

## OBJECTIVES FOR EQUAL EDUCATIONAL OPPORTUNITIES FOR STUDENTS

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 shall 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 attending school within the school district. Each student attending school will have the opportunity to use it and its educational 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 opportunities.

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

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

In the delivery of the educational program, students will treat school district personnel with respect and students will receive the same in return. School district personnel 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 school district personnel.

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

Inquiries by students regarding compliance with equal educational opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination are directed to the Affirmative Action Coordinator by writing to the Affirmative Action Coordinator, Carlisle Community School District, 430 School Street, Carlisle, IA 50047; or by telephoning 515-989-3589.

Approved \_\_\_\_\_ Reviewed July 2008 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

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 Dept. of Education, Grimes State Office Bldg., Des Moines, IA. (515) 281-5294. This inquiry or complaint to the federal or state office may be done instead of, or in addition to, an inquiry or complaint at the local level.

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

**Approved 07-14-2008**

Approved \_\_\_\_\_ Reviewed July 2008 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

## RESIDENT STUDENTS

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

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

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

Legal Reference: Lakota Cons. Ind. School v. Buffalo Center-Rake Comm. School Dist., 334 N.W. 2d 704 (Iowa 1983).  
Mt. Hope School District v. Hendrickson, 197 N.W. 47 (Iowa 1924).  
Oshel v. Creston Community School District, DPI Admin. Doc. 570 (1981).  
33 D.P.I. Dec. Rul. 80 (1984)  
Iowa Code §§282.2, .6, .7, 285.4, 442.4 (1993).  
1930 Op. Att'y Gen. 147.  
1938 Op. Att'y Gen. 69  
1946 Op. Att'y Gen. 197  
1956 Op. Att'y Gen. 185

Cross Reference: 501 Student Attendance

Approved \_\_\_\_\_ Reviewed July 2008 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

## NONRESIDENT STUDENTS

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

Resident students whose families move from the school district after the start of a semester and who wish to complete the semester in the school district may be permitted to attend without the payment of tuition at the discretion of the superintendent. These students, other than students in grades eleven and twelve, must have the recommendation of the principal, as well as an adult who resides in the school district, identified for purposes of administration.

Students in grades eleven (11) or twelve (12) who are no longer residents of the school district, but were residents in the preceding school year, may continue to attend school until they graduate without the payment of tuition. These students must have an adult, who resides in the school district, identified for purpose of administration.

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

Legal Reference: Lakota Consolidated Ind. School v. Buffalo Center-Rake Comm. School, 334 N.W. 2 d 704 (Iowa 1983).  
Mt. Hope School Dist. v. Hendrickson, 197 N.W. 47 (Iowa 1924).  
Oshel v. Creston Comm. School Dist., DPI Admin. Doc. 570, (1981).  
Iowa Code §§282.1, .2, .6, .7, .24, 442.4 (1993).

Cross Reference: 501 Student Attendance

Approved \_\_\_\_\_ Reviewed July 2008 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

## COMPULSORY ATTENDANCE

Parents within the school district who have children who are over six and under sixteen years of age by September 15 in proper physical and mental condition to attend school shall have the children attend the school district at the attendance center designated by the board. Students shall attend school the number of days school is in session in accordance with the school calendar. Students attending competent private instruction shall attend a minimum of thirty-seven days per quarter and a minimum of one-hundred and forty-eight days per year. 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 probational approved private college preparatory school;
- are attending an accredited nonpublic school; or,
- are receiving competent private instruction from a parent, guardian, or legal custodian.

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.

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: 501.3 Compulsory Attendance  
501.9 Student Absences – Excused  
501.10 Truancy – Unexcused Absences  
601.1 School Calendar  
604.1 Equivalent Instruction

Approved \_\_\_\_\_ Reviewed July 2008 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

ENTRANCE – ADMISSIONS

Children in the school district community will be allowed to enroll in the school district's regular educational program beginning at age five (5). The child must be age five (5) on or prior to September 15 to participate in the school district's kindergarten program. The child must be age six (6) or prior to September 15 to begin the first grade of the educational program. The board may exclude a child under age six (6).

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

Prior to enrollment, the child must provide the administration with their health and immunization certificate. Failure to provide this information within the time period set by the superintendent shall be reason for expelling the student.

Legal Reference: Iowa Code §§281, 282.1, .3, .6 (1993).  
1980 Op. Att'y Gen. 258.

Cross Reference: 501 Student Attendance  
603.3 Special Education

Approved \_\_\_\_\_ Reviewed July 2008 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

## ATTENDANCE CENTER ASSIGNMENT

The board shall have complete discretion to determine the boundaries for each attendance center, to assign students to the attendance centers, to assign students to the classrooms within the attendance center; and to monitor individual class sites.

It shall be the responsibility of the superintendent to make a recommendation to the board annually regarding the assigned attendance center for each grade level. In making the recommendation, the superintendent shall consider the geographical condition of the district, the condition and location of the school facilities, the location of student population, possible transportation difficulties, the economic situation of the school district and any other factors deemed relevant by the superintendent or the board.

Legal Reference: Iowa Code §§279.11, 282.8 (1989).

Cross Reference: 102 School District Instructional Organization  
501 Student Attendance  
606.2 Class Site – Class Grouping

Approved \_\_\_\_\_ Reviewed July 2008 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

## STUDENT TRANSFERS IN

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

The student shall have the previously attended school district forward the student's records. If the student does not present the student's cumulative records, the school district shall request student's cumulative records from the previous school district and shall notify the student's parents that the school district has notified the previous school district.

The student must provide the school district with proof of grade level and a copy of the student's permanent records from the student's prior school district. If the student cannot offer proof of grade level, the superintendent will make the grade level determination. The superintendent may require testing or other information to determine the grade level.

The superintendent shall determine the amount of credits to be transferred. If the student has not previously attended an accredited school, the superintendent may not accept credits or grades.

The board may deny admission at the discretion of the superintendent.

Legal Reference: Iowa Code §§139.9, 282.1, .3, (1993).  
Iowa Code Ch. 299A (Iowa Acts 1991).

Cross Reference: Student Attendance  
Student Honors and Awards  
Student Health and Well-Being  
Competent Private Instruction

Approved \_\_\_\_\_ Reviewed July 2008 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

## STUDENT TRANSFERS OUT OR WITHDRAWALS

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

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

If the student wishes to have the student's cumulative record sent to the new school district, the student or the parents shall notify the administration in writing. This notice shall include the name of the school district and the person at the new school district to whom the student's cumulative records should be sent.

It shall be the responsibility of the superintendent to inform the board of the student's leaving. If the student is of compulsory education age and not transferring to another public school district or an accredited non-public school, superintendent shall make a determination as to whether the student is receiving equivalent instruction by a certified teacher elsewhere.

Legal Reference: Iowa Code §§274.1, 299.1 (1993).  
281 Iowa Admin. Code 11.3 (10)-(11).

Cross Reference: 501 Student Attendance  
506 Student Records

Approved \_\_\_\_\_ Reviewed July 2008 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

## STUDENT ATTENDANCE RECORDS

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

Legal Reference: Iowa Code §294.4 (1993).  
281 Iowa Admin. Code 11.2(12).  
281 Iowa Admin. Code 12.2(4).

Cross Reference: 501 Student Attendance  
506 Student Records

Approved \_\_\_\_\_ Reviewed July 2008 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

STUDENT ABSENCES – EXCUSED

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

Student absences approved by the administration shall be excused absences. Excused absences are absences which cannot be avoided. These absences include, but are not limited to: illness, family emergencies, medical appointments, in-school suspensions, court appearances, authorized religious holidays, and school-sponsored or approved activities.

Students whose absences are approved shall have an opportunity to make up; if possible, the work missed and receive full credit for the missed school work. It shall be the responsibility of the student to initiate a procedure with the student's teacher to complete the work missed.

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

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

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

Legal Reference: Iowa code §294.4 (1989).  
281 Iowa Admin. Code 11.2(12).  
281 Iowa Admin. Code 12.2(4).

Cross References: 501 Student Attendance  
503 Student Discipline  
504 Student Activities  
502 Student Records

Approved \_\_\_\_\_ Reviewed July 2008 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

## STUDENT ABSENCES - UNEXCUSED

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

Absences, including tardiness, which are not approved by the administration, shall be unexcused absences. Unexcused absences are absences that could have been avoided. These absences shall include, but not be limited to: shopping, oversleeping, work, car trouble, missed bus, haircuts, truancies, or checking out improperly. Unexcused absences will not be tolerated.

Students are subject to disciplinary action for unexcused absences. It shall be within the discretion of the principal to determine, in light of the circumstances, whether a student may make up work missed because of an unexcused absence.

It shall be within the discretion of the principal to investigate and determine whether disciplinary or special action is necessary for students who are absent repeatedly. It shall be within the discretion of the principal to determine "absentee repeatedly" on a case-by-case basis.

A student absent without the administration's or the parents' permission are considered truant. To be truant means the student willfully failed to attend school regularly even though the student is required to attend. Truant students may be reported to the local law enforcement officers.

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

Legal Reference: Iowa Code §294.4 (1993).  
281 Iowa Admin. Code 11.2(12).  
281 Iowa Admin. Code 12.2(4).

Cross Reference: 501 Student Attendance  
503 Student Discipline  
504 Student Activities  
506 Student Records

Approved \_\_\_\_\_ Reviewed July 2008 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

## STUDENT RELEASE DURING SCHOOL HOURS

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

Approved reasons for release of a student during the school day shall include, but not be limited to, illness, family emergencies, medical appointments, religious instruction, classes outside the student's attendance center, employment for which the student has been issued work permit, and other reasons determined by the superintendent.

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

Legal Reference: Iowa Code §294.4 (1993).  
281 Iowa Admin. Code 11.2(12).  
281 Iowa Admin. Code 12.2(4).

Cross Reference: 501 Student Attendance  
503 Student Discipline  
504 Student Activities  
506 Student Records  
501.11R1 Closed Campus Regulations

Approved \_\_\_\_\_ Reviewed July 2008 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

## PREGNANT STUDENTS

The board encourages pregnant students to continue to attend the educational program as long as they are physically able to do so and as long as the student's presence does not disrupt the educational environment of the classroom.

The pregnant student shall notify the building principal or the guidance counselor as soon as she is aware of the pregnancy. The school will require that a pregnant student provide the principal with a written note from her doctor relative to special conditions that might exist and specific suggestions as to how long the student may continue to attend classes. If the student is unable to attend school because of her physical condition, the student may be excused and arrangements made to continue her studies during the absence. The student shall be permitted to attend classes at school again upon the recommendation of her physician.

Legal Reference: Iowa Code §§279.8, 601A (1993).

Cross Reference: 501 Student Attendance

Approved \_\_\_\_\_ Reviewed July 2008 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

## MARRIED STUDENTS

The board encourages married students to continue attending the education a program in order to graduate and as long as the student's presence does not disrupt the educational environment of the classroom.

Married students may attend without paying tuition as long as they are eligible to attend an Iowa public school and are a resident of the school district.

A married student with family responsibilities will, as much as possible, have classes scheduled in blocks so that as much time as possible will be spent off the school grounds. This is to give as much time as possible to home responsibilities. This is to apply only when a home and family exists. Husbands and wives will not necessarily be scheduled in the same class sections.

Legal Reference: Iowa Code §§282.2, .6, .7, 285.4, 442.4 (1993).

Cross Reference: 501 Student Attendance

Approved \_\_\_\_\_ Reviewed July 2008 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

## STUDENTS OF LEGAL AGE

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

Parents will only be allowed to access and view the student's records with written permission from the student. In most case, with the discretion of principal or the superintendent, the student will be able to make decisions and sign documents rather than requiring parental permission or signature.

Legal Reference:        20 U.S.C. §1232g.  
                              45 C.F.R. 99.  
                              Iowa Code §§22, 282.2, .6, .7, 285.4, 442.2, 622.10 (1993).  
                              281 Iowa Admin. Code 11.3(10)-(11).  
                              281 Iowa Admin. Code 12.3(6).  
                              1980 Op. Att'y Gen. 720.

Cross Reference:        501                Student Attendance  
                              506                Student Records

Approved \_\_\_\_\_ Reviewed July 2008 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

OPEN ENROLLMENT TRANSFERS – PROCEDURES AS A SENDING DISTRICT

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

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

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

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

The board will not approve a student’s request to allow the receiving district to enter the school district for the purposes of transportation.

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

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

Legal References: Iowa Code §§139.9, 274.1, 279.11, 282.1, .3, .8, .18; 299.1 (2005)  
House File 882, 2005 General Assembly  
281 I.A.C. 17.  
1990 Op. Att’y Gen. 75.

Cross References: 501 Student Attendance  
506 Student Records

**REVISED 10-11-05**

Approved \_\_\_\_\_ Reviewed July 2008 Revised \_\_\_\_\_

## OPEN ENROLLMENT TRANSFERS – PROCEDURES AS A RECEIVING DISTRICT

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

The superintendent will approve timely filed applications by June 1; incoming kindergarten applications; good cause application; or continuation of an educational program application filed by September 1.

The superintendent will notify the sending school district and parents of the school district's action to approve or deny the open enrollment request. The superintendent will also forward a copy of the school district's action with a copy of the open enrollment request to the Iowa Department of Education.

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

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

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

Parents of students whose open enrollment requests are approved by the superintendent are responsible for providing transportation to and from the receiving school district or the closest bus route without reimbursement unless the parents qualify for transportation assistance. The board will not approve transportation into the sending district.

Approved \_\_\_\_\_ Reviewed July 2008 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

## OPEN ENROLLMENT TRANSFERS – PROCEDURES AS A RECEIVING DISTRICT

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

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

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

Legal References: Iowa Code §§139.9, 274.1, 279.11, 282.1, .3, .8, .18, 299.1 (2005)  
281 I.A.C. 17.  
1990 Op. Att'y Gen. 75.

Cross References: 501.6 Student Transfers In  
501.7 Student Transfers Out and Withdrawals  
501.15 Open Enrollment Transfers – Procedures as a Sending District  
506 Student Records  
507 Student Health and Well-Being  
606.9 Insufficient Classroom Space

### **REVISED 10-11-05**

Approved \_\_\_\_\_ Reviewed July 2008 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

## HOMELESS CHILDREN AND YOUTH

The board will make reasonable efforts to identify homeless children 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 Tim Norton.

Legal Reference: No Child Left Behind, Title X, Sec. 722, P.O. 107-110 (2002).  
42 U.S.C. §§ 11431 *et seq.* (1994).  
281 I.A.C. 33 (2003).

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

**REVISED 10/11/05, 2-9-2009**

Approved \_\_\_\_\_ Reviewed July 2008 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

## STUDENT APPEARANCE

The board believes that inappropriate student appearance cause material and substantial disruption to the school environment or present a threat to the health and safety of students, personnel, and visitors on school premises.

Clothing or other apparel promoting products illegal for use by minors; clothing displaying obscene material, profanity, or reference to subversion; and hats, are disallowed. While the primary responsibility for appearance lies with the students and their parents, appearance disruptive to the educational program will not be tolerated.

It shall be the responsibility of the superintendent, in conjunction with the building principal, to develop administrative regulations regarding this policy. (i.e., student handbooks)

Legal Reference:        Hazelwood School District, 108 S.Ct. 562 (1988).  
                                 Bethal School District v. Fraser, 106 S.Ct., 3159 (1986)  
                                 Bystrom v. Fridley High School, Independent School District No. 14,  
                                 822 F.2d 747 (8<sup>th</sup> Cir. 1987).  
                                 Iowa Code §279.8 (1993).

Cross Reference:        502    Student Rights and Responsibilities

Approved \_\_\_\_\_ Reviewed July 2008 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

CARE OF SCHOOL PROPERTY/VANDALISM

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

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

Legal Reference: Iowa Code §279.8, 282.4, .5, 613.16 (1993).

Cross Reference: 502 Student Rights and Responsibilities

Approved \_\_\_\_\_ Reviewed July 2008 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

## USE OF BICYCLES

Riding a bicycle to and parking it at the student's attendance center is a privilege. Students who fail to follow the regulations set by the principal of their attendance center or the school district will be subject to withdrawal of their privilege to ride a bicycle to their attendance center and may also be subject to other disciplinary action.

It shall be the responsibility of the principal to develop and enforce administrative rules for students riding bicycles to and parking them at their attendance center.

Legal Reference: Iowa Code §§279.8 (1993).

Cross Reference: 502 Student Rights and Responsibilities

Approved \_\_\_\_\_ Reviewed July 2008 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

## USE OF MOTOR VEHICLES

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

Students who drive to and park at their school attendance center shall only drive to and park at their designated attendance center. Students may not loiter around or be in their vehicle nor leave the school grounds in their vehicle during the school day without permission from the principal.

Students who live within one mile of school, and would not otherwise be eligible for a student driving permit, may be eligible for a student driving permit, for driving to and from school and school activities and practices, if the student is involved in a current extra-curricular activity that regularly meets and has successfully completed driver education.

Students who wish to drive to and park at their school attendance center shall comply with the rules and regulations established by the principal of their attendance center or by the school district. Failure to comply with this policy or the school district rules shall be reason for revocation of school driving and parking privileges as well as other disciplinary action.

Legal Reference: Iowa Code §§279.8, 321 (1993).

Cross Reference: 502 Student Rights and Responsibilities

**Revised 08-11-2008**

Approved \_\_\_\_\_ Reviewed July 2008 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

FREEDOM OF EXPRESSION

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

Students will be allowed to express their viewpoints and opinions as long as the expression is responsibly done. The expression shall not, in the judgment of the administration, encourage the breaking of laws, cause defamation of persons, or contain obscenity or indecency. The administration, when making this judgment, shall consider whether the activity in which the expression was made is school-sponsored and whether review or the prohibition of the student speech is related to an educational purpose.

Further, the expression must be done in a reasonable time, place, and manner that is not disruptive to the educational program of the school district.

Students who violate this policy may be subject to disciplinary measures. School district personnel shall be responsible for insuring students' expression is in keeping with this policy.

Legal Reference: U.S. Const. Amend. I.  
Bethel School District v. Fraser, 106 S.Ct. 3159 (1986).  
New Jersey v. T.L.O., 469 u.s. 325, 105 s.Ct. 733 (1985).  
Tinker v. Des Moines Independent Community School District, 393  
U.S. 503  
Iowa Code §§279. 8, 282.3 (1993).

Cross Reference: 502 Student Rights and Responsibilities  
603.9 Academic Freedom

Approved \_\_\_\_\_ Reviewed July 2008 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

## STUDENT COMPLAINTS AND GRIEVANCES

It is the goal of the board to resolve student complaints at the lowest administrative level. Student complaints and grievances regarding board policy or administrative regulation violations and other matters should be addressed to the building principal. The principal must, within ten (10) days hold a hearing.

If the complaint cannot be resolved by the principal, the student may appeal the matter to the superintendent within five (5) days of the hearing. Such appeal must be in writing on the proper forms. The superintendent must, with ten (10) days, hold a hearing and respond to the appeal.

If the matter is not satisfactorily resolved by the superintendent, the student may within ten (10) days, appeal to the board. Such appeal must be in writing. The board must hold a hearing within the following fifteen (15) days. Within five (5) days of the conclusion of the hearing, the board shall render a written decision to the student.

Throughout this procedure, the student may be accompanied or represented by a parent or guardian, also known as a "head of household."

Legal Reference: Iowa Code §279.8 (1993).

Cross Reference: 214.1 Meeting Agenda  
502 Student Rights and Responsibilities  
502.6R1 Student Grievance Procedure

Approved \_\_\_\_\_ Reviewed July 2008 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

## STUDENT GRIEVANCES PROCEDURE

### I. Definitions

- A. A "Grievance" is a claim by a student questioning the interpretation or application of a board policy or administrative regulation.
- B. The aggrieved or grievant is the person or persons against whom the alleged act was committed.
- C. Head of household is/are the parent(s) or legal guardian(s) of a grievant.
- D. The actor is the person whose act caused the grievance.
- E. The student facilitators are the guidance counselors of the district whose objectives are to improve communications (between the grievant and actor, head of household or hearing officer) and to assist the student in reducing the grievance to writing. The student facilitator shall not be involved beyond level one of the procedure.
- F. Filing is informing the appropriate person, in writing that the grievant has a grievance or that the person is appealing a decision of a hearing officer. Only the aggrieved, head of household or emancipated student may file a grievance.
- G. A "Hearing" is a meeting which is to be conducted by the principal, superintendent or board of directors.
- H. The term "Day" is meant to define any calendar day including Saturdays, Sundays, and Holidays.

### II. General Provisions

- A. The grievant may represent himself, be represented by the head of the household or an attorney. The head of household must accompany the grievant in all hearings.
- B. The actor may be represented at any proceeding by an attorney and/or a representative selected by the actor.

Approved \_\_\_\_\_ Reviewed July 2008 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

## STUDENT GRIEVANCES PROCEDURE

### III. General Provisions

#### A. Confidence

A copy of all documents, communications and records dealing with the processing of a grievance shall be kept in a separate file in the central office and shall not be kept in the student's cumulative folder or the actor's personnel file. Access to these files is available to hearing officers only.

#### B. Forms

Copies of grievance forms may be obtained from any principal's office or from the central office. All forms should be filled out correctly and according to the printed directions found on the forms.

#### C. Reprisals

No reprisals of any kind shall be taken by the board of directors or by any employee of the district against the grievant or any representative.

#### D. Time

If time limits are not met by either party, the grievance will be considered solved or may be appealed to the next step. For purposes of counting the days with respect to the procedural steps set forth in section IV, Saturdays, Sundays, and Holidays shall be included. However, if school is in recess for more than three (3) consecutive days, the counting of days shall cease on the last day that school is in session prior to such recess and shall commence on the day that school resumes after such recess.

If the deadline for filing falls upon a Saturday, Sunday or Holiday, the period during which a grievance may be filed shall be extended until 12:00 p.m. noon on the first (1<sup>st</sup>) day following such Saturday, Sunday, or Holiday that school is in session.

#### E. Writing

All filings, appeals and decisions shall be in writing and on the proper forms.

Approved \_\_\_\_\_ Reviewed July 2008 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

## STUDENT LOCKERS

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

To ensure students are properly maintaining their assigned locker, the principal of the building may inspect the lockers from time to time. Students will be given twenty-four (24) hours notice of an inspection, unless unusual circumstances exist. Student lockers may also be searched in compliance with board policy regulating search and seizure.

Approved \_\_\_\_\_ Reviewed July 2008 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

## WEAPONS

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

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

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

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

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

Legal Reference:           Improving America's Schools Act of 1994, P.O. 103-382  
McClain v. Lafayette County Bd. Of Education, 673 F.2d 106  
(5<sup>th</sup> Cir. 1982).  
Iowa Code §§279.8; 724 (1993).

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

Approved \_\_\_\_\_ Reviewed July 2008 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

SMOKING – DRINKING –DRUGS

The board prohibits the possession, use, or being under the influence of beer or alcohol, tobacco, other controlled substances, or “look alike” substances that appear to be tobacco, activities sponsored by the school district, on or off school district property or at any activities sponsored by the school district, on or off school district property.

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 on the school district premises.

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

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

Legal Reference: Iowa Code §§ 204; 279.8,.9 (1991).  
Iowa Code § 98 (Iowa Acts (1991)).  
281 Iowa Admin. Code 12.3(9), 12.5(3)(e), 12.5(4)(3), 12.5(5)(e).

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

Approved \_\_\_\_\_ Reviewed July 2008 Revised \_\_\_\_\_

## SEARCH AND SEIZURE

School property is held in public trust by the board. School authorities may, without a search warrant, search a student, student lockers, desks, work areas or student automobiles based on a reasonable suspicion under the circumstances and 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 and school personnel.

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, such as marijuana, cocaine, amphetamines, barbiturates, apparatus used for the administration of controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons and stolen property. Such items are not to be possessed by a student anywhere on the school premises or on property under the jurisdiction of the school district. Possession of such items will be grounds for disciplinary action and may be grounds for reporting to local law enforcement authorities.

The board believes that 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, personnel, or visitors on the school premises.

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

Legal Reference: U.S. Const. Amend. IV,  
New Jersey v. T.L.O., 469 U.S. 325, 105 S. Ct. 733 (1985).  
Shy Cason v. Connie Cook, Federal District court for the 8<sup>th</sup> Circuit,  
No.852393 (Iowa January 28, 1987).  
Iowa Code Chap. 808A (1993).

Cross Reference: 502 Student Rights and Responsibilities  
503 Student Discipline

Approved \_\_\_\_\_ Reviewed July 2008 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

INTERROGATION OF STUDENTS BY OUTSIDE AGENCIES

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

Requests from law enforcement officers and those other than parents, school district officials, and personnel to interrogate students shall be made through the principal's office. Upon receiving a request, it shall be the responsibility of the principal to determine whether the request will be granted. In making this determination, the principal shall consider the welfare of the students and directives to the principal from the courts. Prior to granting a request, the principal shall attempt to contact the parents to inform them of the request and to ask them to be present.

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

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

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

Legal Reference: Iowa Code Chap. 323 (1993).

Cross Reference: 502.10 Search and Seizure  
503 Student Discipline

Approved \_\_\_\_\_ Reviewed July 2008 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

STUDENT-TO-STUDENT HARASSMENT

**Code 502.12 repealed 07-10-2007. Refer to Code 106, Anti-Bullying/Harassment Policy**

STUDENT-TO-STUDENT HARASSMENT INVESTIGATION PROCEDURES

**Code 502.12R1 repealed 07-10-2007. Refer to Code 106, Anti-Bullying/Harassment Policy**

Approved \_\_\_\_\_ Reviewed July 2008 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

## STUDENT CONDUCT

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

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

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

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

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

Suspension means either an in-school suspension, an out-of-school suspension, or a restriction from activities. An in-school suspension means the student will attend school but will be temporarily isolated from one (1) or more classes while under supervision. The student may not attend school activities or may not participate in a contest or extracurricular activities. An in-school suspension will not exceed ten (10) days. An out-of-school suspension means the student is removed from the school environment, which includes school classes and activities. An out-of-school suspension will not exceed ten (10) days. A restriction from school activities means a student will attend school and classes but will not attend or participate in school activities. A restriction from activities will not exceed ninety (90) days.

Approved \_\_\_\_\_ Reviewed July 2008 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

## STUDENT CONDUCT

Probation means a student is given a conditional suspension of a penalty for a definite period of time, not to exceed ten (10) days, in addition to being warned and/or punished for misconduct. The conditional suspension shall mean the student must meet the conditions and terms for the suspension of the penalty. Failure of the student to meet these conditions and terms shall invoke the penalty temporarily suspended.

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

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

Following the suspension of a special education student, an informal evaluation of the student's placement shall take place. The IEP shall be evaluated to determine whether it needs to be changed or modified in response to the behavior responsible for 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 shall meet to determine whether the IEP is appropriate.

Legal Reference: Goss v. Lopez, 419 U.S. 565 (1975).  
Brands v. Sheldon Community School District, 671 F.Supp. 627 (N.D. Iowa 1987).  
Bunger v. Iowa High School Athletic Assn., 197 N.W.2d 555 (1972).  
Iowa Sims v. Colfax Community School District, 307 F.Supp. 485 (Iowa 1970).  
Board of Education 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 (1993).

Cross Reference: Student Attendance  
Student Rights and Responsibilities

Approved \_\_\_\_\_ Reviewed July 2008 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

## EXPULSION

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. Clear 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;
3. An opportunity to present a defense against the charges and provide either oral testimony or written affidavits of witnesses on the student's behalf;
4. The right to be represented by counsel;
5. The results and findings 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 handicap 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 handicap, the student may be expelled or suspended for a long-term period following written notice to the parent and pursuant to the district's expulsion hearing procedures;

Approved \_\_\_\_\_ Reviewed July 2008 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

## EXPULSION

4. If the misconduct is caused by the handicap and a change in placement is recommended, the change must be made pursuant to the placement procedures used by the school district;
5. If a change in placement is not recommended, a determination must be made as to how to cope with the student in the future.

Legal Reference: Goss v. Lopez, 419 U.S. 565, 95 S.Ct. 729 (1975).  
Wood v. Strickland, 95 S.Ct. 992 (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 Iowa Admin. Code 11.3(5).  
281 Iowa Admin. Code 41 2(1), 12.3(8).

Cross Reference: 502 Student Rights and Responsibilities  
503 Student Discipline

Approved \_\_\_\_\_ Reviewed July 2008 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

FINES – FEES - CHARGES

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

The superintendent shall inform the board of the dollar amount to be charged to students or others for fines, charges, for fees annually. Parents of students meeting specific financial eligibility standards will be eligible for a waiver of student's 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.

Legal Reference: Iowa Code \_\_\_\_\_253.7(20); 279.8; 280.10, .22; 282.6; 285.1; 303.1  
281 I.A.C. 18.  
1994 Op. Att'y Gen. 23.  
1990 Op. Att'y Gen. 79  
1982 Op Att'y Gen. 272  
19890Op. Att'y Gen. 532.

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

Approved \_\_\_\_\_ Reviewed July 2008 Revised \_\_\_\_\_

## STUDENT FEE WAIVER AND REDUCTION PROCEDURES

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

- A. Waivers –
  - 1. Full Waiver – a student will be granted a full waiver of fees charged by the school district if the student or student's parents meet the financial eligibility criteria for free meals under the Child Nutrition program, Family Investment Program, Supplemental Security Income guidelines, or transportation assistance under open enrollment. Students in foster care are also eligible for full waivers.
  - 2. Partial Waivers – a student will be granted a partial waiver of fees charged by the school district if the student or the student's parents meet the financial eligibility criteria for reduced price meals offered under the child Nutrition program. [A partial waiver shall be based on the same percentage as the reduced price meals.]
- B. Application – Parents or students eligible for a fee waiver shall make an application on the form provided by the local district. Applications may be made at any time but must be renewed annually.
- C. Confidentiality – The school district will treat the application and application process as any other student record and student confidentiality and access provisions will be followed.
- D. Appeals – Denials of a waiver may be appealed to the Superintendent of Schools.
- E. Fines or charges assessed for damage or loss to school property are not fees and will not be waived.
- F. Notice – the school district will annually notify parents and students of the waiver. The following information will be included in registration materials.

Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), Supplemental Security Income (SCI), transportation assistance under open enrollment, or who are in foster care are eligible to have their student fees waived or partially waived. This waiver does not carry over from year to year and must be completed annually.

Approved \_\_\_\_\_ Reviewed July 2008 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

## GOOD CONDUCT RULE

The objective of the Good Conduct Rule is to establish and provide for the enforcement of specific standards for all students attending Carlisle High School who are involved in extra-curricular and/or co-curricular activities. It is the philosophy of Carlisle Community Schools that participation in extra-curricular and/or co-curricular activities is a privilege to be earned by not only demonstrating a particular talent or ability, but also by demonstrating lawful and reasonable conduct. This policy shall be in effect for the entire calendar year, both during the regular school year as well as all vacation periods.

This rule shall govern the following activities: athletics, instrumental and vocal music performances, drama productions, speech contests, FFA, FHA, National Honor Society, Student Council, all co-curricular clubs, all honorary and elected offices (e.g., Homecoming King/Queen/court, class officer, student government officer or representative), state contests and performances for cheerleading and drill team, mock trial, Academic Decathlon, or any other activity where the student represents the school outside the classroom.

A student will be found to be in violation of the District's Good Conduct Rule if the violation is observed by a staff member or a law enforcement official, the student admits the violation, or the violation is supported by substantial evidence. This investigation shall not be limited by any formal rules of evidence or procedure.

A student may lose eligibility under the Good Conduct Rule for any of the following behaviors:

- ITEM 1. possession, use, or purchase of tobacco products, regardless of the student's age;
- ITEM 2. possession, use, or purchase of alcoholic beverages, including beer and wine (having the odor of alcohol on one's breath is evidence of "use"; "possession" has been defined by the Iowa Supreme Court as being within reach of or in "close proximity to" the contraband [e.g., alcohol or other drugs]);
- ITEM 3. possession, use, purchase, or attempted sale/purchase of illegal drugs or simulated narcotics, or the unauthorized possession, use, purchase, or attempted sale/purchase of otherwise lawful drugs;
- ITEM 4. engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system (excluding minor offenses such as traffic or hunting/fishing violations), regardless of whether the student was cited, arrested, convicted, or adjudicated for the act(s);
- ITEM 5. exceedingly inappropriate or offensive conduct such as assaulting staff or students, gross insubordination (talking back or refusing to cooperate with authorities), hazing or harassment of others. This could include group conduct.

Approved \_\_\_\_\_ Reviewed July 2008 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

## GOOD CONDUCT RULE

### I. Penalties:

Any student involved in activities who, after a meeting with the administration, is found to have violated the Good Conduct Rule, during the school year or summer, is subject to a loss of eligibility as follows:

#### A. Athletics:

##### 1. First Offense within the Student's High School Career

The student will be suspended from 25% of the competitions in the current extra-curricular activity season (including any post season competition) or no fewer than three events. If the student is not competing in an activity at the time of the violation, the penalty will be enforced during the next activity in which the student is involved. The before-mentioned activity's season must be completed in good standing with the coach for the loss of eligibility to be considered served. If the loss of eligibility occurs at a point in the season where the number of competitions remaining is less than the number of competitions in the loss of eligibility, the loss of eligibility will carry over into the next activity in which the student participates. Post-season activities will be counted towards satisfying the terms of the loss of eligibility. An ineligible student shall attend all practices or rehearsals but may not "suit up" nor perform/participate.

A student who self-reports or admits his/her Good Conduct Rule violation in a good-faith and honest manner, prior to being confronted by the building principal or not more than 48 hours after the occurrence, may receive a reduced penalty for a first offense from a loss of eligibility of 25% of the competitions in an activity season to 15% of the competitions in an activity season or no fewer than two events.

##### 2. Second Offense within the Student's High School Career

The student will be suspended from 100% of the competitions in the current extra-curricular activity season (including any post season competition). If the student is not competing in an activity at the time of the violation, the penalty will be enforced during the next activity in which the student is involved. The before-mentioned activity's season must be completed in good standing with the coach for the loss of eligibility to be considered served. If the loss of eligibility occurs at a point in the season where the number of competitions remaining is less than the number of competitions in the loss of eligibility, the loss of eligibility will carry over into the next activity in which the student participates. Post-season activities will be counted towards satisfying the terms of the loss of eligibility. An ineligible student shall attend all practices or rehearsals but may not "suit up" nor perform/participate.

Approved \_\_\_\_\_ Reviewed July 2008 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

## GOOD CONDUCT RULE

A student who self-reports or admits his/her Good Conduct Rule violation in a good-faith and honest manner, prior to being confronted by the building principal or not more than 48 hours after the occurrence, may receive a reduced penalty for a second offense from a loss of eligibility of 100% of the competitions in an activity season to 50% of the competitions in an activity season or no fewer than five events.

### 3. Third Offense within the Student's High School Career

The student will be suspended from competition in all extra-curricular activities for one year (including any post season competition), effective immediately. An ineligible student shall have the option of attending all practices or rehearsals but may not "suit up" nor perform/participate.

A student who self-reports or admits his/her Good Conduct Rule violation in a good-faith and honest manner, prior to being confronted by the building principal or not more than 48 hours after the occurrence, may receive a reduced penalty for a third offense from a loss of eligibility of 1 year to 100% of the competitions in an activity season. If the student is not competing in an activity at the time of the violation, the penalty will be enforced during the next activity in which the student is involved.

### 4. Fourth Offense within the Student's High School Career

The student will be suspended from competition in all extra-curricular or co-curricular activities for the remainder of his/her high school career.

## B. Fine Arts:

### 1. First Offense within the Student's High School Career

The student will be ineligible for one major fine arts activity.

### 2. Second Offense within the Student's High School Career

The student will be ineligible for two major fine arts activities.

### 3. Third Offense within the Student's High School Career

The student will be suspended from all major fine arts activities for one year, effective immediately.

Approved \_\_\_\_\_ Reviewed July 2008 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

## GOOD CONDUCT RULE

### C. Non-Athletics:

A student will be declared ineligible to participate/serve in the current or next non-athletic activity for a period of time determined by a committee made up of an activity sponsor and the Administration.

### II. Penalty Considerations for All Good Conduct Violations:

- A. The period of ineligibility begins immediately upon a finding of a violation, if the student is eligible for and currently engaged in an extracurricular activity. If the period of ineligibility is not completed during the current activity or if the student is not currently engaged in an extracurricular activity, the period of ineligibility will begin when the student seeks to go out for the next activity or contest.
- B. However, if the period of time between a violation and an activity is twelve calendar months or more, the student shall not serve an ineligibility period for the violation.
- C. The number of competitions the student will miss as a result of the loss of eligibility will be determined by computing the percentage based on the offense (round up) of the regular season schedule. Clarification of what makes up the regular season will be determined prior to the beginning of the school year by the Administration and the coach or activity leader.
- D. If a student transfers in from another Iowa school or school district and the student has not yet completed a period of ineligibility for a violation of a Good Conduct Rule in the previous school, the student shall be ineligible if the administration determines that there is general knowledge in our school district of the student's misconduct or violation in the previous district.
- E. Infraction of the Good Conduct Policy will result in a period of ineligibility from any student and/or faculty elected position(s) for the remainder of the school year. (Student will become eligible for elections, if elections for the next year occur during ineligibility period.) If the violation occurs in the summer, the period of ineligibility begins the first day of the next school year.
- F. If a student violates the Good Conduct Rule while ineligible due to an earlier violation, the penalty for the subsequent offense will attach at the completion of the earlier penalty.
- G. If it has been at least two calendar years since a finding of a violation, the offense number may be reduced by one level (i.e. second offense to first offense).

Approved \_\_\_\_\_ Reviewed July 2008 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

## GOOD CONDUCT RULE

### III. Academic Consequences:

There will be no academic consequences for the violation (e.g., detention, loss of academic eligibility, expulsion from school, or grade reduction/withholding) unless the violation of the Good Conduct Rule occurred (a) on school grounds, (b) at a school event regardless of location, or (c) the violation has a direct and immediate negative impact on the efficient operation of the school despite occurring off school grounds/time.

#### Athletic-36.15(2) Scholarship rules:

a. All contestants must be enrolled and in good standing in a school that is a member or associate member in good standing of the organization sponsoring the event.

b. All contestants must be under 20 years of age.

c. All contestants shall be enrolled students of the school in good standing. They shall receive credit in at least four subjects, each of one period or "hour" or the equivalent thereof, at all times.

To qualify under this rule, a "subject" must meet the requirements of 281—Chapter 12.

Coursework taken under the provisions of Iowa Code chapter 261C, postsecondary enrollment options, for which a school district or accredited nonpublic school grants academic credit toward high school graduation shall be used in determining eligibility. No student shall be denied eligibility if the student's school program deviates from the traditional two-semester school year.

(1) Each contestant shall be passing all coursework for which credit is given and shall be making adequate progress toward graduation requirements at the end of each grading period. Grading period, graduation requirements, and any interim periods of ineligibility are determined by local policy. For purposes of this subrule, "grading period" shall mean the period of time at the end of which a student in grades 9 through 12 receives a final grade and course credit is awarded for passing grades.

(2) Subject to the provision below regarding contestants in interscholastic baseball or softball, if at the end of any grading period a contestant is given a failing grade in any course for which credit is awarded, the contestant is ineligible to dress for and compete in the next occurring interscholastic athletic contests and competitions in which the contestant is a bona fide contestant for 20 consecutive school days. For purposes of this subrule, a "bona fide contestant" means a student who presently is or previously has competed in the interscholastic athletic activity to which the student's period of ineligibility herein applies. This definition shall not apply to a student in the ninth grade.

(3) At the end of a grading period that is the final grading period in a school year, a bona fide contestant in interscholastic baseball or softball who receives a failing grade in any course for which credit is awarded is ineligible to dress for and compete in interscholastic baseball or softball for the four consecutive weeks following the end of the final grading period.

d. A student with a disability who has an individualized education program shall not be denied eligibility on the basis of scholarship if the student is making adequate progress, as determined by school officials, towards the goals and objectives on the student's individualized education program.

Approved \_\_\_\_\_ Reviewed July 2008 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

## GOOD CONDUCT RULE

e. A student who meets all other qualifications may be eligible to participate in interscholastic athletics for a maximum of eight consecutive semesters upon entering the ninth grade for the first time. However, a student who engages in athletics during the summer following eighth grade is also eligible to compete during the summer following twelfth grade. Extenuating circumstances, such as health, may be the basis for an appeal to the executive board which may extend the eligibility of a student when the executive board finds that the interests of the student and interscholastic athletics will be benefited.

f. All member schools shall provide appropriate interventions and necessary academic supports for students who fail or who are at risk to fail, and shall report to the department regarding those interventions on the comprehensive school improvement plan.

g. A student is academically eligible upon entering the ninth grade. No student shall be eligible to participate in any given interscholastic athletic sport if the student has engaged in that sport professionally.

h. No student who has been a member of a college squad or who has trained with a college squad or participated in a college contest shall be eligible for any athletic contest. A student who is eligible at the close of a semester is academically eligible until the beginning of the subsequent semester.

j. The local superintendent of schools, with the approval of the local board of education, may give permission to a dropout student to participate in athletics upon return to school if the student is otherwise eligible under these rules.

### Music-Scholarship Rule –(Proposed)-Revision 4/25/2006:

All participants must be enrolled and in good standing in a school that is a member or associate member in good standing with the Iowa High School Music Association. All participants must be under 20 years of age. All participants shall be enrolled students of the school and in good standing; they shall be enrolled in at least four full-credit subjects, each of one period or "hour" or the equivalent thereof, at all times. Coursework taken under the provisions of Iowa Code chapter 261C, postsecondary enrollment options, for which a school district or accredited nonpublic school grants academic credit toward high school graduation shall be used in determining eligibility. Each contestant shall be passing all coursework for which credit is given and shall be making adequate progress toward graduation requirements at the end of each grading period. "Grading period," graduation requirements, and any interim periods of ineligibility are determined by local policy. For the purposes of this rule, "grading period" shall mean the period of time at the end of which a student in grades 9 through 12 receives a final passing grade and course credit is awarded. If at the end of any grading period a participant receives a failing grade in any course for which credit is awarded, the participant is ineligible to participate in any competitive event sanctioned by the IHSMA or any IHSMA sponsored event that is non-graded (event doesn't effect course GPA) within a period of 30 consecutive school days. The period of ineligibility will begin with the first school day following the day grades are issued by the school district. A student with a disability who has an individualized education program (IEP) shall not be denied eligibility on the basis of scholarship if the student is making adequate progress, as determined by school officials, towards the goals and objectives on the student's individualized education program.

Approved \_\_\_\_\_ Reviewed July 2008 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

## GOOD CONDUCT RULE

### IV. Determination and Appeal Process:

A student who has allegedly violated the Good Conduct Rule will be notified of the alleged violation of the Good Conduct Rule, given the information which supports the allegations, and will be given an opportunity to respond. Upon review of all evidence and circumstances, the Principal or his/her designee will make a decision regarding the alleged violation of the Good Conduct Rule. If the Principal or his/her designee determines that the student has violated the Good Conduct Rule, the Principal or his/her designee will then determine a period of ineligibility based on the before-mentioned guidelines.

The penalty will remain in effect during the entire appeal process. Whenever a student is declared ineligible under the Good Conduct Rule, the following procedures shall apply:

1. A conference will be held with the Principal or his/her designee and the student. At that time, the period of ineligibility and a specific explanation of the reasons for ineligibility will be discussed. The offense and the consequences will thereafter be put in writing and sent to the student and parent(s). If the student or parent(s) do not wish to appeal the ineligibility decision, the Principal's or his/her designee's decision will be in effect and be considered final.
2. If the student or parent(s) wish to appeal the Principal or his/her designee's decision, they must do so in writing to the Superintendent within three (3) business days of the receipt of the Principal's or his/her designee's decision. Any student who is ruled ineligible prior to the appeal will remain ineligible until the appeal process is completed. The Superintendent shall consider the circumstances and evidence of the case and shall make a decision, which will be communicated in writing to the student, parent(s), and the Principal. The decision of the Superintendent shall be made within fourteen (14) business days following the date on which the appeal was received.
3. If the student or parent(s) wish to appeal the Superintendent's decision, they must do so in writing to the Board of Education within three (3) business days of the receipt of the Superintendent's decision. The review shall be held by the Board at the earliest feasible opportunity; however, a special meeting of the board need not be called. The review by the board will be in closed session unless the student's parent (or the student, if the student is 18) requests an open session. The grounds for review by the school board are limited to the following: the student did not violate the Good Conduct Rule; the student was given inadequate due process in the investigation and determination; or the penalty is in violation of the Handbook Rule or Board Policy. If the school board reverses the decision of the administration, the student shall be immediately eligible and shall have any record of the ineligibility period and violation deleted from the student's record.

Approved \_\_\_\_\_ Reviewed July 2008 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

## GOOD CONDUCT RULE

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

In re Jason Clark, 1 D.P.I. App. Dec. 167 (1978).  
Iowa Code §§280.13, .13A (1989).  
281 Iowa Admin. Code 11.5(2).  
281 Iowa Admin. Code 12.3(8)

Cross Reference:	501	Student Attendance
	502	Student Rights and Responsibilities
	503	Student Discipline
	504	Student Activities
	507	Student Health and Well-Being

**APPROVED: 5-10-2005**

**REVISED: 08-08-2006**

Approved \_\_\_\_\_ Reviewed July 2008 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

## CORPORAL PUNISHMENT

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

- Using reasonable and necessary force, not designed or intended to cause pain, in order to accomplish any of the following:
  1. To quell a disturbance or prevent an act that threatens physical harm to any person.
  2. To obtain possession of a weapon or other dangerous object within a pupil's control.
  3. For the purposes of self-defense or defense of others as provided for in Iowa Code section 704.3.
  4. For the protection of property as provided for in Iowa Code section 704.4 or 704.5.
  5. To remove a disruptive pupil from class or any area of school premises, or from school-sponsored activities off school premises.
  6. To protect a student from the self-infliction of harm.
  7. 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 shall be given an explanation of the reasons for physical force.

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

Approved \_\_\_\_\_ Reviewed July 2008 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

CORPORAL PUNISHMENT

Legal Reference:            Ingraham v. Wright, 430 U.S. 651, 97 (1977)  
                                  Goss v. Lopez, 419 U.S. 565, (1975).  
                                  Tinkham v. Kole, 252 Iowa 1303, 110 N.W.2d 2258 (1961).  
                                  Lai v. Erickson, PTPC Admin. Doc. 83-12 (1983).  
                                  Iowa Code §§279.8, 280.21 (2007).  
                                  281 Iowa Admin. Code 12.3(6); 103.  
                                  1980 Op. Att’y Gen. 275.

Cross Reference:            402.3     Abuse of Students by School District Employees  
                                  502       Student Rights and Responsibilities  
                                  503       Student Discipline

**Revised 01-20-09**

Approved \_\_\_\_\_ Reviewed July 2008 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

## STUDENT GOVERNMENT

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

The principal, in conjunction with the students and certified personnel, shall set forth the guidelines for the student government's elections, operations, and other elements of the government.

Recommendations from the student council to the superintendent or to the board shall be advisory in nature. The recommendations will be received for consideration. Recommendations representing a major change from the current educational program and school district operations shall be brought to the board through a recommendation by the superintendent. Recommendations representing little change in the educational program or school district operations may be approved by the superintendent.

Legal Reference: Iowa Code §279.8 (1993).

Cross Reference:	502	Student Rights and Responsibilities
	504	Student Activities
	505	Student Scholastic Achievement
	506	Student Records

Approved \_\_\_\_\_ Reviewed July 2008 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

## STUDENT ORGANIZATIONS

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

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

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

- Does the school usually sponsor an activity dealing with this subject matter?
- Does the school require or directly encourage student participation in such a group in connection with curriculum course work?

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

Student-initiated, non curriculum-related groups will not use the school name, school mascot name, school district name, or any name or emblem that might imply school district sponsorship. The use of school equipment will be subject to the discretion of the building principal.

School district personnel will be assigned to monitor approved meetings. School district personnel shall not in any way participate in the meeting or assist in planning, criticizing, or encouraging attendance. Non-school persons cannot direct, conduct, control, or regularly attend activities or meetings of these non curriculum-related, student-initiated groups.

Secondary school curriculum-related student organizations may use the school facilities for meetings and other purposes before, after, and during the instructional school day.

Approved \_\_\_\_\_ Reviewed July 2008 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

## STUDENT ORGANIZATIONS

It shall be the responsibility of the superintendent, in conjunction with the secondary school building principal, to develop administrative regulations regarding this policy. They shall include guidelines for determining whether the meeting will interfere with the orderly conduct of the educational program or other school district operations. The administrative regulations shall also provide additional guidelines for determining whether a student group is curriculum-related.

Legal Reference: Bender v. Williamsport Area Community School Dist, 741 F.2d 538 (3<sup>rd</sup> Cir. 1984), vacated and remanded on other grounds, 106 S. Ct. 1326 (1986).  
20 U.S.C.A. §§4071 et seq. (1989)

Cross Reference: 502 Student Rights and Responsibilities  
504 Student Activities

Approved \_\_\_\_\_ Reviewed July 2008 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

## STUDENT PUBLICATIONS

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

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

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

Persons, other than students, who believe they have been aggrieved by student expression in a student-produced official school. Publication shall follow the grievance procedure outlined in board policy 215. Students who believe their freedom of expression in a student produced official school publication has been restricted shall follow the grievance procedure outlined in board policy 502.6.

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

Legal Reference: Hazelwood School District v. Kuhlmeier, 484 U.S. 260 (1988).  
Iowa Code §(1993).

Cross Reference: 309 Communication Channels  
402.5 Public Complaints about General Personnel  
502 Student Rights and Responsibilities  
502.6 Student Complaints and Grievances  
504 Student Activities

Approved \_\_\_\_\_ Reviewed July 2008 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

## STUDENT PUBLICATIONS CODE

### A. OFFICIAL SCHOOL PUBLICATIONS DEFINED.

An "official school publication" is material produced by students in the journalism, newspaper, yearbook, or writing classes and distributed to students either free or for a fee.

### B. Expression in an official school publication.

1. No student shall express, publish, or distribute any official school publication material which is:
  - a. obscene;
  - b. libelous;
  - c. slanderous; or
  - d. encourages students to:
    - 1) commit unlawful acts;
    - 2) violate school rules;
    - 3) cause the material and substantial disruption of the orderly and efficient operation of the school or school activity;
    - 4) disrupt or interfere with the educational program;
    - 5) interrupt the maintenance of a disciplined atmosphere; or
    - 6) infringe on the rights of others.
2. The official school publication shall be produced under the supervision of a faculty advisor.

### C. Responsibilities of students.

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

### D. Responsibilities of faculty advisors.

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

Approved \_\_\_\_\_ Reviewed July 2008 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

## STUDENT PUBLICATIONS CODE

### E. Liability

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

### F. Appeal procedure.

1. Students who believe they have been unreasonably restricted in their exercise of expression in an official student publication shall seek review of the decision through the student grievance procedure.
2. Persons who believe they have been aggrieved by a student produced official student publication shall file their complaint through the citizen grievance procedure.

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

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

Approved \_\_\_\_\_ Reviewed July 2008 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

## STUDENT SOCIAL EVENTS

School-sponsored events shall be approved by the principal and placed on the school calendar prior to public announcement. They shall be under the control and supervision of school personnel. The hours and activities of the event shall be reasonable and in keeping with the board policy.

School-sponsored social events are open to the students enrolled in the school district. Others, such as alumni or out-of-town students, may attend as the date of escort of students enrolled in the school district or with the permission of the certified personnel supervising the event.

Student behavior and the behavior of school personnel, particularly certified personnel's behavior, shall be in keeping with the behavior required during regular school hours.

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

Legal Reference: Iowa Code §§279.8, 282.3 (1993).

Cross Reference: 404 General Personnel Conduct and appearance  
502.1 Student Appearance  
503.1 Student Conduct  
503 Student Discipline

Approved \_\_\_\_\_ Reviewed July 2008 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

## STUDENT ACTIVITIES/PERFORMANCES

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

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

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

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

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

Legal Reference:           20 U.S.C. §§1681-1683; 1685-1686(1994).  
                                  34 C.F.R. Pt. 106.41 (1993)  
                                  Iowa Code §§ 216.9; 280.13-.14 (1997).

Approved \_\_\_\_\_ Reviewed July 2008 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

## STUDENT FUND-RAISING

Students may raise funds for school-sponsored events with permission of the building principal. Fund-raising by students for events other than school-sponsored is allowed. Collection boxes for non-school-sponsored organizations, however, must have prior approval from the building principal before being placed on school property.

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

Legal Reference: Iowa Code §280.14 (1993).

Cross reference: 502 Student Rights and Responsibilities  
503 Student Discipline  
504 Student Activities

Approved \_\_\_\_\_ Reviewed July 2008 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

## STUDENT WORK/INTERN PROGRAMS

Coordination of educational programs and local businesses can benefit the school district community. When mutually acceptable arrangements can be made between a local business and the board, secondary students may work for a local business to obtain school credit.

Such programs must be compatible with the educational program and have the approval of the board.

It shall be the responsibility of the superintendent to pursue such arrangements with local business.

Legal Reference: Iowa Code §§279.8, 282.3 (1993).

Cross Reference: 504 Student Activities

Approved \_\_\_\_\_ Reviewed July 2008 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

## ASSIGNMENT OF COURSES

Students shall take a predetermined number of and types of courses to graduate. Where students have a choice in course offerings, the school district will try to allow each student to take the course of their choice. Courses with limited space will be allocated to those who first apply for the course or need it for graduation.

It shall be the responsibility of the superintendent to develop the course offerings for each year for all grades. The superintendent shall make a report to the board annually as to which courses shall be offered.

Legal Reference: Iowa Code §§256.11, 280 (1993).  
281 Iowa Admin. Code 11.1, .5, 3.3(12).  
281 Iowa Admin. Code 12.1, .5, 12.3(7).

Cross Reference: 502 Student Rights and Responsibilities  
505 Student Scholastic Achievement

Approved \_\_\_\_\_ Reviewed July 2008 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

## STUDENT PROGRESS REPORTS AND CONFERENCES

Students shall receive a progress report at the end of each grading period. Students, who are doing poorly, and their parents, shall be notified prior to the end of the grading period 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 this grading period.

Parent-teacher conferences about students' progress will be held to keep the parents informed. Parent-teacher conferences are held at designated times in the school year. The conferences at the high school and middle school are not on any individually scheduled basis. Parents may see any of the staff members during those conference periods.

Parents, teachers, or principals may request a conference for students in grades kindergarten (K) through twelve (12) at any time if they feel the circumstances warrant it. Students are encouraged to discuss the student's progress or other matters with the student's teacher.

Legal Reference: Iowa Code §§256.11, 280 (1993).  
281 Iowa Admin. Code 11.3(12).  
281 Iowa Admin. Code 12.3(7).

Cross Reference: 502 Student Rights and Responsibilities  
505 Student Scholastic Achievement  
506 Student Records

**Revised 07-14-2008, 2-9-2009**

Approved \_\_\_\_\_ Reviewed July 2008 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

STUDENT PROMOTION – RETENTION – ACCELERATION

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

The retention of a student will be determined on the judgment of the certified staff and the building principal. When it becomes evident a student in grades kindergarten (K) through eight (8) may be retained in a grade level for an additional year, the parents will be informed. It shall be within the discretion of the superintendent to retain students in their current grade level, subject to review by the board.

Students in grades nine (9) through twelve (12) will be informed of the required coursework necessary to graduate each year. When it becomes evident a student in these grades will be unable to meet the minimum credit requirements for each year, the parents will be informed. It shall be with the sole discretion of the board to deny graduation to a student.

Students in grades kindergarten (K) through twelve (12) with exceptional talents may, with the permission of the principal and parents, take classes beyond their current grade level. Enrichment opportunities outside the school district may be allowed when they do not conflict with the school district's graduation requirements.

Legal Reference: Iowa Code §§256.11, 279.8, 280.3 (1993).  
281 Iowa Admin. Code 11.3(12).  
281 Iowa Admin. Code 12.3(7).

Legal Reference: 501 Student Attendance  
502 Student Rights and Responsibilities  
503 Student Discipline  
505 Student Scholastic Achievement  
507 Student Health and Well-Being

Approved \_\_\_\_\_ Reviewed July 2008 Revised \_\_\_\_\_

## STUDENT HONORS AND AWARDS

A program that sets out 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.

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

Legal Reference: Iowa Code §279.8 (1993).

Cross Reference: 504 Student Activities  
505 Student Scholastic Achievement

Approved \_\_\_\_\_ Reviewed July 2008 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

TESTING PROGRAM

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

No student is required, as part of any applicable program, 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 who 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 American Act, Pub. L. No. 103-227, 108 Stat 125 (1994).  
20 U.S.C. §1232h (1994).  
Iowa Code §§ 280.3; 256B; 282.1, .3, .6 (2001).  
281 I.A.C. 12.5(13), .5(21).

Cross Reference: 505 Student Scholastic Achievement  
506 Student Records  
607.2 Student Health Services

Approved \_\_\_\_\_ Reviewed July 2008 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

## GRADUATION REQUIREMENTS

Students must have successfully completed the courses required by the board for graduation. Students must successfully complete each grade level, grade one (1) through grade twelve (12), and complete all the required courses of study prior to graduation as determined by the State Department of Education and the board.

It shall be the responsibility of the superintendent to ensure that students complete grades one (1) through twelve (12). Following are the graduation requirements:

**Carlisle Diploma.** A total of 47 credits are required for graduation with a Carlisle Community School District diploma. A credit represents one semester of study meeting daily or the equivalent thereof. Physical Education receives one-half credit per semester meeting daily or the equivalent thereof. The amount of credit for each course is published annually. A minimum of a "D-" grade is required to earn a credit.

	2007-2009	2010 and thereafter
<b>English-Language Arts</b>		
9 <sup>th</sup> Grade Language Arts	2 credits	2 credits
10 <sup>th</sup> Grade Language Arts	2 credits	2 credits
11 <sup>th</sup> Grade Language Arts	2 credits	2 credits
Senior English	1 credit	1 credits
Elective	<u>1 credit</u>	<u>1 credit</u>
Total	8 credits	8 credits
<b>Social Studies</b>		
United States History	2 credits	2 credits
World History	--	2 credits
Government	1 credit	1 credit
Electives	<u>2 credits</u>	<u>1 credit</u>
Total	5 credits	6 credits
<b>Mathematics</b>	4 credits	6 credits
<b>Science</b>		
Physical Science	2 credits	2 credits
Electives	<u>2 credits</u>	<u>4 credits</u>
Total	4 credits	6 credits
<b>Applied Computers</b>	1 credit	1 credit
<b>Physical Education</b>	4 credits	4 credits
<b>Practical Arts</b>		
Industrial Technology or Living Arts	2 credits	2 credits

Approved \_\_\_\_\_ Reviewed July 2008 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

**Physical Education.** Students are required to take physical education unless otherwise excused. Students who are excused from physical education or who graduate in fewer than eight semesters may have a reduced PE credit requirement. A student who fails to successfully complete a physical education course and then subsequently is medically unable to participate in physical education may have a reduced PE credit requirement. The minimum total of all credits required for graduation will not be reduced, however, due to reduced PE credit requirements.

**Electives.** Electives shall be chosen by the student in consultation with parents, teachers, and counselors to complete the total number of required credits for graduation.

**Students Requiring Special Education.** Graduation requirements for students receiving special education shall be in accordance with the prescribed course of study as described in the students' individualized education program (IEP). However, the IEP's shall not reduce the total number of credits required for graduation.

**Pre-High School Credits.** Students who complete required high school credits (e.g.algebra) in an accredited school in the United States prior to high school will have the course recorded in the high school record. The course will apply to the subject area credit requirement for a diploma, and the course will apply to the minimum total credit requirement for a diploma. It will also be calculated in the student's grade point average and count toward class rank.

**Post-Secondary Enrollment Option.** Credits earned in accordance with the Iowa Post-Secondary Enrollment Options law will be counted towards graduation. The grade will be recorded on the student's transcript, will be calculated in the student's grade point average, and will count towards class rank.

**Transfers In.** If a student has previously attended an accredited school in the United States, appropriate course credit shall apply towards graduation requirements. Grades from the prior accredited school in the United States will be recorded in the student's transcript, will be calculated in the student's cumulative grade point average, and will apply toward class rank.

**Correspondence Courses.** Students may earn up to 4 credits toward graduation through correspondence courses if approved in advance by the administration. The Board may allow correspondence credits to be earned during a period of expulsion or suspension. The correspondence courses must be earned while the student is enrolled in the Carlisle Community School District. Grades from correspondence courses will be recorded in the student's transcript, will be calculated in the student's cumulative grade point average, and will apply toward class rank.

**Foreign Study.** Credits will not be accepted from foreign study.

**Competent Private Instruction.** Credits will not be accepted from competent private instruction.

Approved \_\_\_\_\_ Reviewed July 2008 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

**Carlisle Core Diploma.** Students may be awarded a Carlisle Community School District Core Diploma if approved by the principal after consultation with the guidance counselor, the student and the student's parent or guardian. The student must earn 37 credits. The student must have completed two years in an accredited program, have previously failed 25% or more of their core courses, and be deemed to lack motivation to attend regular classes to earn a Carlisle diploma.

### GRADUATION REQUIREMENTS

The following required credits must be included for a Carlisle Community School District Core Diploma:

	2007-2009	2010 and thereafter
<b>English-Language Arts</b>		
Total	8 credits	8 credits
<b>Social Studies</b>		
United States History	2 credits	2 credits
Government	1 credit	1 credit
Electives	<u>2 credits</u>	<u>3 credits</u>
Total	5 credits	6 credits
<b>Mathematics</b>	4 credits	6 credits
<b>Science</b>		
Total:	4 credits	6 credits
<b>Computers</b>	1 credit	1 credit
<b>Health</b>	1 credit	1 credit
<b>Elective</b>	3 credits	3credits
<b>Vocational Courses</b>	4 credits	4 credits
<b>Vocational Experience</b>	2 credits	2 credits

Legal Reference: Iowa Code §§256.11, 256.11A; 279.8, 280.3, .14 (2007).  
281 Iowa Admin. Code 12.2, 12.3(7), 12.5.

Cross Reference: 501 Student attendance  
505 Student Scholastic Achievement  
603.3 Special Education

**Approved 2-10-04 Revised 9-19-2006, 01-20-09**

Approved \_\_\_\_\_ Reviewed July 2008 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

## EARLY GRADUATION

Generally, students will be required to complete the necessary course work and graduate from high school at the end of grade twelve (12). Students may graduate prior to this time if they meet the minimum graduation requirements stated in board policy. In such cases, the student must have a formal application signed by the student, parent guidance counselor and high school principal, completed and returned to the high school guidance office by September 20<sup>th</sup> of the senior year.

Legal Reference: Iowa Code §§279.8, 280.3, .14 (1993).  
281 Iowa Admin. Code 11.2, 11.3(12).  
281 Iowa Admin. Code 12.2, 12.3(7), 12.5.

Cross Reference: 501 Student Attendance  
505 Student Scholastic Achievement

Approved \_\_\_\_\_ Reviewed July 2008 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

COMMENCEMENT

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

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

Legal Reference: Iowa Code §279.8, 280.3, .14 (1993).  
281 Iowa Admin. Code 11.2, 11.3(12).  
281 Iowa Admin. Code 12.2, 12.3(7), 12.5.

Cross Reference: 505 Student Scholastic Achievement

Approved \_\_\_\_\_ Reviewed July 2008 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

## STUDENT RECORDS ACCESS

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

Parents and eligible students shall 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 post-secondary education at the post high school level. Parents of an eligible student shall be 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.

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

Parents and eligible students shall 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 shall 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 shall be 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 shall 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.

Approved \_\_\_\_\_ Reviewed July 2008 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

## STUDENT RECORDS ACCESS

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 shall be made to the student record, the school district shall make the amendment and inform the parents or the eligible student of the decision in writing.

If the school district determines that amendment of the student's record is not appropriate, it shall 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 shall be 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 shall 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 shall 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. Secretary of Education or state and local educational authorities;
- In connection with financial aid for which the student has applied or which the student has received if the information is necessary to receive the financial aid;
- To organizations conducting educational studies and the study does not release personally identifiable information;
- To accrediting organizations;
- To parents of a dependent student as defined in the Internal Revenue Code;
- To comply with a court order or judicially issued subpoena;
- *(consistent with a interagency agreement between the school district and juvenile justice agencies)*
- in connection with a health or safety emergency; or,
- as directory information.

Approved \_\_\_\_\_ Reviewed July 2008 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

## STUDENT RECORDS ACCESS

The superintendent shall 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 updates as changes occur.

The superintendent shall 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 shall be 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 agency (agencies) involved.*

*The purpose of the agreement shall be 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.*

Approved \_\_\_\_\_ Reviewed July 2008 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

## STUDENT RECORDS ACCESS

*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 shall be 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 shall remain confidential and shall 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 shall also be informed about the procedures for carrying out this policy.

It shall be 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 shall be given in a parents' or eligible student's native language.

The notice shall include a statement that the parents have a right to file a complaint alleging the school district failed to comply with this policy. Complaints shall be forwarded to Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue, Washington, D.C. 20202-4606.

Approved \_\_\_\_\_ Reviewed July 2008 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

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 (2004).  
34 C.F.R. Pt. 99, 300.610 *et seq.* (2004).  
Iowa Code §§ 22; 279.9B, 280.24, .25, 622.10 (2007).  
281 I.A.C. 12.3(6); 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  
901.1 Public Examination of School District Records

**Approved 12-14-04**      **Revised 01-20-09**

Approved \_\_\_\_\_ Reviewed July 2008 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

## USE OF STUDENT RECORDS REGULATION

Student records are all official records, files, and data directly related to students, including all material incorporated into each student's cumulative record folder and intended for school use or to be available to parties outside the school or school system specifically including, but not necessarily limited to: dates of attendance; academic work completed; level of achievement (grades, standardized test scores); attendance data; scores on standardized intelligence, aptitude, and psychological tests; interest inventory results; health data; family background information; teacher or counselor ratings and observations; and verified reports of serious or recurrent behavior patterns.

The intent of this regulation is to establish procedures for granting requests from parents for access to their child's records, use of the data, and procedures for its transmittal within forty-five calendar days.

### A. Access to Records

1. The parent or legal guardian of a student will have access to these records upon written request to the board secretary.

The parent or legal guardian will, upon written request to the board secretary, have the opportunity to receive an interpretation of the records, have the right to question the data, and if a difference of opinion is noted, shall be permitted to file a letter in the cumulative folder stating the dissenting person's position. If further challenge is made to the record, the normal appeal procedures established by school policy will be followed.

A student, eighteen years or older, has the right to determine who, outside the school system, has access to the records. Parents of students who are 18 years or older but still dependents for income tax purposes may access the student's records without prior permission of the student.

2. School officials having access to student records are defined as having a legitimate educational interest. A school official is a person employed by the school district as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school district has contracted to perform a special task (such as an attorney, auditor, AEA employee, medical consultant, or therapist); or a parent or student serving on an official committee, such as disciplinary or grievance committee or student assistance team, or assisting another school official in performing his or her tasks.

### B. Release of Information Outside the School

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

Approved \_\_\_\_\_ Reviewed July 2008 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

2. Student records may be released to official education and other government agencies only if allowed by state or federal law.
3. To release student records to other persons or agencies, written consent shall be given by the parent, legal guardian, or a student of majority age. This consent form will state which records shall be released, to whom they shall be released, and the reason for the release. A copy of the specific records being released will be made available to the person signing the release form if requested.
4. Before furnishing student records in compliance with judicial orders or pursuant to any lawfully issued subpoena, the school district will make a reasonable attempt to notify the parents, legal guardian, or eligible student in advance.
5. (Student records may be shared with juvenile justice agencies with which the school district has an interagency agreement. This information is shared without prior parental consent. The agreement is a public document available for inspection.)

C. Hearing Procedures

1. Upon parental request, the school district will hold a hearing regarding the content of a student's records which the parent believes to be inaccurate, misleading, or in violation of the privacy rights of students.
2. The hearing will be held within a reasonable time after receipt of the parent or eligible student's request. The parent or eligible student will receive reasonable advance notice of date, time and place of the hearing.
3. The hearing officer may be an employee of the school district so long as the employee does not have a direct interest in the outcome of the hearing.
4. The parents or eligible student will be given a full and fair opportunity to present evidence relevant to the issues. The parent or eligible student may be represented by an individual at their choice at their own expense.
5. The hearing officer will render a written decision within a reasonable period after the hearing. The decision will be based upon evidence presented at the hearing and must include a summary of the evidence and the reasons for the decision.
6. The parents may appeal the hearing officer's decision to the superintendent within 10 days if the superintendent does not have a direct interest in the outcome of the hearing.
7. The parents may appeal the superintendent's decision, or the hearing officer's decision if the superintendent was unable to hear the appeal, to the board within 20 days. It is within the discretion of the board to hear the appeal.

**Approved 12-14-04**

Approved \_\_\_\_\_ Reviewed July 2008 Revised \_\_\_\_\_

STUDENT PHOTOGRAPHS

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

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

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

Legal Reference: Iowa Code §279.8 (1993).  
1980 Op. Att'y Gen. 114.

Cross Reference: 506 Student Records

Approved \_\_\_\_\_ Reviewed July 2008 Revised \_\_\_\_\_

## STUDENT LIBRARY CIRCULATION RECORDS

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

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

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

Legal Reference:           20 U.S.C. § 1232g (2004).  
                                   34 C.F.R. Pt. 99 (2004)  
                                   Iowa Code §§ 22; 622.10 (2007)  
                                   281 I.A.C. 12.3(6), (12)  
                                   1980 Op. Att'y Gen. 720, 825.

Cross Reference:           506 Student Records

**Approved 7-14-2008**

Approved \_\_\_\_\_ Reviewed July 2008 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

STUDENT HEALTH AND IMMUNIZATION CERTIFICATES

Students desiring to participate in athletic extracurricular activities or enrolling in kindergarten (K) or first (1<sup>st</sup>) grade in the district shall have a physical examination by a licensed physician and provide proof of such an examination to the school district. A physical examination and proof of such an examination may be required by the administration for students in other grades enrolling for the first time in the district.

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

Students enrolling for the first (1<sup>st</sup>) time in the district shall also submit a certificate of immunization against diphtheria, pertussis, tetanus, poliomyelitis, rubeola, rubella, and any other immunizations required by the school district. The student may be admitted conditionally to the attendance center if the student has not yet completed the immunization process but is in the process of doing so. Failure to meet the immunization requirement will be grounds for expulsion.

Exemptions from the immunization requirement in this policy will be allowed only for medical or religious reasons recognized under the law. The student must provide a valid Iowa State Department of Health Certificate of Immunization Exemption to be exempt from this policy.

Legal Reference: Iowa Code §§139.9, 232.67-.75, 280.13 (1993).  
281 Iowa Admin. Code 7.  
281 Iowa Admin. Code 11.4(13).

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

Approved \_\_\_\_\_ Reviewed July 2008 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

## ADMINISTRATION OF MEDICATION TO STUDENTS

Some students may need prescription and nonprescription medication to participate in their educational program.

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

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

Persons administering medication shall include the licensed registered nurse, physician, persons who have successfully completed a medication administration course or be an authorized practitioner, including, parents. A medication administration course and periodic update shall be conducted by a registered nurse or licensed pharmacist and a record of course completion kept on file at the agency.

A written medication administration record shall be on file including:

- date;
- student's name;
- prescriber or person authorizing administration;
- medication;
- medication dosage;
- administration time;
- administration method;
- signature and title of the person administering medication; and
- any unusual circumstances, actions, or omissions.

Approved \_\_\_\_\_ Reviewed July 2008 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

## ADMINISTRATION OF MEDICATION TO STUDENTS

Medication shall be stored in a secured area unless an alternate provision is documented. Emergency protocols for medication-related reactions shall be posted. Medication information shall be confidential information.

*Iowa law requires school districts to allow students with asthma or other airway constricting disease to carry and self-administer their medication as long as the parents and prescribing physician report and approve in writing. Students do not have to prove competency to the school district. The consent form, see Appendix B, is all that is required. School districts that determine students are abusing their self-administration may either withdraw the self-administration if medically advisable or discipline the student, or both.*

Legal Reference: Iowa Code §§124.101(1), 147.107, 152.1, 155A.4(2), 280.16, 280.23 (2007)  
Education [281]—IAC §41.404(3)  
Pharmacy [657]—IAC §8.32(124, 155A)  
Nursing Board [655]—IAC §6.2(152)

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

Revised 07-14-2008, 01-20-2009

Approved \_\_\_\_\_ Reviewed July 2008 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

AUTHORIZATION-ASTHMA OR AIRWAY CONSTRICTING MEDICATION SELF-  
ADMINISTRATION – NEW CONSENT FORM

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Student's Name (Last), (First) (Middle)      Birthday      School      Date

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

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

Provided the above requirements are fulfilled, a student with asthma or other airway constricting disease may possess and use the student's medication while in school, at school-sponsored activities, under the supervision of school personnel, and before or after normal school activities, such as while in before-school or after-school care on school-operated property. If the student abuses the self-administration policy, the ability to self-administer may be withdrawn by the school or discipline may be imposed.

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

\_\_\_\_\_  
Medication      Dosage      Route      Time

\_\_\_\_\_  
Purpose of Medication & Administration /Instructions

Approved \_\_\_\_\_ Reviewed July 2008 Revised \_\_\_\_\_

AUTHORIZATION-ASTHMA OR AIRWAY CONSTRICTING  
MEDICATION SELF-ADMINISTRATION – NEW CONSENT FORM

_____	____/____/____
Special Circumstances	Discontinue/Re-Evaluate/ Follow-up Date
_____	____/____/____
Prescriber's Name	Date
_____	_____
Prescriber's Address	Emergency Phone

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

_____	____/____/____
Parent/Guardian Signature (agreed to above statement)	Date
_____	_____
Parent/Guardian Address	Home Phone
	_____
	Business Phone

\_\_\_\_\_  
\_\_\_\_\_

Self-Administration Authorization Additional Information

Approved \_\_\_\_\_ Reviewed July 2008 Revised \_\_\_\_\_

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

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Student's Name (Last), (First) (Middle)    Birthday    School    Date

School medications and health services are administered following these guidelines:

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

\_\_\_\_\_  
Medication/Health Care    Dosage    Route    Time at School

\_\_\_\_\_  
Administration instructions

\_\_\_\_\_  
Special Directives and Signs to observe for and Side Effects

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Discontinue/Re-Evaluate/Follow-up Date

\_\_\_\_\_  
Prescriber's Name    \_\_\_\_\_  
Date

\_\_\_\_\_  
Prescriber's Address    \_\_\_\_\_  
Emergency Phone

Approved \_\_\_\_\_ Reviewed July 2008 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

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

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

_____	____/____/____
Parent's Signature	Date
_____	_____
Parent's Address	Home Phone
_____	_____
Additional Information	Business Phone
_____	
_____	
_____	
Authorization Form	

Approved \_\_\_\_\_ Reviewed July 2008 Revised \_\_\_\_\_

## COMMUNICABLE DISEASES – STUDENTS

Students with a communicable disease will be allowed to attend school as long as they are physically able to perform the tasks assigned to them and as long as their attendance does not create a substantial risk of transmission of the illness or other harm to the students or the employees. The term “communicable disease” shall mean an infectious or contagious disease spread from person to person, as defined by the State Department of Health.

A student will be excluded from school when the student’s condition has been determined to be injurious to the health of others or when the student is too ill to attend school. The health risk to an immuno-depressed student attending school shall be determined by the student’s personal physician. The health risk to others in the school environment from the presence of a student with a communicable disease shall be determined on a case-by-case basis by public health officials.

Since there may be greater risks of transmission of a communicable disease for some persons with certain conditions than for other persons infected with the same disease, these special conditions: the risk of transmission of the disease, the effect upon the educational program, the effect upon the student, and other factors deemed relevant by public health officials or the superintendent shall be considered in assessing the student’s continued attendance at school. The superintendent may require medical evidence that students with a communicable disease are able to attend school.

It shall be the responsibility of the superintendent or school nurse, when the superintendent or school nurse has knowledge that a communicable disease is present, to notify the State Department of Health. Rumor and hearsay shall be insufficient evidence for the superintendent to act.

Health data of a student is confidential and it shall not be disseminated.

It shall be 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. Appropriate hygienic practices shall be included in the administrative regulations.

Approved \_\_\_\_\_ Reviewed July 2008 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

COMMUNICABLE DISEASES – STUDENTS

Legal Reference:            Board of Education of Nassau County v. Arline, 55 U.L.W.4245 (U.S. March 3, 1987).  
Iowa Code chap. 139 (1993).  
29 U.S.C. §§701 et seq.  
45 C.R.R. 84.3.  
641 Iowa Admin. Code 1.2-1.5, 7.  
281 Iowa Admin. Code 43.15-43.17.

Cross Reference:            403.1 General Personnel Physical Examinations

Approved \_\_\_\_\_ Reviewed July 2008 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

STUDENT INJURY OR ILLNESS AT SCHOOL

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

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

It shall be the responsibility of the principal to file an accident report with the superintendent within twenty-four (24) hours after the student is injured at school.

Annually, parents shall be required to complete a medical emergency authorization form indicating the procedures to be followed, if possible, in an emergency involving their child.

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

Legal Reference: Iowa Code §613.17 (1993).

Cross Reference: 507 Student Health and Well-Being

Approved \_\_\_\_\_ Reviewed July 2008 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

## EMERGENCY DRILLS

Students will be informed of the action to take in an emergency. Emergency drills for fire, weather, and other disasters shall be conducted each school year. Fire and tornado drills shall be each conducted regularly during the academic school year.

School district personnel shall participate in emergency drills. Certificated personnel shall be responsible for instructing the proper techniques to be followed in the drill.

Legal Reference: Iowa Code §100.31 (1993).

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

Approved \_\_\_\_\_ Reviewed July 2008 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

## STUDENT INSURANCE

Students participating in intramural or extracurricular athletics shall be required to have health and accident insurance. The student shall bring written proof of such insurance.

Whenever a student is injured while under the supervision of a member of the school district staff, the faculty member will file an accident report with the school nurse and the principal's office.

*(The district no longer offers a student insurance program.)*

Legal Reference: Iowa Code §279.8 (1993).

Cross Reference: 507 Student Health and Well-Being

**Revised 07-14-2008**

Approved \_\_\_\_\_ Reviewed July 2008 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

## CUSTODY AND PARENTAL RIGHTS

Disagreements between family members are not the responsibility of the school district. The school district will not take the "side" of one family member over another in a disagreement about custody and parental rights. Court orders that have been issued shall be followed by the school district whether the parent or student agrees or disagrees with the order. It shall be the responsibility of the person requesting an action by the school district to inform and show the school district the court order allowing such action.

This policy does not forbid school district personnel to listen to a student's problems and concerns.

It shall be the responsibility of the superintendent to ensure that school district personnel remain neutral in a disagreement about custody and parental rights, other than child abuse situations.

Legal Reference: Iowa Code §232.67, .70, .73, .75, 235.A, 279.8 (1993).  
441 Iowa Admin. Code 9.2, 155, 175.

Cross Reference: 506.1 Student Records Access  
507 Student Health and Well-Being

Approved \_\_\_\_\_ Reviewed July 2008 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

## SUBSTANCE ABUSE

The use or possession of alcoholic beverages or any controlled substance by any student on any public school property or while attending any school-related function is prohibited. No student shall be intoxicated or simulate intoxication. No student shall use, sell, distribute, buy, receive, be under the influence of, or in possession of a controlled substance, any simulated controlled substance, or any substances believed to be of potential abuse.

Under the influence is defined as manifesting signs of chemical misuse such as staggering, reddened eyes, odor of chemicals, nervousness, restlessness, falling asleep in class, memory loss, abusive language, or any other behavior not normal for the particular student.

This prohibition shall include students going to or returning from school or school functions. The parent or guardian of the student shall be notified of each offense by phone or, if necessary, by registered letter. A conference shall be held with the parent or guardian, the student, the suspending party, and the superintendent.

First Offense – Any student in violation of the foregoing policy, at a minimum, will be suspended 3-5 days or be referred for an evaluation by a board-approved substance abuse/dependence agency. The superintendent may increase the penalty and/or recommend expulsion to the board.

Any student violating this policy by simulated drug use or possession will be given a 1-5 day suspension at the discretion of the administration.

Second Offense - Any student in violation of the foregoing policy for a second or subsequent offense shall be suspended until evaluation and/or treatment is performed by a board-approved substance abuse/dependence agency. The superintendent may recommend expulsion to the board.

Cross Reference:            507.8R1            Substance Abuse Procedures

Approved \_\_\_\_\_ Reviewed July 2008 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

## SUBSTANCE ABUSE PROCEDURE

### Program Philosophy

An important issue in contemporary society is the use of mood or mind-altering substances. Students cannot make full use of the resources or opportunities of our schools if they are under the influence of harmful substances or live in a family where abuse by other family members reacts upon the student directly or indirectly.

The Carlisle Community Schools recognize that substance dependency is a treatable illness. The primary responsibility for helping students who use harmful substances lies with the parents. The community and schools should assist parents in that responsibility because substance problems interfere with behavior, learning, and positive character development.

The Carlisle Schools will cooperate closely with all effective organizations that deal with chemical dependency. All contacts will be on a confidential basis. It is also the intent of the school to uphold state and federal laws pertaining to substance use.

The Carlisle Schools recognize that any successful program will need to involve all staff members. An ongoing program of in-service for staff will be provided.

### Policy Implementation

#### A. Witnessed—Chemical use/possession/intoxication/under influence

1. Any faculty member who observes a student under the influence of alcohol or drugs or drug apparatus on his/her person or in his/her locker during a school day or at a school function should confiscate materials, if possible, and escort the student to a building administrator.
2. The administrator will use his professional judgment in deciding the procedure to be followed. If necessary, he will take the student to the school nurse to determine the physical condition of the student. If necessary, the parents will be called to come and get the student.
3. The administrator will inform the student and parents of any disciplinary action that will be taken in accordance with school policy.
4. The police will be notified of all violations of the law involving chemical use or possession in school.
5. The intervention team will be notified by the building administrator. They will review each incident and make any needed recommendations to the principal.

Approved \_\_\_\_\_ Reviewed July 2008 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

## SUBSTANCE ABUSE PROCEDURE

6. If a second school policy violation occurs, the principal, after considering recommendations of the intervention team group, can offer the following in lieu of expulsion:

The student will be allowed to continue his/her education if he/she participates in a drug rehabilitation evaluation approved by the school. The parents and the student must agree to follow the recommendations of the evaluation.

If the student refuses to participate in the recommendations of the evaluation, or if the parents refuse to place the student in a program, or if the program is not successfully completed, the recommendation for expulsion will go to the Board of Directors.

7. Any student judged by the administrator to be a possible danger to himself/herself or to others may be excluded from school until a professional evaluation is obtained.
8. If other discipline problems arise, after one substance abuse violation has occurred, the student will also be offered the program outlined in #6 above in lieu of disciplinary procedures.
9. The awareness and support of parents for a student affected by drug abuse and chemical dependency is extremely important. However, where either the student or the parents do not wish to cooperate in making needed assistance available, the student's status in school may have to be re-evaluated, taking into account the best interests of the student; the nature of the problem; and the health, safety, welfare, educational opportunity, and rights of other students and staff.

### Suspected-Chemical Use

1. A staff member may become concerned about the possibility of abuse because of the following behaviors:
  - a. Class performance
  - b. Absence/tardiness
  - c. Inappropriate behavior in and out of class-inappropriate behavior is defined as manifesting signs of chemical misuse such as staggering, reddened eyes, odor of chemicals, nervousness, restlessness, falling asleep in class, memory loss, abusive language, or any other behavior not normal for the particular student.
  - d. Attitude toward peers or teacher
  - e. Appearance
  - f. Comments of peers
  - g. Conversation with parents
  - h. Conversation with students

Approved \_\_\_\_\_ Reviewed July 2008 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

## SUBSTANCE ABUSE PROCEDURE

2. Staff members should make referrals to the principal (Form1). Additional information will be gathered from the other teachers and adults who work with the referred student. (Form2)
3. Upon receipt of a referral the intervention team will meet to determine a course of action, which may include:
  - a. No immediate action/keep on file
  - b. Interview the student
  - c. Conference with parents
  - d. Other
4. If the intervention team feels an outside agency should become involved, that recommendation will be made to the parents and the student.
  - a. All instances of alcohol or controlled substance use in school will be reported to parents.
  - b. In cases of self-referral, the parents may be called at the discretion of the principal in consultation with the intervention team.
  - c. All faculty members should become better informed about symptoms relative to substance abuse. This can be accomplished through in-service, workshops, and literature.
  - d. When a student is in such a condition that he/she is disturbing others or if the teacher is concerned about the student's immediate well-being, the principal should be notified immediately. The teacher should accompany the student to the office to get an administrator. If a teacher is unsure about the severity of a student's condition, he/she should contact an administrator and express his/her concern as soon as possible.
  - e. Students found to be selling or distributing alcohol or drugs on school property or at school functions will be referred to the police and will face a voluntary drop or recommendation for expulsion from school
  - f. Substance abuse education will be addressed through in-service programs for staff, assemblies for students, and distribution of literature and articles as they become available.
  - g. The Intervention Team will consist of at least here (3) staff members.

Voluntarily Seeking Assistance – Information received from students and/or parents who voluntarily seek help from school authorities concerning the student's use of controlled substance before being found to be using or possessing such substances by school or law enforcement officials, will be maintained in confidence and will not serve as a basis for disciplinary actions. However, this does not provide immunity for disciplinary action should students continue to use, possess, or distribute controlled substances as provided here.

Approved \_\_\_\_\_ Reviewed July 2008 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

## STUDENT SPECIAL HEALTH SERVICES

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

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

Legal Reference:            Board of Education v. Rowley, 458 U.S. 176 (1982).  
                                 Springdale School District #50 v. Grace, 693 F.2d 41 (8<sup>th</sup> Cir. 1982).  
                                 Southeast Warren Community School District v. Department of Public  
                                 Instruction, 285 N.W.2d 173 (Iowa 1979).  
                                 20 U.S.C. §§1400 *et seq.* (2005).  
                                 34 C.F.R. Pt. 300 *et seq.* (2005).  
                                 Iowa Code §§256.11(7); 256B; 273.4, .2, 5,.9(2)-(3);280.8; (2007).  
                                 281 I.A.C. 12.3(7), 41.405

Cross Reference:        502     Student Rights and Responsibilities  
                                 506.6   Graduation Requirements  
                                 506     Student Records  
                                 603     Instructional Curriculum

**Revised 01-20-09**

Approved \_\_\_\_\_ Reviewed July 2008 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

## SPECIAL HEALTH SERVICES

Some students need special health services to participate in their educational program. These students shall receive special health services concomitant with their educational program. Licensed health personnel shall provide special health services under the auspices of the school. The duties of the licensed personnel include:

- To participate as a member of the education team;
- To provide the health assessment;
- To plan, implement, and evaluate the written individual health plan;
- To plan, implement, and evaluate special emergency health services;
- To serve as liaison and encourage providing health care;
- To provide health consultation, counseling, and instruction to the student, the student's parent, and the staff in cooperation and conjunction with the prescriber;
- To maintain a record of special health services;
- To report unusual circumstances to the prescriber, parent and school administration;
- And
- To assign, delegate, instruct, provide technical assistance to and supervise qualified designated personnel; and update knowledge and skills to meet special health service needs;

The record of special health services shall include:

- The student's name;
- The special health service;
- The prescriber or person authorizing;
- The date and time;
- The signature and title of the person providing the special health service; and
- Any unusual circumstances in the provision of such services.

Prior to the provision of special health services the following shall be on file;

- A written statement by the prescriber detailing the specific method and schedule of the special health service, when indicated;
- A written statement by the student's parent requesting the provision of the special health service;
- A written report of the preplanning staffing or meeting of the education team; and
- A written individual health plan.

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

- An 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;
- The determination that the special health service, task, procedure, or function is part of the person's job description;
- The determination of the assignment and delegation, based on the student's needs;
- A review of the designated person's competence; and
- The determination of initial and ongoing level of supervision required to ensure quality services.

Approved \_\_\_\_\_ Reviewed July 2008 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

## SPECIAL HEALTH SERVICES REGULATION

Licensed health personnel shall supervise the special health services, define the level of supervision, and document the supervision.

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

### A. Definitions

“Assignment and delegation” - occurs when licensed health personnel, in collaboration with the education team, determine the special health services to be provided and the qualifications of individuals performing the health services. Primary consideration is given to the recommendation of the licensed health personnel. Each designation considers the student’s special health service. The rationale for the designation is documented.

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

“Educational Program” - includes all school curricular programs and activities both on and off school grounds.

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

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

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

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

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

Approved \_\_\_\_\_ Reviewed July 2008 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

## SPECIAL HEALTH SERVICES REGULATION

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

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

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

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

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

- Physically present.
- Available at the same site.
- Available on call.

B. Licensed health personnel shall 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.

Approved \_\_\_\_\_ Reviewed July 2008 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

## SPECIAL HEALTH SERVICES REGULATION

- C. Prior to the provision of special health services the following shall 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, shall determine the special health services to be provided and the qualifications of individuals performing the special health services. The documented rationale shall include the following:
- Analysis and interpretation of the special health service needs, health status stability, complexity of the service, predictability of the service outcome and risk of improperly performed service.
  - Determination that the special health service, task, procedure or function is part of the person's job description.
  - Determination of the assignment and delegation based on the student's needs.
  - Review of the designated person's competency.
  - Determination of initial and ongoing level of supervision required to ensure quality services.
- E. Licensed health personnel shall supervise the special health services, define the level of supervision and document the supervision.
- F. Licensed health personnel shall instruct qualified designated personnel to deliver and perform special health services contained in the eligible individual health plan. Documentation of instruction and periodic updates shall be on file at school.
- G. Parents shall provide the usual equipment, supplies and necessary maintenance for such. The equipment shall be stored in a secure area. The personnel responsible for the equipment shall be designated in the individual health plan.

Approved \_\_\_\_\_ Reviewed July 2008 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

## Wellness Policy

The Carlisle Community Schools Board of Education promotes healthy students by supporting wellness, good nutrition and regular physical activity as part of the total learning environment. The District supports a healthy environment where children learn and participate in positive dietary and lifestyle practices. Schools contribute to the basic health status of children by facilitating learning through the support and promotion of good nutrition and physical activity.

The 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 District goals to positively influence students' understanding, beliefs and habits as they relate to good nutrition and physical activity.

The District supports and promotes proper dietary habits contributing to students' health status and academic performance. Foods available during the instructional day should meet or exceed the District's nutrition standards.

### Specific Wellness Goals

#### NUTRITION EDUCATION

The District will provide nutrition education that:

- is offered at each grade level as part of a sequential, comprehensive program designed to provide students with the knowledge and skills necessary to promote health
- includes, but is not limited to, knowledge of the Food Guide Pyramid, sources of nutrient dense foods, diet and disease, USDA dietary guidelines, and food labels
- is part of health education classes and classroom instruction in other classes
- links with meal programs and community services that promote good nutrition

#### PHYSICAL ACTIVITY

The District will provide physical education that:

- is taught by certified physical education teachers with class sizes comparable to other academic areas
- is sequential and developmentally appropriate
- involves moderate to vigorous physical activity, instruction in motor skills, rules comprehension, self-management skills, positive attitudes and promotes activities that students can enjoy and pursue throughout their lives
- is suitably adapted for students with chronic health problems, disabling conditions or other special needs

The District will provide daily recess for elementary students that:

- is preferably outdoors
- encourages moderate to vigorous activity

Approved \_\_\_\_\_ Reviewed July 2008 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

## OTHER SCHOOL-BASED ACTIVITIES THAT PROMOTE STUDENT WELLNESS

### Integrating Physical Activity into Classroom Settings

For students to fully embrace regular physical activity as a personal behavior, students need opportunities for physical activity beyond physical education class. To this end the District will:

- offer classroom education that complements physical education by reinforcing the knowledge and self-management skills needed to maintain a physically active lifestyle
- provide opportunities for physical activity to be incorporated into other subject lessons

## NUTRITION GUIDELINES FOR FOOD AVAILABLE ON CAMPUS

See attached chart

## PLAN FOR MEASURING IMPLEMENTATION

### Monitoring

The superintendent will ensure compliance with established district-wide nutrition and physical activity wellness policy.

In each school:

- the principal will ensure compliance with those policies in the building and will report on the building's compliance to the superintendent
- food service staff will ensure compliance with nutrition policies within food service areas and will report on this matter to the superintendent or principal

In the school district:

- the superintendent will develop a summary report after each USDA School Meals Initiative (SMI) review outlining district-wide compliance with the district's established nutrition and physical activity wellness policies, based on input from building administrators and the food service director; and
- the report will be provided to the school board and also distributed to the members of the School Improvement committee, administrators, and health service personnel in the school district.

### Policy Review

The board shall review this policy as part of its periodic review of policies and make changes as necessary.

Approved \_\_\_\_\_ Reviewed July 2008 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

<u>AREA</u>	<u>RECOMMENDATIONS</u>
School Meals	<p><u>Meals served through the National School Lunch and Breakfast Program will:</u></p> <ul style="list-style-type: none"> <li>• be prepared by staff trained in the planning and preparation of meals that are attractive and appealing</li> <li>• meet, at a minimum, nutrition requirements established by state and federal law</li> <li>• offer a variety of nutrient dense foods (ie: whole grains, fresh fruits and vegetables and dairy products)</li> <li>• serve only low-fat and fat-free milk and nutritionally equivalent non-dairy alternatives (as defined by the USDA)</li> </ul>
Vending/ A la carte  (vending will not be available in elementary or middle school facilities)	<p><u>Foods Sold Outside the Meal during school hours (e.g. vending, a la carte)</u></p> <ul style="list-style-type: none"> <li>• will have no more than 35% of calories from fat (excluding nuts, seeds, peanut butter and other nut butters) and 10 percent of its calories from saturated and trans fat combined;</li> <li>• will have no more than 35 percent of its weight from added sugars;</li> <li>• and will contain no more than 230 mg of sodium per serving for chips, cereals, crackers, French fries, pastas, meats and soups; and will contain no more than 600 mg of sodium for pizza, sandwiches and main dishes</li> <li>• will include a choice of at least two fruits and/or vegetables for sale through a la carte</li> </ul> <p><u>Beverages</u></p> <ul style="list-style-type: none"> <li>• Allowed: water or seltzer water without added caloric sweeteners; fruit and vegetable juices and fruit-based drinks that contain at least 50 percent fruit juice and that do not contain additional caloric sweeteners; unflavored or flavored low-fat or fat-free milk and nutritionally equivalent non-dairy beverages (as defined by the USDA)</li> <li>• Not allowed: soft drinks containing caloric sweeteners; sports drinks, iced teas; fruit-based drinks that contain less than 50 percent real fruit juice or that contain additional caloric sweeteners; beverages containing caffeine, excluding low-fat or fat-free chocolate milk (which contains minimal amounts of caffeine)</li> </ul> <p><u>Portion Size</u></p> <p>Limit portion sizes of foods and beverages sold individually to those listed below:</p> <ul style="list-style-type: none"> <li>• One and one-quarter ounces for chips, crackers, popcorn, cereal, trail mix, nuts, seeds, dried fruit or jerky;</li> <li>• One ounce for cookies;</li> <li>• Two ounces for cereal bars, granola bars, pastries, muffins, doughnuts, bagels and other bakery items;</li> <li>• Four fluid ounces for frozen desserts; including, but not limited to low-fat or fat-free ice cream;</li> <li>• Eight ounces for non-frozen yogurt</li> <li>• Twelve ounces for beverages, excluding water and milk; and,</li> <li>• The portion size of a la carte entrees and side dishes, including potatoes, will not be greater than the size of comparable portions offered as part of meals. Fruits and non-fried vegetables are exempt from portion-size limits.</li> </ul>

Approved \_\_\_\_\_ Reviewed July 2008 Revised \_\_\_\_\_

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<u>Celebrations/</u> <u>Snacks/</u> <u>Rewards</u>	Parents and staff will be encouraged to provide healthy alternatives as daily snacks and for classroom celebrations (ie: water, fresh fruits and vegetables, dairy products)
Other School Events/ Fundraising	Groups providing food items for events outside the school day will be encouraged to provide healthy alternatives as part of their offerings.  Groups conducting fundraising will be encouraged to implement activities other than the sale of food items whenever possible.

Approved 06-13-2006

Revised 08-11-2008

Approved \_\_\_\_\_ Reviewed July 2008 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

CLASS OR STUDENT GROUP GIFTS

The board welcomes gifts to the school district from a class or student group. While class gifts to the school district do not require the approval of the superintendent, the board encourages students to consult with the superintendent or other certified personnel prior to selecting a gift for the school district.

Legal Reference: Iowa Code §68B.1, .5, .8, .11(4), 722.1, .2 (1993).

Cross Reference: 502 Student Rights and Responsibilities

Approved \_\_\_\_\_ Reviewed July 2008 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

OPEN NIGHT

In keeping with good community relations, student school activities will not be scheduled on Wednesday night beyond 6:00 p.m. It shall be the responsibility of the building principal to oversee the scheduling of school activities for compliance with this policy.

Legal Reference: Iowa Code §279.8 (1993).

Cross Reference: 907 Other Inter-district Relations

Approved \_\_\_\_\_ Reviewed July 2008 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

## STUDENT TELEPHONE CALLS

Generally, students receiving telephone calls shall not be called to the phone. The administrative office in their attendance center will take a message and forward it to the student. Only in an emergency situation will a student be removed from the classroom or a school activity to receive a telephone call.

Students may, in an emergency situation, use the telephone in the administrative office of their attendance center to make a telephone call. Prior permission must be obtained from the principal or the principals' secretary.

Legal Reference: Iowa Code §§279.8, 280.14, 808A (1993).  
281 Iowa Admin. Code 21.8

Cross Reference: 502 Student Rights and Responsibilities

Approved \_\_\_\_\_ Reviewed July 2008 Revised \_\_\_\_\_

## SUPERVISION AFTER-SCHOOL EVENTS

To supervise the school facility, there shall be a district employee or a person designated by the school district available while students wait at the school building after a school activity.

It shall be the responsibility of the supervisor to ensure that the students and other individuals in the school building have a valid and clear purpose for being in the facility at that time. If there is no valid and clear purpose for the student or other individual to be in the building, the supervisor shall require them to leave the school building at once. Persons or students who do not leave upon request may be reported to the local law enforcement authorities.

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

Legal Reference: McClain v. Lafayette County Bd. Of Education, 673 F.2d 106 (1982).  
Iowa Code §279.8 (1993).

Cross Reference:       502     Student Rights and Responsibilities  
                              503     Student Discipline  
                              507     Student Health and Well-Being  
                              904     Public Participation in the School District

Approved \_\_\_\_\_ Reviewed July 2008 Revised \_\_\_\_\_

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