, 2014	
	June 9, 2009	
	September 13, 2004	January 13, 2003
Approved: <u>June 1999</u>	Reviewed: <u>April 1999</u>	Revised: <u>April 1999</u>

Legal Reference: No Child Left Behind, Title IV, Sec. 4115, P.L. 107-110 (2002).
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 Community School District, 307 F. Supp. 485 (Iowa 1970),
Bunger v. Iowa High School Athletic Assn., 197 N.W. 2d 555 (1972),
Board of Directors of the Ind. School Dist. of Waterloo v. Green, 259 Iowa 1260, 147
N.W. 2d 854 (1967),
Iowa Code §§ 279.8; 282.4, .5; 708.1 (2001).

Cross Reference: 550 Student Attendance
Student Rights and Responsibilities

Student Activities
614 Special Education
928 Distribution of Materials

Related Administrative Rules and Regulations:

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:

Language Arts	<u>8</u> credits
Science	<u>6</u> credits
Mathematics	<u>6</u> credits
Social Studies	<u>8</u> credits
Vocational	<u>1</u> credit
Physical Education	<u>8</u> semesters (4 credits)
Fine Arts	1 credit
Health	1 credit
Electives	<u>17</u> credits

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

Graduation requirements for special education students will be in accordance with the prescribed course of study as described in their Individualized Education Program (IEP).

NOTE: This is a mandatory policy.

Legal Reference: Iowa Code §§ 256.11, .11A; 279.8; 280.3, .14 (2007).
281 I.A.C. 12.2; .3(7); .5; 41.404(6)(e).

Cross Reference: 614 Special Education

Approved: June 1999

May 12, 2014
June 9, 2009
September 13, 2004
Reviewed: April 1999

April 6, 2009
December 10, 2007
December 13, 2006
October 11, 2004
Revised: April 1999

Policy Title: Early Graduation Code No. 503

Students may graduate one semester early if the course work required for graduation under board policy “Graduation Requirements” has been fulfilled.

Credits from outside the regular school curriculum can only be used to replace hours the student has failed, and with superintendent approval.

Students who have graduated early cannot participate in any of the school activities, excluding commencement and prom.

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

May 12, 2014
June 9, 2009
September 13, 2004

Approved: April 1993

Reviewed: April 1999

Revised: April 1993

Legal Reference: _____

Cross Reference: _____

Related Administrative Rules and Regulations: _____

Policy Title: Fines, Fees, and Charges Code No. 503.3

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

The superintendent 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 student 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.

May 12, 2014
June 9, 2009
September 13, 2004

Approved: June 1996

Reviewed: April 1999

Revised: _____

Legal Reference: Iowa Code §§ 256.7(20); 279.8; 280.10, .11; 282.6; 285.1; 301.1 (1995). 281 I.A.C. 18, 1994 Op. Att'y Gen. 23, 1990 Op. Att'y Gen. 79, 1982 Op. Att'y Gen. 227, 1980 Op. Att'y Gen. 532.

Cross Reference: 501.16 Homeless Children & Youth, 502 Student Rights and Responsibilities, 503 Student Discipline

Related Administrative Rules and Regulations: _____

Policy Title: Fee Waivers Code No. 503.4

In recognition of the importance of economic equity in our school, the GMG Community School District will waive certain fees for students qualifying for free lunches. Some fees will be reduced by the same percent as lunch for students qualifying for reduced price lunches. Students meeting the Board adopted income guidelines, but not applying for free or reduced lunches will also be eligible.

Full or partial temporary fee waivers will be granted for students and/or families with temporary hardships.

Written fee waiver procedures will be developed by the administration. This policy will become effective July 1, 1996.

May 12, 2014
June 9, 2009
September 13, 2004

Approved: June 1999

Reviewed: April 1999

Revised: April 1999

Legal Reference: _____

Cross Reference: _____

Related Administrative Rules and Regulations: _____

Administrative Action

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 shall conduct an information investigation of the allegations against the student prior to imposition of probationary status. Such investigation shall include, but not be limited to, written or oral notice to the student of the allegations against him/her and an opportunity to respond. Probationary status will not be imposed for a longer period than ten days. Written notice of the probation and the reasons therefore shall be sent to the parents.

In-School Suspension

1. In-school suspension is the temporary isolation of a student from one or more classes while under administrative supervision. In-school suspensions may be imposed by the principal for infractions of school rules which are serious but which do not warrant the necessity of removal from school. Saturday school may be used in place of in-school suspensions.
2. The principal shall conduct an informal investigation of the allegations against the student prior to imposition of an in-school suspension. Such an investigation shall include, but not be limited to, written or oral notice to the student of the allegations against him/her and an opportunity to respond. In-school suspension shall not be imposed for a longer period than ten school days. Written notice of the in-school suspension and the reasons therefore shall be sent to the student's parents.

Out-of-School Suspension

1. Suspension is the removal of a student from the school environment for periods of short duration. Suspension is to be employed when other available school resources are unable to constructively remedy student misconduct.
2. A student may be suspended for up to ten school days by a principal for a commission of gross or repeated infractions of school rules, or when the presence of the student will interfere with the maintenance of the educational environment or the operation of the school. The principal may suspend such 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,
 - b. The basis in fact for the charges, and
 - c. The opportunity to respond to those charges.

At the principal's discretion, the student may be allowed to confront witnesses against the student or hear witnesses on behalf of the student.

3. Notice of the suspension shall 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 notify the student's parents by telephone or personal contact 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.

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. The Individual Education Program will 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 second out-of-school suspension to determine whether the student has a disability and is in need of special education.

Approved: June 1999 July 14, 2014
 June 9, 2009
 September 13, 2004 August 11, 2014
Reviewed: April 1999 Revised: April 1999

Legal Reference: _____

Cross Reference: _____

Related Administrative Rules and Regulations: _____

Policy Title: Expulsion Code No. 506

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

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 witness is a student whereby the name of the student can be protected.
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 the following procedures:

1. Determine whether the student is actually guilty of the misconduct;
2. A staffing team should determine whether the student's behavior is caused by the student's disability and whether the conduct is the result of inappropriate placement. Discussions and conclusions of this meeting should be recorded;
3. If the handicapped 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;
4. 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;
5. If a change in placement is not recommended, a determination must be made as to how to cope with the student in the future.

July 14, 2014

June 9, 2009

September 13, 2004

Approved: June 1999

Reviewed: April 1999

Revised: April 1999

Legal Reference: Goss v. Lopez, 419 U.S. 565 (1975), Wood v. Stickland, 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 (1993), 281 I.A.C. 12.3(8).

Cross Reference: Student Rights and Responsibilities, Student Discipline

Related Administrative Rules and Regulations: _____

Policy Title: Discipline Code No. 508

One of the most important lessons education should teach is discipline. While it does not appear as a subject, it underlies the whole educational structure. It is this training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration for other people.

With an understanding of the purpose of discipline in school, the student may form a proper attitude toward it and not only do their part in making the school an effective place of learning, but develop the habit of self-restraint which will make them a better person.

The home and school must work together toward the ultimate goal of educating a child to become a mature person capable of self-control. The school expects parents and guardians of students to recognize their responsibility and to cooperate with the school in implementing effective discipline. Members of the various staffs shall have the authority necessary to carry out school procedure, including the use of reasonable physical force, to prevent and to stop any act of interference with the scholarly disciplined atmosphere of the school.

The teachers and Principal are assured of the cooperation of the Board and the Administration Office to the end that proper discipline may be maintained.

Areas where disciplinary control is to be exercised:

- While on school property.
- While on or in school owned and operated vehicles.
- While engaged in school-related activity.
- While away from school grounds, if such conduct would directly affect the good order, efficiency, management, and welfare of the school.

Violations or a breach of the discipline standards as set forth herein and of the rules and regulations of the Board and the Administration shall be subject to the following disciplinary procedure and/or penalties. These actions are authorized to be taken either individually or collectively by the designated school official. Each teacher is in charge of his/her own classroom. It is the teacher's responsibility to maintain a climate conducive to learning. If the student does not cooperate he/she may be sent to the office where appropriate action will be taken.

July 14, 2014
June 9, 2009
September 13, 2004

Approved: June 1999

Reviewed: April 1999

Revised: April 1999

Legal Reference: _____

Cross Reference: _____

Related Administrative Rules and Regulations: _____

Policy Title: Student Appearance

Code No. 510

The board believes inappropriate student appearance may cause material and substantial disruption to the school environment or present 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 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 students' personal 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 shall be the responsibility of the superintendent, in conjunction with the principals, to develop administrative regulations regarding this policy.

July 14, 2014

June 9, 2009

September 13, 2004

Approved: June 1999

Reviewed: April 1999

Revised: Nov. 1995

Legal Reference: Hazelwood School District v. Kuhlmeier, 474 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 R.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 S 279.8 (1995).

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

Related Administrative Rules and Regulations: _____

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

School authorities may seize any illegal, unauthorized or contraband materials discovered in the search. Items of contraband may include, but are not limited to, nonprescription controlled substances, marijuana, cocaine, amphetamines, barbiturates, apparatus used for controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons, and stolen property. Such items are not to be possessed by a student while they are on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered buses; 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 shall be the responsibility of the superintendent, in conjunction with the principals, to develop administrative regulations regarding this policy.

July 14, 2014

June 9, 2009

September 13, 2004

April 7, 2003

Approved: June 1999

Reviewed: April 1999

Revised: April 1999

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 (Supp 1997). 281 I.A.C. 12.3(8)

Cross Reference: 501 Student Conduct

Related Administrative Rules and Regulations: _____

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

A. Eyewitness account

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

B. Information from a reliable source.

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

C. Suspicious behavior? Explain.

D. Student's past history? Explain.

E. Time of search: _____

F. Location of search: _____

G. Student told purpose of search: _____

H. Consent of student requested: _____

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

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

III. Explanation of Search.

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

Search and Seizure Regulation

I. Searches in general.

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

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

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

II. Types of Searches

A. Personal Searches

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

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

B. Locker and Desk Inspections

Although school lockers 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.) may be searched when a school official has reasonable and articulable suspicion that the contents contains illegal or contraband items or evidence of a violation of law or school policy or rule. Such searches should be conducted in the presence of another adult witness when feasible.

C. Automobile Searches

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

The board prohibits the distribution, dispensing, manufacture, possession, use, or being under the influence of beer, wine, alcohol, tobacco, other controlled substances, "look alike" substances that appear to be tobacco, beer, wine, alcohol or controlled substances, or drug paraphernalia by students while on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if the misconduct will directly affect the good order, efficient management and welfare of the school district. The board believes such illegal, unauthorized or contraband materials generally cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, or visitors.

Violation of this policy by students will result in disciplinary action including suspension or expulsion. Use, purchase or being in possession of cigarettes, tobacco or tobacco products for those under the age of eighteen, will be reported to the local law enforcement authorities. Possession, use or being under the influence of beer, wine, alcohol and/or of a controlled substance will also be reported to the local law enforcement authorities, with some administrative discretion allowable in regards to student age or highly unique circumstances. Students who violate the terms of this policy may be required to satisfactorily complete a substance abuse assistance or rehabilitation program approved by the school board. If such student fails to satisfactorily complete such a program, the student may be subject to discipline including suspension or expulsion.

The board believes the substance abuse prevention program will include:

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

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

July 14, 2014

August 12, 2013

June 9, 2009

September 13, 2004

August 11, 2014

September 9, 2013

Approved: June 1999

Reviewed: April 1999

Revised: April 1999

Legal Reference: 34 C.F.R. Pt. 86 (2010).
Iowa Code §§ 123.46; 124; 279.8, .9; 453A (2011).
281 I.A.C. 12.3(6); .5(3)(e), .5(4)(e), .5(5)(e)

Cross Reference: Student Rights and Responsibilities
508 Student Discipline
596 Student Health and Well-Being

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

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

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

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

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

NOTE: This policy meets state and federal law. Federal law gives an exception, to the mandatory one-year expulsion for weapons possession or bringing to schools, for weapons that are lawfully stored in a locked vehicle on school property. Boards wishing to adopt this exception should amend this policy to reflect that and direct the administration to develop the required procedures designed to ensure student safety.

Legal Reference: No Child Left Behind, Title IV, Sec. 4141, P.L. 107-110 (2002).
Improving America's Schools Act of 1994, P.L. 103-382.
18 U.S.C. § 921 (2004).
McClain v. Lafayette County Bd. of Education, 673 F.2d 106 (5th Cir. 1982).
Iowa Code §§ 279.8; 280.21B; 724 (2007).
281 I.A.C. 12.3(6)

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

July 14, 2014
June 9, 2009
09/13/2004

Approved: 10/1994

Reviewed: 04/1996

Revised: 01/13/2003

Policy Title: Good Conduct Policy Code No. 512

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 a lifetime.

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 shall keep records of violations of the good conduct rule.

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

July 14, 2014
June 9, 2009
September 13, 2004

Approved: June 1999

Reviewed: April 1999

Revised: August 1997

Legal Reference: Braesch v. DePasguala, 265 N.W.2d 842 (Neb. 1978), Brands v. Sheldon Comm. Sch. Dist. 671 F.Supp. 627 (N.D. Ia. 1987), Bungler vs. Iowa High School Athletic Assn., 197 N.W.2d 555 (Ia. 1972), Bush v. Dassel-Cokato Bd. of Educ., 745 F.Supp. 562 (D. Minn. 1990), Clements v. Board of Educ., 478 N.E.2d 1209(111. App. 1985), Commonwealth V. Pennsylvania Interscholastic Ath. Assn., 334 A.2d 839 (Pa. 1975), Katchak v. Glasgow Indep. Sch. Supt. , 690 F.Supp. 580 (W.D. Ky. 1988), Marino v. Waters, 220 So.2d 802 (La. App. 1969), Sanders v. Louisiana High Sch. Ath. Assn., 242 So.2d 19 (La. App. 1970). In re Jesse Bachman, 13 DOE App. Dec. 363 (1996), In re Brvan Campbell and Craig McClure, 9 DOE. App. Dec. 69 (1991), In re Jason Clark, 1 DPI. App. Dec. 167 (1978), In re Joseph Fuhrmeister, 5 DOE. App. Dec. 335 (1988), In re Chris Gruhn (et al.), 9 D.o.E. App. Dec. 265 (1992), In re Troy Hudson, 7 D.o.E. App. Dec. 144(1989).

Cross Reference: _____

Related Administrative Rules and Regulations: _____

In order to continue identified special trips, the following stipulations must be met:

1. Continuation of the special trip will be reviewed each year, after the trip scheduled for that year has been completed.
2. Parents and students will be informed and sign a letter of notification regarding special trip policies and interpretation before the end of the year prior to the trip.
3. The policy will be interpreted and administered separate from the Good Conduct Code, educational trips, or extra curricular activities and rules.

Conditions for a special trip are as follows:

- A. The Board and administration consider student conduct during the school year prior to the special trip as an indication of a student’s probable conduct on a special trip. Irresponsible or disruptive behavior raises concern as to a student’s ability to conduct him/herself in a proper manner while on the special trip.
- B. A letter of consent and responsibilities must be signed by a parent and student before going on the special trip.
- C. A student’s eligibility for a trip starts when school is out in the spring of the year prior to the special trip being taken. Eligibility for a trip that is held after school is out in the summer will start when school is out the year before.
- D. Any student that violates the Good Conduct Code will not be eligible to attend the special trip.
- E. If a student has several occurrences of undesirable behavior such as: fighting, verbal or physical abuse, dangerous misuse of usage of an object, open defiance or willful disobedience, threats to students or teachers, cheating, malicious mischief, skipping school, he/she may not be allowed to go on the special trip.
- F. If the special trip is ever canceled, all money in the class or activity treasury, after expenses, will go toward scholarships that year. The Student Council scholarship committee will administer these scholarships.
- G. All funds raised through school activities, and using the school name, are school funds.
- H. There shall be at least one sponsor for every seven students or part thereof, with a maximum of six; or if the trip is part of an organized and approved trip planning program, their requirements for supervision will be followed. These sponsors shall be staff, approved by the Principal, and their spouses or parents. When reasonable and possible, there should be an even number of male and female sponsors. If an odd number is required, the extra sponsor should be determined by whether there are more boys or girls going on the trip. Students attending the trip will pay the cost of travel and lodging for all sponsors, and spouses, that are asked to go on the trip. At least one-half of the sponsors shall be from the professional staff.
- I. The identified list of special trips for the following year will be reviewed and approved annually by the board during their April meeting.

July 14, 2014

July 13, 2009

October 11, 2004

August 11, 2014

Approved: June 1999 Reviewed: April 1999 July 2014

Revised: April 1999

Legal Reference: _____

Cross Reference: _____

Related Administrative Rules and Regulations: _____

Policy Title: Student Contest/Performances Code No. 516

Students, as part of the educational process, may participate in contests or other performances approved by the administration that will be of benefit to the student and the education program.

As a school-sponsored activity, the viewpoints of student participants may be attributed to the school. In the judgment of the administration, student participants shall not encourage the breaking of laws, cause defamation of persons, or use obscenity. Further, the presentations must be appropriate to assure that the students learn and meet the goals of the activity and that the audience is not exposed to material that may be inappropriate for their level of maturity.

It shall be within the discretion of the administration to determine whether the contest will benefit the education program and the participating students. Other contests/performances by students unapproved by the superintendent shall be the responsibility of the parents and students.

July 14, 2014

July 13, 2009

October 11, 2004

Approved: June 1999

Reviewed: April 1999

Revised: April 1996

Legal Reference: Hazelwood School District vs. Kuhlmeier, 108 S. Ct. 562 (1988)

Cross Reference: Students' Rights and Responsibilities, Student Discipline, Student Activities

Related Administrative Rules and Regulations: _____

Policy Title: Interscholastic Competition Code No. 518

Students may participate in interscholastic athletic, music, speech, and other contests or events approved by the administration. Any such event must be directed or guided by professional school personnel.

No student shall participate in an athletic practice or contest without filing a doctor's certificate of good health.

A student participating in interscholastic athletics shall provide evidence of suitable accident insurance, with medical and hospital benefits, before he/she begins practice. Such insurance is available through the school offices as a service to each student.

Eligibility for participation in school-sponsored activities shall be determined by the administration.

Faculty advisors shall develop, publish, and circulate codes of conduct together with resultant penalties.

July 14, 2014

July 13, 2009

October 11, 2004

Approved: June 1999 Reviewed: April 1999 Revised: April 1996

Legal Reference: _____

Cross Reference: _____

Related Administrative Rules and Regulations: _____

Students participating in school sponsored interscholastic athletics should not participate on a non-school team / activity during a school sports season, if participation in that non-school team would have a direct conflict with the practice and/or competition schedule of a GMG team. Students doing so may be subject to consequences as determined by the GMG coaching staff, but which may include loss of playing time or removal from the GMG school sponsored team.

	July 14, 2014	
	July 13, 2009	August 11, 2014
	October 11, 2004	August 10, 2009
Approved: <u>June 1999</u>	Reviewed: <u>April 1999</u>	Revised: <u>March 1998</u>
Legal Reference:	_____	
Cross Reference:	_____	
Related Administrative Rules and Regulations:	_____	

Policy Title: Eligibility of Transferring Students Code No. 519

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

August 11, 2014
July 13, 2009
October 11, 2004

Approved: June 1999 Reviewed: April 1999

Revised: April 1996

Legal Reference: _____

Cross Reference: _____

Related Administrative Rules and Regulations: _____

Policy Title: Student Transfers In

Code No. 519.5

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 reserves the right to deny admission to any nonresident student unless the student is complying with open enrollment procedures.

The school district shall request the student's cumulative records from the previous school district. The student's GPA earned from a previous school will transfer in with them for credits earned at that school. 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.

The superintendent shall determine the amount of credits to be transferred. If the student has not previously attended an accredited school, no credits toward graduation will be accepted. 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.

August 11, 2014
July 13, 2009
October 11, 2004

Approved: June 1999

Reviewed: April 1999

Revised: May 1997

Legal Reference: 20 U.S.C. ~ 1232g (1988), Iowa Code ~ 139.9; 282.1, .3; 299A (1995).

Cross Reference: 501-Student Attendance, 505.3-Student Honors and Awards, 507-Student Health and well-being, 604.1-Competent Private Instruction

Related Administrative Rules and Regulations: _____

Policy Title: Social Events Code No. 520

All social events shall be under the control and supervision of professional school personnel. Approval for an event shall be secured from the principal or the Superintendent before any public announcement is made. Hours, behaviors, and activities related to social events shall be determined by the administration. Only those persons who can be expected to recognize the authority and responsibility of the school personnel shall be permitted to attend social functions.

August 11, 2014
July 13, 2009
October 11, 2004

Approved: June 1999

Reviewed: April 1999

Revised: April 1999

Legal Reference: _____

Cross Reference: _____

Related Administrative Rules and Regulations: _____

Policy Title: School Publications Code No. 522

Students may author a publication as part of their instructional curriculum under the supervision of a certified employee and the principal.

As a school-sponsored activity, the viewpoints of student publications may be attributed to the school, therefore student publications must be responsible. In the judgment of the administration, the publication shall not encourage the breaking of laws, cause defamation of persons, or contain obscenity. Further, the publication must be appropriate to assure that the students learn and meet the goals of the activity and that the potential audience is not exposed to material that may be inappropriate for their level of maturity.

Prior to final printing and distribution, the publication must be reviewed by the principal or certified person assigned to the publication. Based on the review of the principal, articles may be required to be rewritten or removed. Failure to allow review by the principal or the certified personnel assigned to the publication, prior to its final printing and distribution, is grounds for denying distribution of the publication.

The principal shall have the authority to designate the time, place, and manner of distribution of school-sponsored and nonschool-sponsored student publications in any area where disciplinary control can be exercised.

August 11, 2014
July 13, 2009
October 11, 2004

Approved: June 1999 Reviewed: April 1999

Revised: April 1999

Legal Reference: Hazelwood School District V. Kuhlmeier, 108 S. Ct. 562 (1988)

Cross Reference: Student Rights and Responsibilities, Student Activities

Related Administrative Rules and Regulations: _____

Policy Title Establishment of Co-Curricular Activities Code No. 524

No student organization shall exist, which is not approved by the Board of Directors. The Principal shall determine qualifications and regulations for student groups and make recommendations to the Board of groups seeking approval.

Applications, which include plans for financing the organizations, shall be presented to the school building principal.

Failure to comply with regulations shall result in disbanding the organization by action of the Board.

Each organization shall have a faculty advisor and its purpose and function shall be school related.

August 11, 2014
July 13, 2009
October 11, 2004

Approved: June 1999

Reviewed: April 1999

Revised: April 1993

Legal Reference: _____

Cross Reference: _____

Related Administrative Rules and Regulations: _____

Policy Title: Student Council Code No. 526

A student council may be organized within the framework of guidelines adopted by the administration.

The function of student council shall be to provide a channel of communication between student and the professional staff. Regulations and policies shall always remain the province of the Board and administration.

August 11, 2014
July 13, 2009
October 11, 2004

Approved: June 1999

Reviewed: April 1999

Revised: June 1989

Legal Reference: _____

Cross Reference: _____

Related Administrative Rules and Regulations: _____

Policy Title: Raising and Expenditure of Funds Collected Through School Activities Code No. 528

It is the policy of the Board of Directors that fund collection through and for school activities will be held to a minimum.

It is the philosophy of the board to finance activities by means other than the solicitation of funds. However, there may be times when solicitation is the only means to finance an activity.

During the first two weeks of school, each class and organization should submit a list of fund-raising activities for the year, with approximate dates of such, to the principal. A master list will be made for reference during the year.

Any addition to this original list must be approved by the class sponsor and principal. It is expected that such additions should be submitted for approval at least three weeks prior to its taking place.

All funds raised through school activities, and using the school name, are school funds.

August 11, 2014
August 10, 2009
November 8, 2004

Approved: June 1999 Reviewed: April 1999 Revised: June 1993

Legal Reference: _____

Cross Reference: _____

Related Administrative Rules and Regulations: _____

Policy Title: School Closing/Late/Early Dismissal Code No. 530

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

On early dismissal days because of weather, all practices and contests will be canceled. This includes varsity, junior varsity, and all junior high and elementary practices. If school is closed early, no activity buses will be provided.

On days school is closed due to weather, the superintendent will determine when and if practices or contests can be held.

August 11, 2014

August 10, 2009

November 8, 2004

Approved: June 1999 Reviewed: April 1999 Revised: April 1999

Legal Reference: _____

Cross Reference: _____

Related Administrative Rules and Regulations: _____

Policy Title: Visitors to School District Facilities

Code No. 532

The board welcomes the interest of parents and other members of the school district community, and invites them to visit the school facility. Visitors must notify the school office of their presence in the facility upon arrival. Visitors who do not abide by the requirements set out by the board for visiting the school facilities shall be asked to leave.

Persons who wish to visit a classroom while school is in session are asked to notify the principal and obtain approval from the principal prior to the visit so appropriate arrangements can be made so class disruption can be minimized. Teachers and other school personnel shall not take time from their duties to discuss matters with the visitor.

It shall be the responsibility of the administration to develop administrative regulations for approving visitors and rules for school district personnel, students, and visitors while they are in the school district's facilities.

August 11, 2014

August 10, 2009

November 8, 2004

Approved: June 1999 Reviewed: April 1999 Revised: June 1996

Legal Reference: _____

Cross Reference: _____

Related Administrative Rules and Regulations: _____

Policy Title: Student Insurance, General Code No. 534

An all-student insurance may be offered to the parents of students in the district. The Board of Directors, upon recommendation of the Superintendent, shall select an insurance company to issue such policies for all schools in the district.

The purchase of student insurance shall be voluntary, with the entire cost being paid by the student or his/her parent(s)/legal guardian(s).

September 9, 2014
August 10, 2009
November 8, 2004

Approved: June 1999

Reviewed: April 1999

Revised: June 1996

Legal Reference: _____

Cross Reference: _____

Related Administrative Rules and Regulations: _____

Policy Title Student Insurance, Athletic Code No. 536

The school will make available to each student an insurance program via an insurance company licensed to provide insurance coverage in Iowa. Student participation in this program is voluntary. However, a student who participates in interscholastic athletics shall be adequately insured. Failure of an athlete to carry school insurance will require a student to provide evidence of suitable accident insurance, with medical and hospital benefits, before he/she begins practice.

September 9, 2014

August 10, 2009

November 8, 2004

Approved: June 1999 Reviewed: April 1999 Revised: April 1993

Legal Reference: _____

Cross Reference: _____

Related Administrative Rules and Regulations: _____

Policy Title: Foreign Exchange Students Code No. 538

Qualified foreign students may be enrolled and attend school without charge for textbooks or activity tickets if they are recommended by an approved organization and reside within the boundaries of this district. Exchange students will be limited to two per year, unless approval is granted by the board.

September 9, 2014

August 10, 2009

November 8, 2004

Approved: June 1999 Reviewed: April 1999 Revised: June 1996

Legal Reference: _____

Cross Reference: _____

Related Administrative Rules and Regulations: _____

Policy Title: Pregnant Students Code No. 540

The dates pregnant students leave and return to regular classes are to be determined by a recognized medical doctor. A statement from the doctor must be turned in to the administration.

September 9, 2014
August 10, 2009
November 8, 2004

Approved: June 1999 Reviewed: April 1999 Revised: April 1993

Legal Reference: _____

Cross Reference: _____

Related Administrative Rules and Regulations: _____

Policy Title: Tuition Students Code No. 542

Qualified students, who are not legal residents of this district, may be admitted to school at the discretion of the Superintendent of Schools upon application and payment of tuition. The tuition rate shall be the current per pupil cost of this district as computed by the secretary of the Board and as authorized by the State Department of Education.

Requests for exemption of tuition in special cases shall be investigated by the Superintendent of Schools and reviewed by the Board of Directors.

Any resident student that moves from the district after the first semester, may remain in school without paying tuition for the second semester. However, the parents of the student are responsible for transportation of the student to and from school.

This policy doesn't include open enrolled students. Open enrollment policy application and procedures are referred to in the open enrollment policies.

September 9, 2014
August 10, 2009
November 8, 2004

Approved: June 1999 Reviewed: April 1999 Revised: April 1996

Legal Reference: _____

Cross Reference: _____

Related Administrative Rules and Regulations: _____

In Iowa, a child who has reached the age of five and is under the age of 16 by September 15 and who is enrolled in a school district is of compulsory attendance age unless the child’s parent or guardian provides written notice to the school district of the intent to remove the child from enrollment in the school district. Compulsory attendance is also in effect for students enrolled in the Statewide Voluntary Preschool Program at GMG.

Students shall attend school the number of days school is in session in accordance with the school calendar. Students not attending the minimum days must be exempted by this policy as listed below or, referred to the county attorney.

Exceptions to this policy include children who:

- * have completed the requirements for graduation in an accredited school or have obtained a high school equivalency diploma;
- * are attending religious services or receiving religious instruction;
- * are attending an approved or probationally approved private college preparatory school;
- * are attending an accredited nonpublic school; or,
- * are receiving private instruction per Code of Iowa and state rules

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. In instances the principal deems excessive truancy, the principal will refer the matter over to the county attorney.

	September 9, 2014	
	August 10, 2009	October 14, 2014
	November 8, 2004	March 10, 2003
Approved: <u>June 1999</u>	Reviewed: <u>April 1999</u>	Revised: <u>April 1993</u>

Legal Reference: Iowa Code 259A; 279.10-11; 299.1 (1991), Iowa Code 299B, (Iowa Acts 1991), 281 Iowa Admin. Code 31., 1978 Op. Att’y, Gen 378

Cross Reference: Compulsory Attendance, Equivalent Instruction, Student Absences - Excused, Truancy - Unexcused Absences, School Calendar

Related Administrative Rules and Regulations: _____

Policy Title: Truancy Officer Code No. 545

The building principals shall be responsible for compiling information of truant students, and will provide such information as required by state rules or laws, or board policy.

September 9, 2014

August 10, 2009

November 8, 2004

Approved: June 1999 Reviewed: April 1999 Revised: April 1996

Legal Reference: Iowa Code 299.10-.11, .15 (Iowa Acts 1991)

Cross Reference: Compulsory Attendance, Truancy - Unexcused Absences

Related Administrative Rules and Regulations: _____

Policy Title: Student Attendance Records Code No. 546

As part of the school district records of students, 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 building principals to ensure that such reports are filed with the board secretary, the custodian of school records.

September 9, 2014
August 10, 2009
November 8, 2004

Approved: June 1999 Reviewed: April 1999 Revised: April 1993

Legal Reference: Iowa Code 294.4 (1991), Iowa Code 299 (Iowa Acts 1991), 281 Iowa Admin. Code 12.2 (4)

Cross Reference: Compulsory Attendance, Student Records

Related Administrative Rules and Regulations: _____

Policy Title: Early Release Code No. 548

There may be early work releases permitted for some students. Each case will be considered on an individual basis by the administration. Any student found to be violating this privilege will automatically lose the early release privilege.

The superintendent shall develop related forms, procedures, and timelines.

September 9, 2014

August 10, 2009

November 8, 2004

Approved: June 1999 Reviewed: April 1999 Revised: April 1996

Legal Reference: _____

Cross Reference: _____

Related Administrative Rules and Regulations: _____

Policy Title: Attendance Code No. 550

Regular attendance is the foundation on which an education is built. Students have a responsibility to attend regularly and promptly all classes on the schedule. The administration will develop rules and procedures to ensure regular attendance.

September 9, 2014
September 14, 2009
December 13, 2004

Approved: June 1999 Reviewed: April 1999 Revised: April 1993

Legal Reference: _____

Cross Reference: _____

Related Administrative Rules and Regulations: _____

Policy Title: Resident Students Code No. 552

Resident students are those whose legal residence is within the boundary of the district. A minor student will be considered to have the same legal residence as that of his/her parents or his/her legal guardian.

October 14, 2014
September 14, 2009
December 13, 2004

Approved: June 1999 Reviewed: April 1999 Revised: April 1993

Legal Reference: _____

Cross Reference: _____

Related Administrative Rules and Regulations: _____

Policy Title: Use of Motor Vehicles Code No. 554

Students are not allowed to be in a motor vehicle during the school day unless permission is given by the principal or school official.

October 14, 2014
September 14, 2009
December 13, 2004

Approved: June 1999 Reviewed: April 1999 Revised: April 1996

Legal Reference: _____

Cross Reference: _____

Related Administrative Rules and Regulations: _____

Policy Title: Health and Birth Certificates Code No. 556

A student enrolling in Kindergarten shall submit a certificate of health from a licensed physician. This certificate must be on file with the principal on or before the starting date for school of the year a student begins Kindergarten.

The original copy of a student's birth certificate shall be submitted at the time of Pre-Kindergarten Round-Up. After the birth date has been recorded the birth certificates will be returned to parents.

October 14, 2014
September 14, 2009
December 13, 2004

Approved: June 1999 Reviewed: April 1999 Revised: April 1993

Legal Reference: _____

Cross Reference: _____

Related Administrative Rules and Regulations: _____

Policy Title: Field Trips Code No. 558

TRANSPORTATION:

Field trips may be taken with the approval of the administration. Requests for transportation for field trips should be made at least three days in advance.

All field trips should be made in the following conveyances only:

1. School bus.
2. Commercial Carrier.
3. School cars carrying one adult designated as the sponsor or chaperone.

Students arriving at any field trip activity by means other than authorized by the school, are ineligible for that activity, and will not be allowed to participate.

Each student is required to return from all field trips by the same conveyance he/she used to arrive, unless previous arrangements have been made for the student to leave with parents, a family member, or parents of another student.

The field trip sponsor is responsible for the conduct of students to, from, and at the scheduled activity.

REQUESTS FOR FIELD TRIPS:

Requests for field trips should include specific information and should be approved by the principal. These requests should identify the grade and class and tell why the trip is being taken. The number of students should be specified, the time for the bus to be at the building, the length of the trip and return time should also be listed.

Parents may be invited to accompany the class on a field trip. They may be of some help in caring for the children and this practice helps interpret the school program to parents.

Requests for field trips shall be directed to the principal and then to the bus supervisor so bus travel may be arranged.

SUPERVISION:

Supervision should insure maximum student safety and welfare.

October 14, 2014
September 14, 2009
December 13, 2004

Approved: June 1999 Reviewed: April 1999 Revised: April 1999

Legal Reference: _____

Cross Reference: _____

Related Administrative Rules and Regulations: _____

Policy Title: State Activity Tournaments/Non Participant Code No. 559

Activity team members and managers, completing the season in good standing, will be allowed to attend the state tournament of that activity.

Every effort should be made to eliminate loss of school time. Student will be able to miss school-time in an amount equal to non-school time used to attend the event

The team members will not be allowed to stay overnight unless they are competing in the tournament.

There must be at least 75% of the team members interested in attendance before the school will provide transportation and a sponsor.

Details of the trip will be worked out by the principal and activity sponsor. The cost of tickets and food must be paid by the students attending the tournament.

October 14, 2014
September 14, 2009
December 13, 2004

Approved: June 1999

Reviewed: April 1999

January 12, 2005
Revised: May 1997

Legal Reference: _____

Cross Reference: _____

Related Administrative Rules and Regulations: _____

Policy Title: Honors and Awards Code No. 560

The school district shall 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 shall be made aware of honors and awards and the action necessary on the part of the student to achieve them. Students who have not attended the school district for at least two semesters or have not attended an accredited public or private school will not be eligible for honors and awards or for four semesters to be recognized as valedictorian or salutatorian.

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

October 14, 2014
September 14, 2009
December 13, 2004

Approved: June 1999

Reviewed: April 1999

Revised: April 1999

Legal Reference: Iowa Code § 279.8 (1993).

Cross Reference: 504 Student Activities and 505 Student Scholastic Achievement

Related Administrative Rules and Regulations: _____

Policy Title: Attendance at Events Outside School Code No. 562

Events in which students participate during school hours or as representatives of the school, but at places outside of the school, must be sponsored and supervised by professional school personnel. Rules of behavior shall be the same as at any in-school activity or events.

The school has no responsibility for any student when the student is not in the school's custody.

October 14, 2014
September 14, 2009
December 13, 2004

Approved: June 1999

Reviewed: April 1999

Revised: April 1993

Legal Reference: _____

Cross Reference: _____

Related Administrative Rules and Regulations: _____

Policy Title: Instrument Rental Code No. 566

There may be a rental fee for using school instruments. This fee does not apply if the student is asked to play a school instrument.

October 14, 2014
September 14, 2009
December 13, 2004

Approved: June 1999

Reviewed: April 1999

Revised: April 1996

Legal Reference: _____

Cross Reference: _____

Related Administrative Rules and Regulations: _____

Policy Title: Unauthorized Persons - Criminal Trespass Code No. 570

The administration has the right to seek the immediate removal of unauthorized persons from the school property. An unauthorized person is one who “does not have lawful business to pursue at the school or who acts in a manner that disrupts or disturbs the normal educational function of the institution.” This includes students who are under suspension or expulsion and awaiting re-admission.

The administration or staff member has the authority to tell unauthorized persons that they cannot come onto school property at any time, thus barring them from school premises. This can include all school activities. If a person has been barred by the administration or staff member, they are subject to immediate arrest if they fail to leave or return after being told by the administration or staff member that they are barred. Staff members may ask for identification from any person and may seek reasons for their presence. Further, they may ask unauthorized persons to leave. If a person previously barred by the administration is asked to leave by a staff member, he must do so or the proper authorities will be summoned.

October 14, 2014
September 14, 2009
December 13, 2004

Approved: June 1999

Reviewed: April 1999

Revised: April 1993

Legal Reference: _____

Cross Reference: _____

Related Administrative Rules and Regulations: _____

Student directory information is designed to be used internally within the school district. Directory information is defined in the annual notice. It may include the student's name, grade level, enrollment status, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees and awards received, photograph and other likeness. Other contact information such as student address and home phone number may be distributed for non-profit purposes at the discretion of school administration. Student is defined as an enrolled individual, PK-12 including children in school district sponsored child-care programs.

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

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

Legal Reference: 20 U.S.C. § 1232g (2010).
34 C.F.R. Pt. 99, 300.560 - .574 (2010).
Iowa Code § 22; 622.10 (2011).
281 I.A.C. 12.3(4); 41.123.
1980 Op. Att'y Gen. 720.

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

October 14, 2014
July 9, 2012
September 14, 2009
December 13, 2004

Approved: June 1999

Reviewed: April 1999

August 13, 2012
Revised: June 1989

The board recognizes the importance of maintaining student records and preserving their confidentiality. Student records containing personally identifiable information are kept confidential at collection, storage, disclosure and destruction stages. The board secretary is the custodian of student records. Student records may be maintained in the central administration office or administrative office of the student's attendance center. Student is defined as an enrolled individual, PK-12 including children in school district sponsored child-care programs.

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

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

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

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

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

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

November 13, 2014

July 9, 2012

September 14, 2009

12/13/2004

Approved: 06/1989

Reviewed: 04/1996

August 13, 2012

April 6, 2009

Revised: 01/13/2003

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

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

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

- to 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 student records are being sent and the parents have an opportunity to receive a copy of the records and challenge the contents of the records unless the annual notification includes a provision that records will automatically be transferred to new school districts;
- to the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education or state and local educational authorities;
- in connection with financial aid for which the student has applied or which the student has received if the information is necessary to receive the financial aid;
- to organizations conducting educational studies and the study does not release personally identifiable information;
- to accrediting organizations;
- to parents of a dependent student as defined in the Internal Revenue Code;
- to comply with a court order or judicially issued subpoena;
- in connection with a health or safety emergency; or,
- as directory information.

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

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

Permanent student 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 student records will be kept in a fire-safe vault.

When personally identifiable information, other than permanent student records, no longer needs to be maintained by the school district to provide educational services to a special education student, the parents or eligible student are notified. This notice is normally given after a student graduates or otherwise leaves the school district. If the parents or eligible student request that the personally identifiable information be destroyed, the school district will destroy the 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.

[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.

Information shared under the agreement is not admissible in any court proceedings, which take place prior to a disposition hearing, unless written consent is obtained from a student's parent, guardian, or legal or actual custodian. The 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 10 business days 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 of their right to inspect and review the student's records. The notice is given in a parents' or eligible student's native language. Should the school district collect personal information from students for the purposes of marketing or selling that information, the school district will annually notify parents of such activity.

The notice will include a statement that the parents have a right to file a complaint alleging the school district failed to comply with this policy. Complaints are forwarded to [Family Policy Compliance Office](#), U.S. Department of Education, 400 Maryland Avenue, Washington, DC. 20202-4605.

Legal Reference: No Child Left Behind, Title IX, Sec. 9528, P.L.107-110 (2002).
USA Patriot Act, Sec. 507, P.L. 107-56. (2001).
20 U.S.C. § 1232g, 1415 (2010).
34 C.F.R. Pt. 99, 300, .610 *et seq.* (2010).
Iowa Code §§ 22; 279.9B, 280.24, .25, 622.10 (2011).
281 I.A.C. 12.3(4); 41; .610 *et seq.*
1980 Op. Att'y Gen. 720, 825.

Cross Reference: 501 Student Attendance
505 Student Scholastic Achievement
506 Student Records
507 Student Health and Well-Being
603.3 Special Education
708 Care, Maintenance and Disposal of School District Records
901 Public Examination of School District Records

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 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.

Parents or eligible students may ask the school district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

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 person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, AEA employees, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or student assistance team, or assisting another school official in performing his or her tasks.

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

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

- (4) The right to inform the school district that the parent does not want directory information, as defined below, to be released. Directory information can be released without prior parental consent. *(School districts that anticipate marketing or selling directory information for marketing purposes need the following statement in this notice. "The school district will not market or sell directory information without prior consent of the parent.")*

Any student over the age of eighteen or parent not wanting this information released to the public must make object in writing by September 15 to the principal. The objection needs to be renewed annually.

(The following is the suggested list in the federal law but boards can add or subtract from the list.)

NAME, ADDRESS, TELEPHONE LISTING, DATE AND PLACE OF BIRTH, E-MAIL ADDRESS, GRADE LEVEL, ENROLLMENT STATUS, MAJOR FIELD OF STUDY, PARTICIPATION IN OFFICIALLY RECOGNIZED ACTIVITIES AND SPORTS, WEIGHT AND HEIGHT OF MEMBERS OF ATHLETIC TEAMS, DATES OF ATTENDANCE, DEGREES AND AWARDS RECEIVED, THE MOST RECENT PREVIOUS SCHOOL OR INSTITUTION ATTENDED BY THE STUDENT, PHOTOGRAPH AND LIKENESS AND OTHER SIMILAR INFORMATION.

Note - If boards 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. Those boards that eliminate name, address or telephone listing, need to give parents a second notice allowing them to withhold this information from military recruiters or postsecondary institutions. The following additional notice is suggested:

Even though (choose the applicable words - names, student addresses and telephone numbers) are not considered directory information, military recruiters and postsecondary educational institutions may legally access this information without prior parental consent. Parents not wanting military recruiters or postsecondary institutions to access the information must ask the school district to withhold the information. Also, school districts that provide postsecondary institutions and potential employers access to students must provide the same right of access to military recruiters. Parents not wanting military recruiters to contact their children, have the right to deny permission for this activity.

- (5) 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.

[The School District may share any information with the Parties 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 Parties 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.

Information obtained from others shall not be used for the basis of disciplinary action of the student. This agreement only governs a school district's ability to share information and the purposes for which that information can be used.

November 13, 2014

September 14, 2009

Approved: January 13, 2003

Reviewed: December 13, 2004

Revised: _____

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

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

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

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

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

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

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

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

Un oficial escolar tiene un interés escolar legítimo si el oficial necesita revisar un expediente académico a fin de cumplir con su obligación profesional.

[Previa solicitud, el distrito divulgará sin consentimiento los expedientes académicos a los oficiales de otro distrito escolar en el cual el estudiante tiene la intención de matricularse. (Nota: A menos que en su notificación anual haya una declaración indicando que tienen la intención de enviar los expedientes al solicitante cuando éste los solicite. FERPA exige que un distrito escolar haga un intento razonable para notificar al padre o al estudiante emancipado de que han recibido una solicitud para la obtención de los expedientes académicos).

- (4) El derecho de informarle al distrito escolar de que el padre o la madre no quieren que se comunique al público la información contenida en el directorio, tal como se define abajo. Cualquier estudiante mayor de dieciocho años de edad o padre o madre que no quiera que se comunique al público esta información puede hacer una objeción de los escribiéndole al director a más tardar el (date) de (month) de (year). La objeción tiene que ser renovada anualmente.

Nombre, dirección, número de teléfono, fecha y lugar de nacimiento, materia de estudio principal, participación en deportes y en actividades reconocidas oficialmente, peso y estatura de los miembros de los equipos atléticos, fechas de asistencia a la escuela, diplomas y premios recibidos, la escuela o institución docente más reciente a la que asistió el estudiante, fotografía o imagen u otra información parecida.

- (5) El derecho a presentar una queja al U.S. Department of Education (Ministerio de Educación de los Estados Unidos) con respecto a las faltas supuestas del distrito en cumplir con los requisitos de FERPA. A continuación encontrará el nombre y la dirección de la oficina que maneja FERPA:

Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave., S.W.,
Washington, D.C., 20202-4605.

[El Distrito Escolar puede intercambiar con cualquiera de las Partes cualquier información contenida en el expediente académico permanente del estudiante. Esta información debe estar relacionada directamente con la capacidad del sistema de justicia de menores para servir efectivamente al estudiante. Antes de la adjudicación, la información contenida en el expediente permanente puede ser divulgado por parte del Distrito Escolar a las Partes sin consentimiento de los padres y sin una orden judicial. Después de la adjudicación, la información contenida en el expediente permanente del estudiante solamente podrá ser divulgada con consentimiento de los padres o por medio de una orden judicial. La información que se intercambie conforme con un acuerdo, será utilizado únicamente para determinar los programas y los servicios apropiados para las necesidades del estudiante o de la familia del estudiante. También se podrá utilizar para coordinar la entrega de los programas y los servicios al

estudiante o a la familia del estudiante. A menos que se obtenga un consentimiento por escrito de parte de los padres de un estudiante, del guardián o del custodio legal o real del estudiante, la información que se intercambie en virtud de un acuerdo, no será admisible en ningún procedimiento judicial que tenga lugar antes de una audiencia de disposición. Este acuerdo solamente rige la capacidad de un distrito escolar para intercambiar información y rige los propósitos para los cuales se puede utilizar esa información.

El propósito para el cual se intercambia la información antes de la adjudicación del estudiante es para mejorar la seguridad del colegio, reducir el uso ilícito de drogas y de alcohol, reducir las inasistencias a clase, reducir las suspensiones en el colegio y fuera del colegio, y para apoyar las alternativas a las suspensiones y expulsiones en el colegio y fuera del colegio. Estas alternativas proporcionan programas educativos estructurados y bien supervisados, suplidos por servicios adecuados y coordinados que están diseñados para corregir comportamientos que causan inasistencias a clase, suspensiones y expulsiones. Estos programas apoyan a los estudiantes en completar exitosamente su educación.

El individuo que solicite la información debe ponerse en contacto con el director del edificio en el cual el estudiante está actualmente matriculado o en el que estuvo matriculado. El director entonces enviará los expedientes dentro de los diez días laborables que le siguen a la fecha en que se recibió la solicitud.

La información confidencial que se intercambie entre las Partes y el distrito escolar permanecerá en confianza y no se intercambiará con ninguna otra persona salvo que esté dispuesto por ley. A menos que se obtenga el consentimiento por escrito de parte del padre o la madre del estudiante del guardián o del custodio real o legal del estudiante, ninguna información intercambiada según el acuerdo será admisible en ningún procedimiento judicial que tenga lugar antes de la audiencia.]

November 13, 2014

Approved: December 13, 2006

Reviewed: September 14, 2009

Revised:

The GMG 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. A copy of the school district's policy is available for review in the office of the principal of all of our schools.

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

Even though student addresses and telephone numbers are not considered directory information, military recruiters and post-secondary educational institutions may legally access this information without prior parental consent. Parents not wanting military recruiters and post-secondary institutions to access the information must ask the school district to withhold the information.

The school district has designated the following information as directory information: student's name; date and place of birth; email address, grade level, enrollment status, major field of study; participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees and awards received; and the most recent previous educational institution attended by the student; photograph and other likeness and other similar information. 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 October 1 of the current 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.

RETURN THIS FORM

GMG Community School District

Parental Directions to Withhold Student/Directory Information, 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 October 1, 20__.
Additional forms are available at your child's school.

RETURN THIS FORM

GMG Community School District

Parental Directions to Withhold Student Names, Addresses and Phone Numbers from Military Recruiters and Post-Secondary Educational Institutions, 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 October 1, 20__.
Additional forms are available at your child's school.

Policy Title: Student Promotion and Retention Code No. 578

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 retention of a student will be determined on the judgment of the certified staff and the principal. When it becomes evident a student in grades kindergarten through eight may be retained in a grade level for an additional year, the parents shall be informed. It shall be within the sole discretion of the boards to deny graduation to a student.

It shall be the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy. In developing these administrative regulations, the procedures for promotion and retention shall be included.

Students with one or more exceptional abilities, who in the judgment of administrative and certified personnel, would benefit from acceleration in the education program, may take classes in areas beyond their current grade level or participate in other approved forms of acceleration. Parents shall be contacted and agree to the acceleration of the student.

November 13, 2014
October 12, 2009
January 12, 2005

Approved: June 1999

Reviewed: April 1999

Revised: April 1993

Legal Reference: Iowa Code 256.11, 279.8, 280.3 (1989), 670 Iowa Admin. Code, 3.3(12), 281 Iowa Admin. Code 12.3(7) (new standards)

Cross Reference: Student Attendance, Student Rights and Responsibilities, Student Discipline, Student Scholastic Achievement, Student Health and Well-Being

Related Administrative Rules and Regulations: _____

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

Parent-teacher conferences will be held at all schools to keep the parents informed.

Parents of K-3 students will be informed by the district biannually of student progress in reading and math.

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

November 13, 2014

October 12, 2009

Approved: April 7, 2003

Reviewed: January 12, 2005

Revised _____

Legal Reference: Iowa Code §§ 256.11, .11A; 280 (1995). 281 I.A.C. 12.3(6), .3(7); .5(16).

Cross Reference: 574 Student Records
578 Student Promotion and Retention
572 Release of Student Information

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

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

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

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;
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.

November 13, 2014

October 12, 2009

January 12, 2005

April 6, 2009

Approved: June 1999

Reviewed: April 1999

Revised: April 1993

NOTE: A corporal punishment policy is no longer mandated. A policy addressing physical restraint of a student, however, is still mandated. This policy outlines when it may be appropriate for an employee to physically restrain a student. The policy does not need to be amended to reflect the new DE rules on physical restraint unless the board wants to go beyond the rules minimum requirements.

Legal Reference: Ingraham v. Wright, 430 U.S. 651 (1977).
Goss v. Lopez, 419 U.S. 565 (1975).
Tinkham v. Kole, 252 Iowa 1303, 110 N.W.2d 258 (1961).
Lai v. Erickson, PTPC Admin. Doc. 83-12 (1983).
Iowa Code §§ 279.8; 280.21 (2007).
281 I.A.C. 12.3(6); 103.
1980 Op. Att'y Gen. 275.

Cross Reference: 586.2 Abuse of Students by School District Employees
508 Student Discipline

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

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

Note: This is a mandatory policy and its accompanying regulations and they reflect Iowa law.

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.* (20045).
34 C.F.R. Pt. 300 *et seq.* (20045).
Iowa Code §§ 256.11(7); 256B; 273.2, .5, .9(2)-(3); 280.8 (2007).
281 I.A.C. 12.3(7), 41.405

Cross Reference: 602 Student Health Service
574 Student Records Access
614 Special Education
582 Student Injury or Illness at School

November 13, 2014

October 12, 2009

Approved: April 7, 2003

Reviewed: January 12, 2005

Revised April 6, 2009

Special Health Services Regulation

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

A. Definitions

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

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

“Education team” – may include the eligible student, the student’s parent, administrator, teacher, licensed health personnel, and others involved in the student’s educational program.

“Educational program” – includes all school curricular programs and activities both on and off school grounds.

“Health assessment” – health data collection, observation, analysis, and interpretation relating to the eligible student’s educational program.

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

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

“Licensed health personnel” – includes licensed registered nurse, licensed physician, and other licensed health personnel legally authorized to provide health services and medications.

“Prescriber” – licensed health personnel legally authorized to prescribe special health services and medications.

“Qualified designated personnel” – persons instructed, supervised and competent in implementing the eligible student’s health plan.

“Special health services” – includes, but is not limited to, services for eligible students whose health status (stable or unstable) required:

- interpretation or intervention,
- administration of health procedures and health care, or
- use of a health device to compensate for the reduction or loss of a body function

Special Health Services Regulation

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

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

B. Licensed health personnel will provide special health services under the auspices of the school. Duties of the licensed personnel include the duty to:

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

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

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

D. Licensed health personnel, in collaboration with the education team, will determine the special health services to be provided and the qualifications of individuals performing the special health services. The documented rationale will include the following:

- Analysis and interpretation of the special health service needs, health status stability, complexity of the service, predictability of the service outcome and risk of improperly performed service.
- Determination that the special health service, task, procedure or function is part of the person’s job description.
- Determination of the assignment and delegation based on the student’s needs.
- Review of the designated person’s competency.
- Determination of initial and ongoing level of supervision required to ensure quality services.

Special Health Services Regulation

- E. Licensed health personnel will supervise the special health services, define the level of supervision and document the supervision.
- F. Licensed health personnel will instruct qualified designated personnel to deliver and perform special health services contained in the eligible individual health plan. Documentation of instruction and periodic updates are on file at school.
- G. Parents will provide the usual equipment, supplies and necessary maintenance for such. The equipment is stored in a secure area. The personnel responsible for the equipment are designated in the individual health plan. The individual health plan will designate the role of the school, parents, and others in the provision, supply, storage and maintenance of necessary equipment.

Policy Title: Student Injury or Illness at School Code No. 582

When a student becomes ill or is injured at school, the student's parents shall be notified by the school nurse or designee as soon as possible after these individuals are aware of the incident.

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

It shall be the responsibility of the principal or designee to file an accident report with at the building office within 48 hours after the student is injured at school.

Parents shall be required to complete a medical emergency authorization form indicating the procedures to be followed, if possible, in an emergency involving their child. It shall be the responsibility of the parents to provide the school district with updated information on the medical authorization form.

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

There will be an Emergency Procedure plan filed in each office. This plan will contain a list of the people in the building trained in CPR, first aid and bloodborne pathogens.

December 8, 2014
October 12, 2009
January 12, 2005

Approved: June 1999

Reviewed: April 1999

Revised: April 1996

Legal Reference: Iowa Code 613.17 (1989), 281 Iowa Admin. Code 12.3(9) (new standards)

Cross Reference: Student Health and Well-Being, Bloodborne Pathogens

Related Administrative Rules and Regulations: _____

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.

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

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

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.

December 8, 2014

October 12, 2009

January 12, 2005

April 7, 2003

Approved: June 1999

Reviewed: April 1999

Revised: April 1996

Legal Reference: School Board of Nassau County v. Arline, 480 U.S. 273 (1987). 29 U.S.C. §§ 701 et seq. (1994). 45 C.F.R. Pt. 84.3 (1990). Iowa Code ch. 139 (2000). 641 I.A.C. 1.2-.5, 7.

Cross Reference: 416 Communicable Diseases – Employees
574 Student Records
582 Student Injury or Illness at School

Related Administrative Rules and Regulations: _____

Communicable Disease Chart

Code No. 584a

Recommendations for schools and day care facilities, Iowa Department of Public Health

Disease <i>*Immunization is available</i>	Usual Interval Between Exposure and First Symptoms of Disease	Main Symptoms	Minimum Exclusion from School
Chickenpox	13 to 17 days	Mild symptoms and fever. Pocks are "blistery." Develop scabs, most on covered parts of body.	7 days from onset of pocks or until pocks become dry.
Conjunctivitis (Pink Eye)	24 to 72 hours	Tearing, redness and puffy lids, eye discharge.	Until treatment begins or physician approves readmission.
Erythema Infectiosum (Fifth Disease)	4 to 20 days	Usual age 5 to 14 years – unusual in adults. Starts with a low-grade fever followed by Erythema (slapped cheek) appearance on cheeks, lace-like rash on extremities lasting a few days to 3 weeks. Rash seems to recur.	After diagnosis no exclusion from school
German Measles* (Rubella)	14 to 23 days	Usually mild. Enlarged glands in neck and behind ears. Brief red rash.	7 days from onset of rash. Keep away from pregnant women.
Haemophilus Meningitis	2 to 4 days	Fever, vomiting, lethargy, stiff neck and back.	Until physician permits return.
Hepatitis A	Variable-15 to 50 (average 28 to 30) days	Abdominal pain, nausea, usually fever. Skin and eyes may or may not turn yellow.	14 days from onset of clinical disease and at least 7 days from onset of jaundice.
Impetigo	1 to 3 days	Inflamed sores, with pus	48 hours after antibiotic therapy started or until physician permits return.
Measles*	10 days to fever; 14 days to rash	Begins with fever, conjunctivitis, runny nose, cough, and then blotchy red rash.	4 days from onset of rash.
Meningococcal Meningitis	2 to 10 (commonly 3 to 4) days	Headache, nausea, stiff neck, fever.	Until physician permits return.
Mumps*	12 to 25 (commonly 18) days	Fever, swelling and tenderness of glands at angle of jaw.	9 days after onset of swollen glands or until swelling disappears.
Pediculosis (head/body lice)	7 days for eggs to hatch	Lice and nits (eggs) in hair.	24 hours after adequate treatment to kill lice and nits.
Ringworm of Scalp	10 to 14 days	Scaly patch, usually ring shaped, on scalp.	No exclusion from school. Exclude from gymnasium, swimming pools, and contact sports.
Scabies	2 to 6 weeks initial exposure; 1 to 4 days re-exposure	Tiny burrows in skin caused by mites	Until 24 hours after treatment.
Scarlet Fever Scarlatina Strep Throat	1 to 3 days	Sudden onset, vomiting, sore throat, fever, later fine rash (not on face). Rash usually only with first infection.	24 hours after antibiotics started and no fever.
Whooping Cough* (Pertussis)	7 to 10 days	Head cold, slight fever, cough, and characteristic whoop after about 2 weeks.	5 days after start of antibiotic treatment.

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

Reporting Form

Code No. 584E1

Source: Iowa Department of Public Health (1997).

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

- | | | |
|------------|----------------|---------------------------|
| Botulism | Poliomyelitis | Yellow Fever |
| Cholera | Rabies (Human) | Disease outbreaks of any |
| Diphtheria | Rubella | any public health concern |
| Plague | Rubeola | |

REPORT ALL OTHER DISEASES BELOW.

WEEK ENDING _____

See other side for list of reportable infectious diseases.

DISEASE	Patient	County or City	DOB	Gender
	Name _____ Parent (If applicable) _____			
	Address _____			
	Attending Physician _____			
	Name _____ Parent (If applicable) _____			
	Address _____			
	Attending Physician _____			
	Name _____ Parent (If applicable) _____			
	Address _____			
	Attending Physician _____			
	Name _____ Parent (If applicable) _____			
	Address _____			
	Attending Physician _____			
	Name _____ Parent (If applicable) _____			
	Address _____			
	Attending Physician _____			

Reporting Physician, Hospital, or other Authorized Person _____

Address _____

Remarks _____

FOR SCHOOLS ONLY: Report over 10% absent only.					Total enrollment: _____
	Monday	Tuesday	Wednesday	Thursday	Friday
No. Absent					
% of Enrollment					
REPORT NUMBER OF CASES ONLY					
	_____ Chickenpox		_____ Gastroenteritis		
	_____ Erythema infectiosum (5th Disease)		_____ Influenza-like illness (URI)		

Reportable Infectious Diseases

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

Acquired Immune Deficiency Syndrome (AIDS)	Leprosy	Rubella (German measles)
Amebiasis	Leptospirosis	Rubeola (measles)
Anthrax	Lyme disease	Salmonellosis
Botulism	Malaria	Shigellosis
Brucellosis	Meningitis, (bacterial or viral)	Tetanus
Campylobacteriosis	Mumps	Toxic shock syndrome
Chlamydia trachomatis	Parvovirus B19 infection (fifth disease and other complications)	Trichinosis
Cholera	Pertussis (whooping cough)	Tuberculosis
Diphtheria	Plague	Tularemia
<i>E. coli</i> O157:H7	Poliomyelitis	Typhoid fever
Encephalitis	Psittacosis	Typhus fever
Giardiasis	Rabies	Veneral disease
Hepatitis, viral (A, B, Non A- Non- B, Unspecified)	Reye's Syndrome	Chancroid
Histoplasmosis	Rheumatic fever	Gonorrhea
Human Immunodeficiency Virus (HIV) infection other than AIDS	Rocky Mountain spotted fever	Granuloma Inguinale
Influenza	Rubella (congenital syndrome)	Lymphogranuloma Venereum
Legionellosis		Syphilis
		Yellow Fever

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

Note: Be sure to mail the appropriate copies to both the state and local public health offices. School districts must submit a report weekly if there are cases of mumps, chicken pox, erythema infectiosum, gastroenteritis, influenza-like illnesses and if the number is greater than 10 percent of the school district's enrollment.

In compliance with the child abuse policy passed by the State Board of Education the Board of Education designates the following investigators of physical and sexual abuse of students by school employees:

1. One primary investigator who will be a district guidance counselor.
2. One alternate investigator who will be a district building principal.
3. The second level investigator who will be an official from the Department of Human Service, or other board approved agency.

The primary investigator will examine reported incidents of physical and sexual abuse of students by school employees. They will review all allegations and determine whether a Level Two referral is warranted. The investigator must notify local law enforcement authorities in cases of proven serious physical and sexual abuse.

The investigator must also give a copy of the report to the employee's superintendent.

December 8, 2014

October 12, 2009

January 12, 2005

Approved: June 1999 _____

Reviewed: April 1999 _____

Revised: April 1996

Legal Reference: _____

Cross Reference: _____

Related Administrative Rules and Regulations: _____

Policy Title: Identifying and Reporting Child Abuse Code No. 586.1

It is the policy of the GMG School District that any certificated or licensed employee who has a reasonable belief that a child under the age of 18 has been abused by a person responsible for the care of the child, as defined by law, shall report the suspect abuse verbally to the Department of Human Services (DHS) within twenty-four hours, and follow the verbal report with a written report on appropriate forms. The reporting of suspected abuse of children by non-certificated or non-licensed employees is encouraged. The failure on the part of an employee who is a mandatory reporter to make a report as required by law may subject the employee to disciplinary sanctions up to and including discharge.

It is also the policy of the GMG School District that reports of child abuse remain confidential, as required by law.

The GMG School District shall provide the training required by law in the identification and reporting of child abuse, to all mandatory reporters employed by the school within six months of initial employment. The School shall also provide each new employee, who is a mandatory reporter, with the legal requirements of child abuse reporting within one month of initial employment

The GMG School District administration and staff will cooperate fully with DHS personnel in conducting a child abuse investigation by providing confidential access to the child named in the report, and to other children alleged to have relevant information, for the purpose of interview. The GMG School District recognize no obligation to contact the parents or guardians of a child suspected to be a victim of abuse.

December 8, 2014

October 12, 2009

January 12, 2005

Approved: June 1999

Reviewed: April 1999

Revised: April 1993

Legal Reference: Iowa Code 232.68, .69, .70, .71(6)

Cross Reference: _____

Related Administrative Rules and Regulations: _____

Policy Title: Procedures for Charging and Investigating Allegations of Abuse of Students by School Employees Code No. 586.2

It is the policy of the GMG School District that school employees not commit acts of physical or sexual abuse, including inappropriate and intentional sexual behavior, toward students. Any school employee who commits such acts is subject to disciplinary sanctions up to and including discharge.

It is the policy of the GMG School District to respond promptly to allegations of abuse of students by school employees by investigating or arranging for full investigation of any allegation, and to do so in a reasonable prudent manner. The processing of a complaint or allegation will be handled confidentially to the maximum extent possible. All employees information of the reporting and investigation process, shall be maintained confidential.

The GMG School District has appointed a level-one investigator and alternate, and have arranged for or contracted with a trained, experienced professional to serve as the level-two investigator. The level-one investigator and alternate will be provided training in the conducting of an investigation, at the expense of the GMG School District.

The superintendent or designee shall prescribe rules in accordance with the rules adopted by the State Board of Education to carry out this policy.

December 8, 2014
October 12, 2009
January 12, 2005

Approved: June 1999 Reviewed: April 1999 Revised: April 1993

Legal Reference: Iowa Code 280.17 Iowa Admin. Code 281---102

Cross Reference: _____

Related Administrative Rules and Regulations: _____

Harassment and bullying of students is against federal, state and local policy, and are not tolerated by the GMG Community School District. The board is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, the board has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of students by other students, by school employees, and by volunteers who have direct contact with students will not be tolerated in the school or school district. The board prohibits harassment, bullying, hazing, or any other victimization of students, based on any of the following actual or perceived traits or characteristics, including but not limited to, age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.

This policy at GMG is in effect while students are on property within the jurisdiction of the board; while on school-owned or school-operated vehicles; while attending or engaged in school-sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school or school district. If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures which may include suspension or expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures which may include, termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures which may include, exclusion from school grounds. "Volunteer" means an individual who has regular, significant contact with students.

When looking at the totality of the circumstances, harassment and bullying mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions:

- Places the student in reasonable fear of harm to the student's person or property;
- Has a substantially detrimental effect on the student's physical or mental health;
- Has the effect of substantially interfering with the student's academic performance; or
- Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

"Electronic" means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, electronic text messaging or similar technologies.

Harassment and bullying may include, but are not limited to, the following behaviors and circumstances:

- Repeated remarks of a demeaning nature;
- Implied or explicit threats concerning one's grades, achievements, property, etc.;
- Demeaning jokes, stories, or activities directed at the student; and/or,
- Unreasonable interference with a student's performance.

Sexual harassment of a student by an employee means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission to the conduct is made either implicitly or explicitly a term or condition of the student's education or benefits;

- Submission to or rejection of the conduct is used as the basis for academic decisions affecting that student; or,
- The conduct has the purpose or effect of substantially interfering with the student’s academic performance by creating an intimidating, hostile, or offensive education environment.

In situations between students and school officials, faculty, staff, or volunteers who have direct contact with students, bullying and harassment may also include the following behaviors:

- Requiring that a student submit to bullying or harassment by another student, either explicitly or implicitly, as a term or condition of the targeted student’s education or participation in school programs or activities; and/or,
- Requiring submission to or rejection of such conduct as a basis for decisions affecting the student.

Any person who promptly, reasonably, and in good faith reports an incident of bullying or harassment under this policy to a school official, shall be immune from civil or criminal liability relating to such report and to the person’s participation in any administrative, judicial, or other proceeding relating to the report. Individuals who knowingly file a false complaint may be subject to appropriate disciplinary action.

Retaliation against any person, because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding, is also prohibited. Individuals who knowingly file false harassment complaints and any person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

The school or school district will promptly and reasonably investigate allegations of bullying or harassment. The building principal or designee will be responsible for handling all complaints by students alleging bullying or harassment. It is the responsibility of the superintendent, in conjunction with the investigator and principals, to develop procedures regarding this policy.

The board will annually publish this policy. The policy may be publicized by the following means:

- Inclusion in the student handbook,
- Inclusion in the registration materials
- Inclusion on the school or school district’s web site, and a copy shall be made to any person at the central administrative office

Legal References: 20 U.S.C. §§ 1221-1234i (2010).
 29 U.S.C. § 794 (2010).
 42 U.S.C. §§ 2000d-2000d-7 (2010).
 42 U.S.C. §§ 12101 *et. seq.* (2010).
 Iowa Code §§ 216.9; 280.28; 280.3 (2011).
 281 I.A.C. 12.3(6); Morse v. Frederick, 127 S.Ct. 2618 (2007)

December 8, 2014

January 14, 2013

October 12, 2009

February 11, 2013

Approved: April 7, 2003

Reviewed: January 12, 2005

Revised: February 14, 2005

Harassment Complaint Form

Name of complainant: _____

Position of complainant: _____

Date of complaint: _____

Name of alleged harasser: _____

Date and place of incident or incidents: _____

Description of misconduct: _____

Name of witnesses (if any): _____

Evidence of harassment, i.e. letters, photos, etc. (attach evidence if possible): _____

Any other information: _____

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: _____

Date: _____

Student-to-Student Harassment Investigation Procedures

Harassment of students by other students will not be tolerated in the school district. This policy is in effect while students are on school grounds, school district property, or on property within the jurisdiction of the school district; while on school-owned and/or school-operated buses, vehicles or chartered buses; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district.

Harassment prohibited by the district includes, but is not limited to, harassment on the basis of race, sex, creed, color, national origin, religion, marital status or disability. Students whose behavior is found to be in violation of this policy will be subject to the investigation procedure, which may result in discipline, up to, and including, suspension and expulsion.

Sexual harassment means unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- submission to such conduct is made either explicitly or implicitly a term or condition of a student's education or of a student's participation in school programs or activities;
- submission to or rejection of such conduct by a student is used as the basis for decisions affecting the student; or
- such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating, offensive or hostile learning environment.

Sexual harassment as set out above, may include, but is not limited to the following:

- verbal or written harassment or abuse;
- pressure for sexual activity;
- repeated remarks to a person with sexual or demeaning implications;
- unwelcome touching;
- suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, achievements, etc.

Harassment on the basis of race, creed, color, religion, national origin, marital status or disability means conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble students when:

- submission to such conduct is made either explicitly or implicitly a term or condition of a student's education or of a student's participation in school programs or activities;
- submission to or rejection of such conduct by a student is used as the basis for decisions affecting the student; or
- such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating, offensive or hostile learning environment.

Harassment as set forth above may include, but is not limited to the following:

- verbal, physical or written harassment or abuse;
- repeated remarks of a demeaning nature;

- implied or explicit threats concerning one's grades, achievements, etc.;
- demeaning jokes, stories, or activities directed at the student.

Harassment and abuse are violations of school district policies, rules and regulations and, in some cases, may also be a violation of criminal or other laws. The school district has the authority to report students violating this rule to law enforcement officials.

Students who feel that they have been harassed should:

- Communicate to the harasser that the student expects the behavior to stop, if the student is comfortable doing so. If the student needs assistance communicating with the harasser, the student should ask a teacher, counselor or principal to help.
- If the harassment does not stop, or the student does not feel comfortable confronting the harasser, the student should:
 - tell a teacher, counselor or principal; and
 - write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including:
 - * what, when and where it happened;
 - * who was involved;
 - * exactly what was said or what the harasser did;
 - * witnesses to the harassment
 - * what the student said or did, either at the time or later;
 - * how the student felt; and
 - * how the harasser responded.

Complaint Procedure

A student who believes that the student has been harassed shall notify the building principal, the designated investigator. The alternate investigator is a district building principal. The investigator may request that the student complete the Harassment Complaint form and turn over evidence of the harassment, including, but not limited to, letters, tapes, or pictures. Information received during the investigation shall be kept confidential to the extent possible.

The investigator, with the approval of the principal, or the principal has the authority to initiate a harassment investigation in the absence of a written complaint.

Investigation Procedure

The investigator shall reasonably and promptly commence the investigation upon receipt of the complaint. The investigator shall interview the complainant and the alleged harasser. The alleged harasser may file a written statement refuting or explaining the behavior outlined in the complaint. The investigator may also interview witnesses as deemed appropriate.

Upon completion of the investigation, the investigator shall make written findings and conclusions as to each allegation of harassment and report the findings and conclusions to the principal. The investigator will outline the findings of the investigation to the principal.

Resolution of the Complaint

Following receipt of the investigator's report, the principal may investigate further, if deemed necessary, and make a determination of the appropriate next step, which may include discipline up to, and including suspension and expulsion.

Prior to the determination of the appropriate remedial action the principal may, at the principal's discretion, interview the complainant and the alleged harasser. The principal shall file a written report closing the case and documenting any disciplinary action taken or any other action taken in response to the complaint. The complainant, the alleged harasser and the investigator shall receive notice as to the conclusion of the investigation.

Points to Remember in the Investigation

- Evidence uncovered in the investigation is confidential.
- Complaints must be taken seriously and investigated.
- No retaliation will be taken against individuals involved in the investigation process.
- Retaliators will be disciplined up to and including suspension and expulsion.

Conflicts

If the investigator is a witness to the incident, the alternate investigator shall be the investigator.

December 8, 2014
October 12, 2009
Approved: April 7, 2003 Reviewed: January 12, 2005 Revised _____

The Board will make reasonable efforts to identify homeless children and youth of school age within the district, encourage their enrollment and eliminate existing barriers to their receiving an education which may exist in district policies or practices. The designated coordinator for identification of homeless children and for tracking and monitoring programs and activities for these children is the superintendent.

The GMG Community School District provides a quality comprehensive education for children and youth. The comprehensive education includes all curricular areas and various programs and services. The content areas of the curriculum include literacy, mathematics, science, social studies, career and technical education, the arts, foreign language, and health and physical education. Programs and services include distance learning, service learning, before-after school programs, guidance and counseling, and instructional media and school technology. Information about students with unique learning needs and programs and services to address their needs, such as special education, alternative education, dropout prevention, gifted education and talent development, and education of the homeless, is presented under Diverse Learners.

The GMG Community School District defines a homeless child as a child between the ages of 5 and 21 who lacks a fixed, regular, and adequate nighttime residence. A homeless child includes a child or youth living in a car, tent, or abandoned building, community shelter, or some other form of shelter not defined as a permanent home that may include living with a non-nuclear family or friends (includes double-up families).

GMG Schools will take the best interests of the child into consideration with homeless children admitted immediately. Lack of parental permission, medical or school records, transportation to and from school, or permanent address cannot prevent a homeless student from enrolling.

A comprehensive checklist of Iowa requirements for the education of homeless children and youth is in the publication, Homelessness: Local Program Planning Review Guide: Services for Homeless Children and Youth. This publication may be accessed through the Iowa Department of Education Homeless Education web site.

So that enrollment of homeless children and youth of school age may be facilitated, the following policy areas are modified as follows:

School Records: For students transferring out of the district, records may be provided directly to the student or the student's parents. In addition, students transferring into the school district may provide cumulative records directly to the district. The school district will not require that such records be forwarded from another school district before that student may enroll. The school will then request the official records from the previous school.

Immunization Requirements: Homeless students will not be denied enrollment for lack of immunization records if:

1. they have a statement signed by a physician stating that immunization would be injurious to the student;
2. they provide an affidavit stating such immunization would conflict with their religious beliefs;
3. they are in the process of being immunized; or
4. they are a transfer student from another school

The school district will make a reasonable effort to locate immunization records from the information provided or will arrange for the student to receive immunizations.

Waiver of Fees and Charges: Fees and charges which may present a barrier to the enrollment or transfer of a homeless child or youth may be waived in the discretion of the superintendent.

Enrollment Requirements/Placement: Enrollment requirements which may constitute a barrier to the education of the homeless child or youth may be waived in the discretion of the superintendent. If the school district is unable to determine the grade level of the student because of missing or incomplete records, the school district will administer tests or utilize other reasonable means to determine the appropriate grade level for the child.

Residency: For purposes of a homeless child or youth, residence for the purpose of attending school is where the child actually resides or the child's school district of origin. A child's school district of origin is the school district where the child was last enrolled. The deciding factor is the welfare of the child. As much as possible, the child will not be required to change attendance centers within the school district every time the child changes residence unless that change results in the child no longer being classified as homeless.

Transportation: Policies or practices regarding transportation of students which might cause a barrier to the attendance of a homeless child or youth may be waived by the superintendent.

Special Services: All services which are available to resident students are made available to homeless children or youth enrolled in the school district. Services include special education, talented and gifted programs, vocational education, English as a second language programs, health services and food and nutrition programs. The contents of this policy will supersede any and all conflicting provisions in Board policies dealing with the seven policy areas discussed above.

NOTE: This is a mandatory policy and reflects both Iowa and federal law.

Legal reference: No Child Left Behind, Title X, Sec. 722, P.L. 107-110 (2002).
42 U.S.C. §§ 11431 *et seq.* (1994).
281 I.A.C. 33.
Chapter 33 of the Iowa Code

Cross Reference: 501 Student Attendance
503.3 Fines, Fees, Charges
506 Student Records
507.1 Student Health and Immunization Certificates
603.3 Special Education
711.1 Student School Transportation Eligibility

January 12, 2015

October 12, 2009

01/12/2005

04/08/2008

Approved: 03/1991

Reviewed: 04/1996

Revised: 01/13/2003

Policy Title: Student's Concerns Code No. 590

The board recognizes that situations may arise in the operations of the system, which are of concern to students. The Board believes strongly that all concerns should be resolved at the lowest possible level of decision making by the individuals closest to the concern. The concerns are best dealt with through communication with appropriate staff members and officers of the system, such as faculty, the principals, the central office, and the Board.

The following guidelines are suggested as the proper procedure to be followed by persons with questions or complaints:

1. Matters concerning an individual student, a teacher, or other employee should first be addressed to the teacher or employee.
2. Unsettled matters from (1) above, or if the student feels uneasy talking with that individual, and has a problem or question concerning individual schools, should be directed to the building principal, or the employee's immediate supervisor.
3. Unsettled matters from (2) above, or problems and questions concerning the school system should be directed to the superintendent.
4. If the matter cannot be settled satisfactorily by the superintendent, it may be brought to the Board of Directors. No appeal will be heard by the Board of Directors and no charges against the employee will be investigated or acted upon unless reduced to writing, signed by the party bringing the same, and presented to the Board through the Superintendent of Schools. The concern may be brought up at a Board meeting by following the procedures to have an item placed on the agenda or may be brought up as an item of information during the open forum portion of the agenda, time permitting.

January 12, 2015

October 12, 2009

January 12, 2005

Approved: June 1999

Reviewed: April 1999

Revised: April 1993

Legal Reference: _____

Cross Reference: _____

Related Administrative Rules and Regulations: _____

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

(In each of the following six items, the board must describe in policy how it will accomplish each of the items.)

- (1) how 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;
- (2) how the board will provide the coordination, technical assistance and other support necessary to assist participating schools in planning and implementing effective parent involvement activities to improve student academic achievement and school performance;
- (3) build the schools' and parents' capacity for strong parental involvement;
- (4) coordinate and integrate parental involvement strategies under Title I with other programs such as Head Start, Reading First, etc.;
- (5) conduct with the involvement of parents, an annual evaluation of the content and effectiveness of the parental involvement 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, minorities, parents with disabilities and parents with low literacy) and use the findings of the evaluation to design strategies for more effective parental involvement and to revise, as necessary, the parental involvement policies; and
- (6) involve parents in Title I activities.

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

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

Approved January 13, 2003

Reviewed November 9, 2009
February 14, 2005

Revised _____

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, to submit to a survey, analysis or evaluation that reveals information concerning:

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

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

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

Legal Reference: No Child Left Behind, Title II, Sec. 1061, P.L. 107-110 (2002).
Goals 2000: Educate America Act, Pub. L. No. 103-227, 108 Stat. 125 (1994).
20 U.S.C. § 1232h (2004).
Iowa Code §§ 280.3; (2007).

Cross Reference:

Approved January 13, 2003 Reviewed February 14, 2005 Revised _____
February 9, 2015
November 9, 2009

The GMG School Board promotes healthy students by supporting wellness, good nutrition and regular physical activity as a part of the total learning environment. The GMG school district supports a healthy environment where students learn and participate in healthy dietary and lifestyle practices. By facilitating learning through the support and promotion of good nutrition and physical activity, schools contribute to the basic health status of the students. Improved health optimizes student performance potential.

The GMG 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.

The GMG School district supports and promotes proper dietary habits and physical activity that contributes to students' health status and academic performance. All foods available on school grounds and at school sponsored activities during the instructional school day (bell-to-bell) must meet the Healthy Kids Act Nutritional Content Standards.

Wellness Policy Goals

- Increase healthy nutrition education and awareness
- Promote and sell nutritious food/beverage options
- Increase awareness of the importance of physical activity
- Offer school-based activities that are designed to promote student awareness
- Promote awareness and influence a healthier BMI (Body Mass Index)

GMG School District and Healthy Kids Act Nutritional Content Standards

Nutritional Content Standards Foods Table

Nutrient	A la Carte, Vending, and Regulated Fundraising Items
Calories	< NSLP entree items* OR < 400 calories per entrée item < NSLP sides* OR < 200 calories
Sodium	< NSLP entrée items* OR < 600 mg per entrée item [< 480 mg/serving entrees (2014)] < NSLP side* OR < 400 mg/serving sides [< 200 mg/serving sides (2014)]
Saturated Fat	< 10% calories (excluding reduced fat cheese)
Trans Fat	< 0.5 gm/serving
Total Fat	< 35% calories (excluding nuts, seeds, nut butters and reduced fat cheese)
Sugar	< 35% calories (excluding fruits and yogurts)
Dietary fiber/ whole grain	50% of grains offered must be whole grain

Nutritional Content Standards Beverage Table

Beverage	A la Carte, Vending, and Regulated Fundraising Items
Milk	Low/nonfat regular Low/nonfat flavored no nonnutritive sweeteners In addition: < 27 gm sugar/8 oz (2014) < 24 gm sugar/8 oz (2017) < 22 gm sugar/8 oz (2020)
100% Fruit/Vegetable Juice	No added sweeteners
Water	No added nonnutritive sweeteners
Sports Drinks, Flavored Water	None to be made available to elementary students during the school day as vending machine, <i>a la carte</i> , or regulated fundraising items
Caffeinated Beverages	None are to be made available to students in elementary grades during the school day as vending machine, <i>a la carte</i> , or regulated fundraising items, with the exception of beverages that contain trace amounts of naturally occurring caffeine-related substances (e.g., chocolate milk)
Sodas, Carbonated Beverages	None are to be made available to any students during the school day as vending machine, <i>a la carte</i> , or regulated fundraising items

Nutrition Guidelines For All Foods and Beverage Served On Campus

1. School Meal Program- National School Lunch Program {NSLP} will:

- Be appealing and attractive to children
- Be served in clean and pleasant settings
- Meet the nutrition requirements established by local, state and federal law
- Offer a variety of fruits and vegetables
- Serve only low-fat (1%) and fat-free milk and nutritionally equivalent non-dairy alternatives (as defined by the USDA)
- Ensure that half of the served grains are whole grain
- Share nutritional analysis information to parent's and students upon request through the cafeteria.

2. School Meal Program-National School Breakfast Program {NSBP}

To ensure that all children have breakfast, either at home or at school, in order to meet their nutritional needs and enhance their ability to learn, GMG School district will:

- Operate the NSBP to the extent possible
- Arrange bus schedules and utilize methods to serve school breakfast that encourages participation
- Promote the availability of the school breakfast program to parents and students
- Provide information to parents and students about the importance of a healthy breakfast through newsletter articles, take-home materials, or other means.

3. Free and Reduced-Priced Meals

GMG School District will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced school meals. GMG School District will strive to:

- Utilize electronic identification and payment systems
- Promote the availability of meals to all students

4. Meal Times and Scheduling

GMG School will:

- Strive to provide students with at least 10 minutes to eat after sitting down for breakfast and 20 minutes after sitting down for lunch
- Will provide students access to hand washing or hand sanitizing before they eat meals or snacks
- Take reasonable steps to accommodate the tooth-brushing regimen of students with special oral health needs

5. Sharing of Foods and Beverages

- The GMG School District discourages from sharing their food or beverages with one another during meals or snack times; this given concerns about sanitation, food allergies and health issues.

6. Vending, Ala Carte, and Regulated Fundraising During the School Day

- Any food or beverages sold to students from 8:00am-4:00pm are required to meet the Healthy Kids Act Nutritional Content Standards
- Students are not permitted in the staff lounge/workroom nor have access to any of the food or beverages that are available for staff, located in the lounge/workroom

7. Beverages Brought onto Campus During School Hours

- Beverages that do not meet the Healthy Kids Act requirements are not allowed to be brought onto the school campus or consumed during normal school hours from 8:00 a.m. – 4:00 p.m.

8. Classroom Parties and Treats

- The GMG school district encourages parents to provide healthy food and drinks that follow the GMG District Nutritional Standards.
- The school will provide parents a list of ideas of healthy alternatives to bring for celebrations, parties, rewards and fund raising ideas.
- Teacher will make parents aware of any student in their classroom that has a food allergy.

9. Qualification of Food Service Staff

The GMG School District will:

- Provide continuing professional development for all nutrition professionals
- Provide staff development programs that include appropriate certification and/or training programs for child nutrition directors, nutrition managers and cafeteria workers, according to their levels of responsibility

Incentives, Rewards and Punishment

- Food/beverage items that are utilized as an incentive shall adhere to the GMG District Nutritional Standards.
- Foods provided through the school breakfast and lunch program will not be withheld or used as a reward or discipline strategy.
- Staff will not use physical activity (running laps, push ups, sit-ups, etc.) or withhold P.E. class as punishment
- Staff will strive not to withhold recess for missed work or punishment, if that is the only physical activity opportunity for that day.

Concessions

GMG School encourages concessions that are sold outside of the instructional day to offer nutritious options for sale including, but not limited to; fresh fruits, vegetables, yogurt, granola bars, and string cheese. Water should also be offered wherever beverages are sold.

Nutritional Education and Promotion Goals

The GMG Community School District will provide nutrition education and engage in nutrition promotion that:

- Is offered at each grade level as part of a sequential, comprehensive, standards based program designed to provide students with the knowledge and skills necessary to promote and protect their health.
- Is part of not only health education classes, but also classroom instruction in subjects such as math, science, language arts, social sciences, and elective courses?
- Promotes fruits, vegetables, whole-grain products, low fat and fat free dairy products, healthy food preparation methods and health enhancing nutrition practices.
- Emphasizes caloric balance between food intake and physical activity.
- Includes training for teachers and other staff.

Physical Education

The GMG School District will provide physical education that:

- Includes students with disability (students with special healthcare needs may be provided in alternative education settings)
- Engages students in moderate activity during at least 50-75% of the PE class time
- Is taught or supervised by a certified physical education teacher
- Is for all students in grades K-12 for the entire school year with the exception of those students that have signed waivers on file.

After School Childcare or Enrichment Programs

After school child care and enrichment programs will:

- Provide and encourage verbally, and through the provision of space, equipment and activities- daily periods of moderate to vigorous physical activity for all participants.
- Provide healthful snacks that will make a positive contribution to children's diets and health.

Daily Physical Activity

The GMG School District:

- Should provide recess that is at least 20 minutes a day and is preferably outdoors
- Encourages moderate to vigorous physical activity during recess; verbally and through the provision of space and equipment
- Requires every student in grade K-5 has 30 minutes of physical activity every day
- Requires every student in grade 6-12 has 120minutes of physical activity per week
- Discourages extended periods of inactivity
- When activities, such as mandatory school wide testing, make it necessary for students to remain indoors for long periods of time, our school will give students periodic breaks during which they are encouraged to stand and be moderately active

Other School Based Activities That Promote Student Wellness

1. Integrating Physical Activity into Classroom Settings

- Offer classroom health education that complements physical education by reinforcing the knowledge and self-management skills needed to maintain a physically active lifestyle and to reduce time spent on sedentary activities.
- Discourage sedentary activities, such as watching television, playing computer games; etc.
- Provide opportunities for physical activities to be incorporated into other subject lessons.
- Encourage classroom teachers to provide short physical activity breaks between lessons or classes, as appropriate.

2. Communication With Parents

- Offer healthy eating seminars for parents; send home physical education and nutrition information, post nutrition tips and physical activity information on school web site, etc.
- Encourage parents to pack healthy lunches and snacks and to refrain from including beverages and food that do not meet the School Districts Nutritional Standards.

3. Food Marketing in School

- Limit food and beverage marketing to the promotion of items that meet the District and GMG District Nutritional Standards
- Promote healthy foods, including fruits, vegetables, whole grain and low fat dairy products.
- Market activities that promote healthful behaviors including: vending machine covers promoting water, sales of fruit for fundraisers, and coupons for discount gym memberships.

4. Staff Wellness

GMG School District staff:

- Are encouraged to act as a healthy role model to the students
- Are encouraged to establish and maintain a “Staff Wellness Committee” that will help develop, promote and oversee a multifaceted plan to promote staff health and wellness and base the plan on input solicited from employees that outline ways to encourage healthy eating, physical activity, and other elements of a healthy lifestyle.
- Will refrain from eating and drinking items, in front of students, that do not meet the GMG District Nutritional Standards.

CPR Training

Every student will be required to successfully complete a course that leads to certification in cardiopulmonary resuscitation (CPR) by the end of grade 12, effective with the Class of 2012.

Outcome Measurement

- Monitor vending and a la carte revenue
- Measure and monitor BMI data
- Monitor fundraising revenue
- Monitor participation rates of the National School Lunch Program and the National School Breakfast Program
- Assess student and parent feedback

Monitoring and Compliance

In each school:

- The food service supervisor will ensure compliance with nutrition policies within food service areas and will report compliance to the principal.
- The principal will ensure compliance with the Wellness Policy that pertain to their building and will report on the school's compliance to the superintendent.
- The Superintendent will ensure compliance with established school district wide nutrition and physical activity wellness policies.
- The Wellness Policy Committee will review the wellness policy compliance, assess progress and determine areas in need of improvement on an annual basis and report their findings to the superintendant and the school board.

Legal Reference: Richard B. Russell National School Lunch Act, 42 U.S.C. 1751
(2005) Child Nutrition Act of 1966, 42 U.S.C. 1771
Iowa Code 256.7(29), 256.11(6)
281 IAC 12.5(19),12.5(20), 58.11

Cross Reference: 504.6 Student Activity Program
710 School Food Services

October 14, 2014
June 14, 2010
Approved: July 10, 2006 Reviewed: November 9, 2009 Revised: December 17, 2009
July 12, 2010