

## GOALS AND OBJECTIVES OF THE EDUCATIONAL PROGRAM

This series of the board policy manual is devoted to the goals and objectives for the delivery of the educational program. While each course may not have a specific policy reflecting it, the board's objective in the design and contents and in the delivery of the educational program is providing an equal opportunity for students to pursue a high school diploma free of discrimination on the basis of, race, creed, color, sex, national origin, religion, sexual orientation, gender identity or disability.

In providing the educational program of the school district, the board shall strive to meet its overall goal of providing the students an opportunity to develop a healthy social, intellectual, emotional, and physical self-concept in a learning environment that provides guidance to and encourages critical thinking in the students for a lifetime.

In striving to meet this overall goal, the objectives of the educational program shall be to provide students with an opportunity to:

Acquire basic skills in obtaining information, solving problems, thinking critically, and communicating effectively;

Become effective and responsible contributors to the decision-making processes of the social and political institutions of the community, state, and nation;

Acquire entry-level job skills and also acquire knowledge necessary for further education;

Acquire the capacities for a satisfying and responsible role as family members;

Acquire knowledge, habits, and attitudes that promote personal and public health, both physical and mental;

Acquire an understanding of ethical principles and values and the ability to apply them to their own lives;

Develop an understanding of ethical principles and values and the ability to apply them to their own lives;

Develop an understanding of their own worth, abilities, potentialities, and limitations; and

Learn and enjoy the process of learning, and acquire the skills necessary for a lifetime of continuous learning and adaptation to change.

Approved \_\_\_\_\_ Reviewed 08-11-08 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

## GOALS AND OBJECTIVES OF THE EDUCATION PROGRAM

An advisory committee of representatives of the school district community and the school district shall be appointed to make recommendations for the goals and objectives of the educational program. Annually, the committee shall report to the board regarding the goals and objectives of the educational program.

**Revised 08-11-2008, 02-09-2009**

Approved \_\_\_\_\_ Reviewed 08-11-08 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

## SCHOOL CALENDAR

The school district's academic calendar shall accommodate the educational program of the school district. The calendar shall be for a minimum of one hundred ninety-one (191) days and include, but not be limited to, the days for student instruction, staff development and inservice, and time for teacher conferences.

The school academic year for students shall be for a minimum of one-hundred and eighty (180) days in the school calendar.

It shall be the responsibility of the superintendent to develop the school calendar for recommendation, approval, and adoption by the board annually.

The board may amend the official school calendar when the board considers the change to be in the best interests of the school district's educational program.

Special education students may attend school on a school calendar different from that of the regular education program consistent with their Individual Education Program.

Legal Reference: Iowa Code §§20.9, 279.10 (1993).  
281 Iowa Admin. Code 12.2(1)

Cross Reference: 501 Student Attendance  
601.2 School Day

**Revised 08-11-2008**

Approved \_\_\_\_\_ Reviewed 08-11-08 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

## SCHOOL DAY

The student school day for grades one (1) through twelve (12) shall consist of a minimum of five and a half (5 1/2 ) hours, not including the lunch period. The school day consists of the schedule of class instruction and class activities as established and sponsored by the school district. Time during which students are released from school for parent/teacher conferences shall be counted as part of the student's instructional time. The minimum school day shall meet the requirements as established for the operation of accredited schools.

The board may define the number of days kindergarten (K) will be held and the length of each school day for the students attending kindergarten (K). The school day shall consist of a schedule as recommended by the superintendent and approved by the board.

When the school is forced to close due to weather or other emergencies that part of the day during which school was in session will constitute a school day. The district may also record a day of school with less than the minimum instructional hours if the total hours of instructional time for all grades one (1) through twelve (12) in any five (5) consecutive school days equals a minimum of twenty-seven and one-half (27 ½) hours, even though any one (1) day of school is less than the minimum instructional hours because of a staff development opportunity provided for the instructional staff. Schedule revisions and changes in time allotments will be made by the superintendent.

It shall be the responsibility of the superintendent to inform the board annually of the length of the school day.

Legal Reference: Iowa Code §279.8 (1993).  
281 Iowa Admin. Code 11.2(11).  
281 Iowa Admin. Code 12.2(2), .2(3), .2(6).

Cross Reference: 502.10 Search and Seizure  
503 Student Discipline

Approved \_\_\_\_\_ Reviewed 08-11-08 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

## CURRICULUM COMMITTEE

Curriculum development shall be an ongoing process in the school district. Each curriculum area shall be reviewed and revised where necessary according to the timelines set out by the superintendent. These timelines will provide for review of each curriculum area at least once every five years.

The superintendent shall be responsible for curriculum development and for determining the most effective way for conducting research of the school district's curriculum needs and a long-range curriculum development program. In making recommendations to the board, the superintendent shall propose a curriculum that will:

- fulfill the philosophy of the school district;
- reflect the educational and operational needs assessment of the school district;
- articulate courses of study from kindergarten through grade twelve;
- identify minimum objectives for each course and, at the elementary level, for each grade;
- provide for the evaluation of the procedures and methods for attaining the objectives;
- provide for objective monitoring of a student's progress;
- provide for the needs of vocational and college bound students;
- include, if feasible, the course offerings requested by the students;
- meet the requirements of the State Department of Education.

It shall be the responsibility of the superintendent to keep the board apprised of necessary curriculum changes and revisions and to develop administrative regulations for curriculum development and recommendations to the board.

Approved \_\_\_\_\_ Reviewed 08-11-08 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

## CURRICULUM COMMITTEE

Legal Reference:           29 U.S.C. §§624-634.  
                                  42 U.S.C. §§2000e-11.  
                                  Iowa Code §§279.8, 280.3-.14, 601A.9 (1993).  
                                  281 Iowa Admin. Code 11.5.  
                                  281 Iowa Admin. Code 12.5.

Cross Reference:           103 Equal Education Opportunity  
                                  505 Student Scholastic Achievement  
                                  602 Curriculum Development

Approved \_\_\_\_\_ Reviewed 08-11-08 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

## CURRICULUM ADOPTION

Curriculum of the school district must be approved by the board. Curriculum recommended by the superintendent or by a committee established for the purpose of making a recommendation to the board on curriculum shall be considered by the board.

The board may authorize the use of curriculum guides when it adopts curriculum. Such guides will be used when, in the opinion of the superintendent, they will be of assistance to the instructional program and will provide a consistent approach in the instructional program.

Legal Reference:           29 U.S.C. §§624-634.  
                                  41 U.S.C. §§2000e-11,  
                                  Iowa Code §§279.8, 280.3-.14, 601A.9 (1993)  
                                  281 Iowa Admin. Code 11.5.  
                                  281 Iowa Admin. Code 12.5.

Cross Reference:        103   Equal Education Opportunity  
                                  505   Student Scholastic Achievement  
                                  602   Curriculum Development

Approved \_\_\_\_\_ Reviewed 08-11-08 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

## CURRICULUM EVALUATION

When deemed necessary by the superintendent, and whenever a new program is proposed, the board will review the curriculum offered in the school district to determine its strengths and weaknesses. The board may authorize the superintendent to appoint an ad hoc advisory committee.

The board shall review the students' performance on standardized tests, courses, and other indicators of student achievement deemed relevant by the board as a guideline for the effectiveness of the curriculum. It shall be the responsibility of the superintendent to provide the board with the test scores and grades, along with the superintendent's comments about the school district's curriculum annually.

Legal Reference:           29 U.S.C.§§624-634.  
                                  42 U.S.C.§§2000e-11.  
                                  Iowa Code §§279.8, 280.3-.14, 601A.9 (1993).  
                                  281 Iowa Admin. Code 11.5.  
                                  281 Iowa Admin. Code 12.5.

Cross Reference:         103   Equal Education Opportunity  
                                  505   Student Scholastic Achievement  
                                  602   Curriculum Development

Approved \_\_\_\_\_ Reviewed 08-11-08 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

PILOT – EXPERIMENTAL – INNOVATIVE PROJECTS

The board welcomes new ideas in curriculum. Proposals for pilot or experimental projects shall first be reviewed and analyzed by the superintendent. Projects recommended by the superintendent will be considered by the board. Pilot and experimental projects approved by the board, the State Department of Education, or the U. S. Department of Education may be utilized in the educational program.

Students who may, or are asked to, participate in a research or experimental project or program must have their parents' written consent on file prior to participating in the project or program. A research or experimentation program or project requiring parents' prior written consent is a program or project designed to explore or develop new or unproven teaching methods or techniques. These programs or projects shall be designated as research or experimentation projects or programs. The educational materials of a program or project designated as a research or experimental program or project may be inspected and Reviewed by the parents of the students participating or being considered for participation in the program or project t. The inspection and review by the parents shall be in accordance with board policy 605.2, "Instructional Materials Inspection."

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

Legal Reference:           20 U.S.C. 1221e, 1232h.  
                                  34 C.F.R. 98.  
                                  Iowa Code §§279.8, 280.3-24 (1993).  
                                  281 Iowa Admin. Code 11.5.  
                                  281 Iowa Admin. Code 12.5.

Cross Reference:       103   Equal Education Opportunity  
                                  505   Student Scholastic Achievement  
                                  602   Curriculum Development

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CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

## BASIC INSTRUCTION PROGRAM

The basic instruction program shall include the courses required for each grade level by the State Department of Education. The instructional approach will be nonsexist and multicultural.

Students enrolled in kindergarten (K) shall attend school all day every day. The basic instruction program shall be designed to develop healthy emotional and social habits, language arts and communication skills, the capacity to complete individual tasks, and the ability to protect and increase physical well-being with attention given to experiences relating to the development of life skills and human growth and development.

The basic instruction program of students enrolled in grades one (1) through five (5) shall include English-language arts, social studies, mathematics, science, health, physical education, traffic safety, music, and visual art.

The basic instruction program of students enrolled in grades six (6) through eight (8) shall include English-language arts, social studies, mathematics, science, health, human growth and development, physical education, music, and visual art.

The basic instruction program of students enrolled in grades nine (9) through twelve (12) shall include English-language arts, social studies, mathematics, science, health, human growth and development, physical education, fine arts, foreign language, and vocational education.

The board may, in its discretion, offer additional courses in the educational program for any grade level.

Each instructional program shall be carefully planned to obtain its benefits. Each instructional program's plan should describe the program, its goals, the effective materials, the activities and the method for student evaluation.

It shall be the responsibility of the superintendent to develop administrative regulations stating the required courses and optional courses for kindergarten (K), grades one (1) through five (5), grades six through eight (8), and grades nine (9) through twelve (12).

Approved \_\_\_\_\_ Reviewed 08-11-08 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

## BASIC INSTRUCTION PROGRAM

Legal Reference: 29 U.S.C. §§624-634.  
42 U.S.C. §§2000e-11.  
Iowa Code §§279.8, 280.3-14, 601A.9 (1993).  
281 Iowa Admin. Code 11.5.  
281 Iowa Admin. Code 12.5.

Cross Reference: 103 Equal Education Opportunity  
505 Student Scholastic Achievement  
602 Curriculum Development  
603 Instructional Curriculum

**Revised 08-11-2008**

Approved \_\_\_\_\_ Reviewed 08-11-08 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

## SUMMER SCHOOL INSTRUCTION

Generally, only driver's education will be offered during summer school. However, the board, in its discretion, may offer summer school for one (1) or more courses and student activities, for students who need additional help and instruction in those areas. This decision shall be with in the discretion of the board.

Upon receiving a request for summer school, the board shall weigh the benefit to the students and the school district as well as the school district's budget and availability of certified personnel to conduct summer school.

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

Legal Reference: Iowa Code §§279.8, 280.3, .14 (1993).

Cross Reference: 502 Student Rights and Responsibilities  
603 Instructional Curriculum

Approved \_\_\_\_\_ Reviewed 08-11-08 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

## SPECIAL EDUCATION

The board recognizes some students have different educational needs than other students. The board shall provide a free appropriate public educational program and related services to students identified in need of special education. The special education services will be provided from birth until the appropriate education is completed or age twenty-one, or to a maximum age allowable in accordance with the law. Students requiring special education shall attend general education classes, participate in nonacademic and extracurricular services and activities and receive services in a general education setting to the maximum extent appropriate to the needs of each individual student. The appropriate education for each student shall be written in the student's Individual Education Program (IEP).

Special education students shall be required to meet the requirements stated in board policy or in their IEP's for graduation. It shall be the responsibility of the superintendent and the area education agency director of special education to provide or make provisions for appropriate special education and related services.

Children from birth through age 2 and children age 3 through age 5 shall be provided comprehensive special education services within the public education system. The school district shall work in conjunction with the area education agency to provide services, at the earliest appropriate time, to children with disabilities from birth through age 2. This shall be done to ensure a smooth transition of children entitled to early childhood special education services.

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 Comm. School District v. Dept. 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; 273.1, .2, .5, .9(2)-(3) ; 280.8 (2007)  
 281 Iowa Admin. Code 41.109

Cross Reference : 503 Student Discipline  
 505.6 Graduation Requirements  
 506 Student Records  
 507.2 Administration of Medication to Students  
 507.9 Student Special Health Services  
 601.1 School Calendar  
 603 Instructional Curriculum

**APPROVED 12-14-04**      **Updated 1-12-08, 01-20-09**

Approved \_\_\_\_\_ Reviewed 08-11-08 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

MULTICULTURAL AND NONSEXIST EDUCATION

Enrolled children in the school district community shall have an equal opportunity for a quality public education without discrimination. Regardless of their race, religion, socioeconomic status, color, sex, marital status, national origin, sexual orientation, gender identity or disability.

The educational program shall be free of such discrimination and provide equal opportunity for the participants. The educational program shall foster knowledge of and respect and appreciation for, the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. Special emphasis is placed on Asian-Americans, African-Americans, Hispanic-Americans and persons with disabilities. It shall also reflect the wide variety of roles open to both men and women and provide equal opportunity to both sexes.

Inquiries regarding compliance with equal education opportunity shall be directed to the compliance officer by writing to: Compliance Officer – Title IX, Title VI and Section 504, Carlisle Community School District, 430 School Street, Carlisle, Iowa 50047; or by telephoning at (515) 989-3589; or by writing to the Director of the Region VII office of Civil Rights, Department of Education, Kansas City, Missouri. Further information and copies of the procedures for filing a grievance are available in the central administrative office and the administrative office in each attendance center.

Legal Reference: Iowa Code §§216.9 ; 256.11 (2007).  
281 Iowa Admin. Code 12.5(8).

Cross Reference: 103 Equal Education Opportunity  
505 Student Scholastic Achievement

**Revised 08-11-2008**

Approved \_\_\_\_\_ Reviewed 08-11-08 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

## HEALTH EDUCATION

Students in grade levels one (1) through twelve (12) shall receive, as part of their health education, instruction about personal health, food and nutrition, environmental health, safety and survival skills, consumer health, family life, substance use and non-use, including the effects of alcohol, tobacco, drugs and poisons on the human body, human sexuality, self-esteem, stress management, and interpersonal relationships, emotional and social health, health resources, prevention and control of disease, and the characteristics of communicable diseases, including acquired immune deficiency syndrome.

While the areas stated above shall be included in health education, the instruction shall be adapted at each grade level to aid understanding by the students. Beginning no later than in grade seven (7), characteristics of communicable disease shall include information about sexually transmitted diseases.

Parents who object to health education instruction in human growth and development may file a written request that the pupil be excused from the instruction.\* The superintendent shall have the final authority to determine the appropriateness of the alternate activity or study.

\*An alternative activity or study will be developed which is acceptable to the superintendent and parents.

Legal Reference: Iowa Code §§256.11, 279.8, 280.3-14 (1993).  
281 Iowa Admin. Code 11.  
281 Iowa Admin. Code 12.5(3)(e), .5(4)(3), .5(5)(e).

Cross Reference : 501 Student Rights and Responsibilities  
503 Student Discipline  
603 Instructional Curriculum

Approved \_\_\_\_\_ Reviewed 08-11-08 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

## PHYSICAL EDUCATION

Students in grades one (1) through twelve (12) shall be required to participate in physical education courses unless they are excused by the principal of their attendance center.

Students will be excused from physical education courses if:

- the student presents a written statement from a doctor stating that such activities could be injurious to the health of the student;
- the student is enrolled in academic courses not otherwise available; or
- the student has been exempted because of a conflict with the student's religious beliefs.

Students who will not participate in physical education must have a written request or statement from their parents.

Legal Reference: Iowa Code §256.11 (1993).  
281 Iowa Admin. Code 11.5(10).  
281 Iowa Admin. Code 12.5(3)(f), .5(4)(f), .5(5)(f), 4.5(6).

Cross Reference : 502 Student Rights and Responsibilities  
603 Instructional Curriculum

Approved \_\_\_\_\_ Reviewed 08-11-08 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

## CAREER EDUCATION

The district is responsible for providing a total school curriculum that is related to real-life goals of students so they are motivated to choose, from among many alternatives, the direction they will take after high school. Career education will be infused into the educational program for grades kindergarten (K) through twelve (12). This education shall include, but not be limited to, awareness of self in relation to others and the needs of society, exploration of employment opportunities, experiences in personal decision-making, and experiences of integrating work values and work skills into their lives.

It shall be the responsibility of the superintendent to assist certified personnel in finding ways to provide career education in most courses. Special attention should be given to courses of vocational education nature. The board, through its educational philosophy and the adoption of instructional goals, shall provide educational opportunities that will enable every student to develop to their full potential by:

1. Ensuring that instruction is relevant to real-life concerns of students;
2. Providing all with opportunities to explore the knowledge, skills, technical requirements, working conditions, and political and social environments and responsibilities of the career fields that are open to them;
3. Providing guidance services adequate to ensure that every student gains expert help in assessing the student's personal interests, aptitudes, and abilities, in making career choices, and in planning an appropriate educational program;
4. Providing a kindergarten (K) through grade twelve (12) curriculum that incorporates the total concept of career education, and will allow all students to prepare for the occupational fields of their choice by acquiring knowledge and skills that will help them to (a) obtain entry-level employment in jobs not requiring advance training, and (b) continue education and training in post-high school institutions or in business and industry.

Approved \_\_\_\_\_ Reviewed 08-11-08 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

## CAREER EDUCATION

Legal Reference: Iowa Code §§256.11, 280.9 (1993).  
281 Iowa Admin. Code 11.5(9).  
281 Iowa Admin. Code 11.5(7).

Cross Reference: 603 Instructional Curriculum

Approved \_\_\_\_\_ Reviewed 08-11-08 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

## TEACHING ABOUT RELIGION

The school district is required to keep the practice of religion out of the school curriculum. The board recognizes the key role religion has played in the history of the world and authorizes the study of religious history and traditions as part of the curriculum. Preferential or derogatory treatment to a single religion shall not take place.

It shall be the responsibility of the superintendent to ensure the study of religion in the schools in keeping with the following guidelines:

- The proposed activity must have a secular purpose;
- The primary object of the activity must not be one that advances or inhibits religion; and
- The activity must not foster excessive governmental entanglement with religion.

Legal Reference: U.S. Const. amend. I.  
Lemon C. Kurtzman, 403 U.S. 602 (1971).  
Graham v. Central Community School District of Decatur County,  
608.F.Supp. 531 (S.D. Iowa 1985).  
Iowa Code §§279.8, 280.6 (1993).

Cross Reference: 502 Student Rights and Responsibilities  
603 Instructional Curriculum

Approved \_\_\_\_\_ Reviewed 08-11-08 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

## ACADEMIC FREEDOM

The board believes students should have an opportunity to reach their own decision and beliefs about conflicting points of view. Academic freedom is the opportunity of educators and students to study, investigate, present, interpret, and discuss facts and ideas relevant to the subject matter of the classroom and appropriate to and in good taste with the maturity and intellectual and emotional capacities of the students.

It shall be the responsibility of the instructor to refrain from advocating partisan causes, sectarian religious views, or biased positions through classroom or school methods. Instructors are not discouraged from expressing personal opinions as long as students are aware it is a personal opinion and students are allowed to reach their own conclusions independently.

It shall be the responsibility of the principal to ensure academic freedom is allowed but not abused in the classroom.

Legal Reference: Iowa Code §§279.8, 280.3, .6 (1993).

Cross Reference: 502 Student Rights and Responsibilities  
603 Instructional Curriculum

Approved \_\_\_\_\_ Reviewed 08-11-08 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

## GLOBAL EDUCATION

Because of our growing interdependence with other nations in the world, global education shall be incorporated into the educational program for grades kindergarten (K) through twelve (12) so that students have the opportunity to acquire a perspective on world issues, problems, and prospects for an awareness of the relationship between an individual's self-interest and the concerns of people elsewhere in the world. Global education, in the educational program, is the lifelong growth in understanding, through study and participation, of the world community and the interdependency of its people and systems—social, cultural, racial, economic, linguistic, technological, and ecological.

Legal Reference:           Iowa Code §256.11 (1993).  
                                  281 Iowa Admin. Code 12.5(11).

Cross Reference:           602 Curriculum Development  
                                  603.7 Career Education

Approved \_\_\_\_\_ Reviewed 08-11-08 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

## COMPETENT PRIVATE INSTRUCTION

In the event a child of compulsory attendance age, over age six and under age sixteen, does not attend public school or an accredited nonpublic school, the child must receive competent private instruction.

A parent choosing competent private instruction for a student must notify the school district prior to the first day of school on forms provided by the school district. The forms are available in the central administration office. One copy of the completed forms will be kept by the school district and another copy will be forwarded to the Heartland Area Education Agency.

The superintendent will determine whether the completed form is in compliance with the law. Specifically, the superintendent will determine whether the individual providing the instruction is either the student's parent, guardian, legal custodian or an Iowa licensed practitioner; whether the licensed practitioner's license is appropriate for the age and grade level of the student; that the student is being instructed in a minimum of one hundred and forty-eight days per year; that immunization evidence is provided for students placed under competent private instruction for the first time and that the report is timely filed.

The school district shall report noncompliance with the reporting, immunization, attendance, instructor qualifications, and assessment requirements of the compulsory attendance law to the county attorney of the county of residence of the student's parent, guardian or custodian.

Students receiving competent private instruction are eligible to request open enrollment to another school district. Prior to the request for open enrollment, the student shall request dual enrollment in the resident district. The receiving district shall not bill the resident district unless the receiving district complies with the reporting requirements. If the parent, guardian or custodian fails to comply with the compulsory attendance requirements, the receiving district shall notify the resident district. The resident district shall then report the noncompliance too the county attorney of the county of residence of the parent, guardian or custodian.

Approved \_\_\_\_\_ Reviewed 08-11-08 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

## COMPETENT PRIVATE INSTRUCTION

Students receiving competent private instruction from a parent, guardian or legal custodian must be evaluated annually by May 1. The parent, guardian or legal custodian may choose either a standardized test approved by the Iowa Department of Education or a portfolio evaluation. If the parent, guardian or legal custodian choose standardized testing and the student is dual enrolled, the school district shall pay for the cost of the standardized test and the administration of the standardized test. If the student is not dual enrolled, the parent, guardian or legal custodian shall reimburse the school district for the cost of the standardized test and the administration of the standardized test. If a parent, guardian or legal custodian of a student receiving competent private instruction chooses portfolio assessment as the means of annual assessment, the portfolio evaluator must be approved by the superintendent. Portfolio evaluators must hold a valid Iowa practitioner license or teacher certificate appropriate to the ages and grade levels of the children whose portfolios are being assessed. No annual evaluation is required for students receiving competent private instruction from an appropriately licensed or certified Iowa practitioner.

Upon the request of a parent, guardian or legal custodian a student of receiving competent private instruction or upon referral of a licensed practitioner who provides instruction or instructional supervision of a student under competent private instruction, the school district shall refer a student who may require special education to the Heartland Area Education Agency, Division of Special Education, for evaluation.

Students in competent private instruction must make adequate progress. Adequate progress includes scoring at the thirtieth percentile on a standardized test or a report by the portfolio evaluator indicating adequate progress. Students who fail to make adequate progress under competent private instruction provided by the student's parent, guardian or legal custodian shall attend an accredited public or nonpublic school beginning the next school year. The parent, guardian or legal custodian of a student who fails to make adequate progress may apply to the director of the Department of Education for approval of continued competent private instruction under a remediation plan.

The remediation plan shall be for no more than one year. Before the beginning of the school year, the student may be re-tested and if the student achieves adequate progress the student may remain in competent private instruction.

Approved \_\_\_\_\_ Reviewed 08-11-08 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

## COMPETENT PRIVATE INSTRUCTION

Legal Reference: Iowa Code §§256.11; 279.20, .11; 299.1- .6, .11, .15, .24 (1993)  
Iowa Code Ch. 299A  
281 I.A.C. 31.

Cross Reference: Student Rights and Responsibilities  
Student Activities  
Student Health and Immunization Certificates  
Competent Private Instruction Report  
Dual Enrollment  
Home School Assistance Program

Approved \_\_\_\_\_ Reviewed 08-11-08 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

## INDIVIDUALIZED INSTRUCTION

The board's primary responsibility in the management of the school district is the operation and delivery of the regular educational program. Generally, students attending the school district shall take the regular educational program offered by the district. Only for exceptional circumstances will students be allowed to receive individualized instruction at the expense of the school district.

Recommendations from the superintendent for individualized instruction shall state the need for the instruction, the objectives and goals sought for the instruction, the personnel requirements for the instruction, the implementation procedures for the instruction and the evaluation procedures and processes that will be used to assess the value of the instruction.

Legal Reference: Iowa Code §§256.11, 279.8, .10 .11, 280.3, .14, 299.1-6, .11, .15, .24 (1993).

Cross Reference: 604.1 Equivalent Instruction

Approved \_\_\_\_\_ Reviewed 08-11-08 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

## FOREIGN STUDY

The board recognizes some students may wish to take courses outside the country. The board must approve such foreign exchange student study programs prior to acceptance of the program by the student. The board's approval is not an assumption of liability, but rather an approval of the credits from the program toward the graduation requirements.

Students must obtain board approval prior to participating in the foreign exchange student program, unless it is a continuing program which has received a favorable evaluation by the administration and the program will be carried out in the future as it has been in the past.

The students and school district personnel or others, if they travel with the students, shall have personal insurance and liability protection. The school district assumes no liability for the participants.

It shall be the responsibility of the superintendent to keep the board informed of ongoing programs and to bring new programs to the board's attention.

Legal Reference: Iowa Code §279.8 (1993).

Cross Reference: 603 Instructional Curriculum

Approved \_\_\_\_\_ Reviewed 08-11-08 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

PROGRAM FOR TALENTED AND GIFTED STUDENTS

The board recognizes some students require qualitative differentiated programming beyond the regular educational program. The board shall identify students with special abilities and provide educational programming.

It shall be the responsibility of the superintendent to develop a talented and gifted program which provides for identifying students, for program evaluation, and for training of school district personnel.

Legal Reference: Iowa Code §442.31-.36 (1993).  
281 Iowa Admin. Code 59.  
281 Iowa Admin. Code 12.5(12).

Cross Reference: 505 Student Scholastic Achievement

Approved \_\_\_\_\_ Reviewed 08-11-08 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

## PROGRAM FOR AT-RISK STUDENTS

The board recognizes some students require additional assistance in order to graduate from the regular educational program. The board shall provide a plan to encourage and provide an opportunity for at-risk students to achieve their potential and obtain their high school diploma.

It shall be the responsibility of the superintendent to develop a plan for students at risk which provides for identifying students, for program evaluation, and for the training of school district personnel.

Legal Reference: Iowa Code §442.51 -.54 (1993).  
281 Iowa Admin. Code 61.  
281 Iowa Admin. Code 12.5(13).

Cross Reference: 505 Student Scholastic Achievement  
607.1 Student Guidance and Counseling Program

Approved \_\_\_\_\_ Reviewed 08-11-08 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

## RELIGION-BASED EXCLUSION FROM A SCHOOL PROGRAM

Parents who wish to have their child excluded from a school program because of religious beliefs must inform the superintendent. The board authorizes the administration to allow the exclusion if it is not disruptive to the educational process and it does not infringe on a compelling state or educational interest. Further, the exclusion must not interfere with other school district operations.

In notifying the superintendent, the parents shall abide by the following:

- The notice shall be in writing:
- The objection shall be based on religious beliefs;
- The objection shall state which activities or studies violate their religious beliefs;
- The objection shall state why these activities or studies violate their religious beliefs;
- The objection shall state a proposed alternate activity or study.

The superintendent shall have sole discretion to make this determination. The factors the superintendent shall consider when a student requests to be excluded from a program or activity because of religious beliefs include, but are not limited to, staff available to supervise a student who wishes to be excluded, space to house the student while the student is excluded, available superintendent-approved alternative course of study or activity while the student is excluded, numbers of students who wish to be excluded, whether allowing the exclusion places the school in a position of supporting a particular religion, and whether the program or activity is required for promotion to the next grade level or for graduation.

Students who are allowed to be excluded from a program or activity which violates their religious beliefs shall be required to do an alternate supervised activity or study.

Approved \_\_\_\_\_ Reviewed 08-11-08 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

RELIGION-BASED EXCLUSION FROM A SCHOOL PROGRAM

Legal Reference: U.S Const. amend. I.  
Lemon v. Kurtzman, 403 U.S. 602, 91 S.Ct. 2105 (1971).  
Graham v. Central Community School District of Decatur County,  
608 F. Supp. 531 (Iowa 1985).  
Iowa Code §§256.11(7), 279.8 (1993).

Cross Reference: 603 Instructional Curriculum  
606.4 School Ceremonies and Observances

Approved \_\_\_\_\_ Reviewed 08-11-08 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

## INSTRUCTION AT A POST-SECONDARY EDUCATIONAL INSTITUTION

Students in grades nine through twelve may receive academic or vocational-technical credits that count toward the graduation requirements set out by the board for courses successfully completed in the post-secondary educational institutions. The student may receive academic or vocational-technical credits through an agreement between a post-secondary educational institution or with the board's approval on a case-by-case basis.

Students in grades nine through twelve who successfully complete courses in post-secondary educational institutions under an agreement between the school district and the post-secondary educational institution shall receive academic and vocational-technical credits in accordance with the agreement.

Students in grades eleven and twelve who are not enrolled full-time in the school district shall receive academic or vocational-technical credit toward the graduation requirements set out by the board for successful completion of courses at a post-secondary educational institution. Successful completion of the course shall be determined by the post-secondary educational institution. A student attending credit bearing courses in a high school for the available hours of instruction is a full-time student. The board shall have complete discretion to determine the academic or vocational-technical credit to be awarded to the student.

Students who have completed the eleventh grade but who have not completed the graduation requirements set out by the board may take up to seven semester hours of credit at a post-secondary educational institution during the summer months when school is not in session. Upon successful completion of these summer courses, the students shall receive academic or vocational-technical credit toward the graduation requirements set out by the board. Successful completion of the course shall be determined by the post-secondary educational institution. The board shall have complete discretion to determine the academic credit to be awarded to the student for the summer courses.

Approved \_\_\_\_\_ Reviewed 08-11-08 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

## INSTRUCTION AT A POST-SECONDARY EDUCATIONAL INSTITUTION

The following factors shall be considered in the board's determination of whether a student will receive academic or vocational-technical credit toward the graduation requirements set out by the board for a course at a post-secondary educational institution:

- the course is taken from a public or accredited private post-secondary educational institution;
- a comparable course is not offered in the school district. A comparable course is one in which the subject matter or the purposes and objectives of the course are similar, in the judgment of the board, to a course offered in the school district;
- the course is in the discipline areas of mathematics, science, social sciences, humanities, vocational-technical education, or a course offered in the community college career options program;
- the course is a credit-bearing course that leads to a degree;
- the course is not religious or sectarian; and
- the course meets any other requirements set out by the board.

Students in grades eleven and twelve who take courses, other than courses taken under an agreement between the school district and the post-secondary educational institution, shall be responsible for transportation without reimbursement to and from the location where the course is being offered.

Ninth and tenth grade talented and gifted students and all students in grades eleven and twelve will be reimbursed for tuition and other costs directly related to the course up to \$250. Students who take courses during the summer months when school is not in session shall be responsible for the costs of attendance for the courses.

Students who fail the course and fail to receive credit shall reimburse the school district for all costs directly related to the course. Prior to registering for the course, students under age eighteen shall have a parent sign a form indicating that the parent is responsible for the costs of the course should the student fail the course and fail to receive credit for the course. Students who fail the course and fail to receive credit for the course for reasons beyond their control, including, but not limited to , the student's incapacity, death in the family or a move to another district, may not be responsible for the costs of the course. The school board may waive reimbursement of costs to the school district for the previously listed reasons. Students dissatisfied with the school board's decision shall appeal to the AEA for a waiver of reimbursement.

Approved \_\_\_\_\_ Reviewed 08-11-08 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

## INSTRUCTION AT A POST-SECONDARY EDUCATIONAL INSTITUTION

The superintendent shall be responsible to annually notify students and parents of the opportunity to take courses at post-secondary educational institutions in accordance with this policy. The superintendent shall also be responsible for developing the appropriate forms and procedures for implementing this policy.

Legal Reference: Iowa Code §§256.11, .11A; 261C; s79.8; 280.3, .14 (1993)  
Iowa Code Sup. § 261C.8 (1993).  
281 I.A.C. 12, 22.

Cross Reference: Student Scholastic Achievement  
Program for Talented and Gifted Students  
Program for At-Risk-Students

Approved \_\_\_\_\_ Reviewed 08-11-08 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

## DUAL ENROLLMENT

The parent, guardian, or custodian of a student receiving competent private instruction may also enroll the student in the school district. The student shall be considered under dual enrollment. The parent, guardian or custodian requesting dual enrollment for the student should notify the board secretary prior to the third Friday of September each year on forms provided by the school district. On the form, they shall indicate the extracurricular and academic activities in which the student is interested in participating. The forms are available at the central administration office.

A dual enrollment student is eligible to participate in the school districts extracurricular and academic activities in the same manner as other students enrolled in the school district. The policies and administrative rules of the school district shall apply to the dual enrollment students in the same manner as the other students enrolled in the school district. These policies and administrative rules shall include, but not be limited to, athletic eligibility requirements, the good conduct rule, academic eligibility requirements, and payment of the fees required for participation.

A dual enrollment student whose parent, guardian, or custodian who has chosen standardized testing as the form of the student's annual assessment will not be responsible for the cost of the test or the administration of the test.

The school district shall notify the dual enrollment student of the extracurricular and academic activities in which the student wishes to participate.

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

Legal Reference: Iowa Code § 279.8 299A.8 (1993).  
281 I.A.C. 31.

Cross Reference: Student Rights and Responsibilities  
Student Discipline  
Student Activities  
Student Health and Well-Being  
Competent Private Instruction  
Competent Private Instruction Report  
Home School Assistance Program

Approved \_\_\_\_\_ Reviewed 08-11-08 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

## HOME SCHOOL ASSISTANCE PROGRAM

The board, recognizing alternatives to education outside the formal public school system, authorizes the establishment of a home school assistance program. This program will assist students receiving competent private instruction by providing licensed employees of the school district to assist the parent, guardian or legal custodian in the education of the student.

The parent, guardian or legal custodian registering for the home school assistance program will agree to comply with the requirements established by the faculty of the program.

Students registered for the home school assistance program will be counted in the basic enrollment.

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

Legal Reference: Iowa Code § 279.8, 299A (1993).  
281 I.A.C. 31.

Cross Reference: Student Rights and Responsibilities  
Student Discipline  
Student Activities  
Student Health and Well-Being  
Competent Private Instruction  
Competent Private Instruction Report  
Dual Enrollment

Approved \_\_\_\_\_ Reviewed 08-11-08 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

## VIRTUAL/ON-LINE COURSES

The board recognizes that on-line coursework may be a good alternative for students to not only meet graduation requirements but, also have the opportunity to take advanced or other courses not offered by the school district.

High school students may earn a maximum of 10 credits to be applied toward graduation requirements by completing on-line courses offered through agencies approved by the board, such as the Iowa On-Line Learning. Credit from an on-line or virtual course may be earned only in the following circumstances:

- The course is not offered at the high school;
- Although the course is offered at the high school, the student will not be able to take it due to an unavoidable scheduling conflict that would keep the student from meeting graduation requirements;
- The course will serve as a supplement to extend homebound instruction;
- The student has been expelled from the regular school setting, but educational services are to be continued; or
- The principal, with agreement from the student's teachers and parents, determines the student requires a differentiated or accelerated learning environment.

Students applying for permission to take a virtual course shall complete prerequisites and provide teacher/counselor recommendations to confirm the student possesses the maturity level needed to function effectively in an on-line learning environment. In addition, the express approval of the principal shall be obtained before a student enrolls in an on-line course. The school must receive an official record of the final grade before credit toward graduation will be recognized.

Provided courses are part of the student's regular school day coursework and within budgetary parameters, the costs for a virtual course, such as textbooks or school supplies, shall be borne by the school district for students enrolled full-time.

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

Legal Reference: Iowa Code § 279.8 (2005)  
281 I.A.C. 15

Cross Reference: 605.6 Internet Appropriate Use  
501.6 Student Transfers In

**Approved 08-11-2008**

Approved \_\_\_\_\_ Reviewed 08-11-08 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

## INSTRUCTIONAL MATERIALS SELECTION

The board has sole discretion to approve instructional materials for the school district. This authority is delegated to the certified staff to determine which instructional materials, and textbooks will be utilized by and purchased by the school district.

In reviewing current instructional materials for continued use and in selecting additional instructional materials as textbooks, the certified staff shall consider the current and future needs of the school district as well as the changes and the trends in education and society. It shall be the responsibility of the superintendent to report to the board the action taken by the certified staff.

In the case of textbooks, the board will make the final decision after receiving a recommendation from the superintendent. The criteria stated above for selection of other instructional materials will apply to the selection of textbooks. The superintendent may develop another means for the selection of textbooks. Textbooks are reviewed as needed.

Educational materials given to the school district must meet the criteria established above. The gift must be received in compliance with board policy.

Legal Reference: Iowa Code §§279.8, 280.3, .14, 301 (2007).  
281 Iowa Admin. Code 12.3(12)

Cross Reference: 505 Student Scholastic Achievement  
602 Curriculum Development  
605 Instructional Materials  
605.1R1 Procedures for the Selection of Materials

**Revised 08-11-2008**

Approved \_\_\_\_\_ Reviewed 08-11-08 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

## PROCEDURES FOR THE SELECTION OF MATERIALS

1. Responsibility for selection of materials.
  - A. The Board of Directors is legally responsible for all matters relating to the operation of the Carlisle Community School District.
  - B. The responsibility for the selection of instructional materials is delegated to the professionally trained and certificated staff employed by the school system. The term "Instructional Materials" includes print and non-print whether considered text materials (also called media).
  - C. While selection of materials involves many people (principals, teachers, teacher-librarian, students, parents and community persons) the responsibility for coordinating the selection of most instructional materials and making the recommendation for purchase rests with certificated school media personnel.
  - D. Responsibility for coordinating the selection of text materials for distribution to classes will rest with the licensed employees, principal and superintendent. For the purpose of this rule the term "Text Materials" includes textbooks and other print and non-print material provided in multiple copies for use of a total class or a major segment of such a class.
- II. Criteria for selection of materials.
  - A. The following criteria will be used as they apply:
    1. Materials shall support and be consistent with the general educational goals of the District and the objectives of specific courses.
    2. Materials shall meet high standards of quality in factual content and presentation.
    3. Materials shall be appropriate for the subject area and for the age, emotional development, ability level, and social development of the students for whom the materials are selected.
    4. Materials shall have aesthetic, literary, or social value.
    5. Materials chosen shall be by competent and qualified authors and producers.

Approved \_\_\_\_\_ Reviewed 08-11-08 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

## PROCEDURES FOR THE SELECTION OF MATERIALS

6. Materials shall be chosen to foster respect for minority groups, women, and ethnic groups and shall realistically represent our pluralistic society, along with the roles and life styles open to both men and women in today's world. Materials shall be designed to help students gain an awareness and understanding of the many important contributions made to our civilization by minority groups, ethnic groups and women.
  7. Materials shall clarify the multiple historical and contemporary forces with their economic, political, and religious dimensions which have operated to the disadvantage or advantage of women, minority groups and ethnic groups. These materials shall present and analyze intergroup tension and conflict objectively, placing emphasis upon resolving social and economic problems.
  8. Materials shall be designed to motivate students and staff to examine their own attitudes and behaviors and to comprehend their own duties, responsibilities, rights and privileges as participating citizens in a pluralistic, non-sexist society.
  9. Materials shall be selected for their strengths rather than rejected for their weaknesses.
  10. Biased or slanted materials may be provided to meet specific curriculum objectives.
  11. Physical format and appearance of materials shall be suitable for their intended use.
- B. The selection of materials on controversial issues will be directed toward maintaining a balanced collection representing various views.
- III. Procedure for Selection.
- A. School Media Center Materials.
1. In selecting materials for purchase for the school district, the responsible personnel will evaluate the existing collection and the curriculum needs and will consult reputable, professionally prepared selection aids and other appropriate sources. For the purpose of this regulation the term "Media" includes all materials.
  2. Recommendations for purchase will be solicited from faculty and student body.
  3. Purchase requests are approved by the building principal and forwarded to the office of the superintendent.
  4. Selection is an ongoing process which should include the removal of materials no longer appropriate and the replacement of lost and worn materials still of educational value.

Approved \_\_\_\_\_ Reviewed 08-11-08 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

PROCEDURES FOR THE SELECTION OF MATERIALS

- B. Text Material will be adopted as determined in the District Curriculum Development Program. Media personnel shall be included on curriculum committees where deemed appropriate.

**Revised 08-11-2008**

Approved \_\_\_\_\_ Reviewed 08-11-08 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

INSTRUCTIONAL MATERIALS INSPECTION

Parents and other members of the school district community may review instructional materials used by the students. All instructional materials, including teacher's manuals, films, tapes or other supplementary material which will be used in connection with any survey, analysis, or evaluation as part of any federally funded programs must be available for inspection by parents.

The instructional materials must be viewed on the school district premises. Copies of material may be obtained according to board policy.

It shall be the responsibility of the superintendent to develop administrative regulations regarding the inspection of instructional materials.

Legal Reference:                   Goals 2000: Educate America Act, Publ. >. No. 103-227, 108 Stat. 125 (1994).  
Iowa Code §§279.8, 280.3, .14, 301(2007).  
281 Iowa Admin. Code 12.3(12)

Cross Reference:           602           Curriculum Development  
602.4       Pilot – Experimental – Innovative Projects  
605         Instructional Materials  
605.2R1    Confidentiality of Library Records

**Revised 08-11-2008**

Approved \_\_\_\_\_ Reviewed 08-11-08 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

## CONFIDENTIALITY OF LIBRARY RECORDS

Circulation records and other records identifying the names of library users shall be confidential in nature. Such records shall not be made available to any agency of state, federal or local government except pursuant to such process, order, or subpoena as may be authorized under the authority of, and pursuant to federal, state, or local law relating to civil, criminal, or administrative discovery procedures or legislative investigative power. (Iowa Code 22.7 Paragraph 13)

### I. Procedures.

- A. The media specialist receiving the request to examine or obtain information relating to circulation or registration records will immediately refer the person making the request to the superintendent, who shall explain the confidentiality policy.
- B. The superintendent upon receipt of such process, order, or subpoena, shall consult with the appropriate legal officer assigned to the institution to determine if such process, order, or subpoena is in good form.
- C. If the subpoena is not in proper form insistence shall be made that such defects be cured before any records are released.
- D. Any threats or unauthorized demands concerning circulation records shall be reported to the appropriate legal officer of the institution.
- E. Any problems relating to the privacy of circulation which is not provided for above shall be referred to the responsible officer.

Approved \_\_\_\_\_ Reviewed 08-11-08 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

## OBJECTION TO INSTRUCTIONAL MATERIALS

Members of the school district community may object to the instructional materials utilized in the school district and ask for their use to be reconsidered.

It shall be the responsibility of the superintendent, in conjunction with the principals, to develop administrative regulations for reconsideration of instructional materials.

Legal Reference: Iowa Code §§279.8, 280.3, .14, 301 (2007).  
281 Iowa Admin. Code 12.3(12)

Cross Reference: 505 Student Scholastic Achievement  
602 Curriculum Development  
605 Instructional Materials  
605.3R1 Reconsideration Procedures

Approved \_\_\_\_\_ Reviewed 08-11-08 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

## RECONSIDERATION PROCEDURES

- I. Any resident of the school district may challenge instructional materials used in the District's educational program despite the fact that the individuals selecting such material were duly qualified to make the selection and followed the proper procedure and observed the criteria for selecting such material.
  - A. The school official or staff member receiving a complaint regarding instructional materials shall try to resolve the issue informally. The materials generally will remain in use unless removed through the procedure in Section II.F.8.
    1. The school official or staff member initially receiving a complaint shall explain to the complainant the school's selection procedure, criteria, and qualifications of those persons selecting the material.
    2. The school official or staff member initially receiving a complaint shall explain to the best of his or her ability the particular place the objected-to material occupies in the educational program, its intended educational usefulness, and additional information regarding its use, or refer the complaining party to someone who can identify and explain the use of the material.
  - B. In the event that the person making an objection to material is not satisfied with the initial explanation, the person raising the question should be referred to someone designated by the principal or to the teacher-librarian for that attendance center. If, after private discussion, the complainant desires to file a formal complaint, the person to whom the complainant has been referred will assist in filling out a media reconsideration request form in full and filing it with the superintendent.
  - C. The individual receiving the initial complaint shall advise the principal of the attendance center where the challenged material is being used whether or not the complainant has apparently been satisfied by the initial contact.
  - D. The principal in charge of each attendance center shall review the media selection policy with the staff annually, preferably at the beginning of the school year. The staff shall be reminded that the right to challenge materials is one granted by policies enacted by the Board of Directors and firmly entrenched in law. They shall also be reminded of ethical and practical considerations in attempting to handle resident complaints with courtesy and integrity.

Approved \_\_\_\_\_ Reviewed 08-11-08 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

## RECONSIDERATION PROCEDURES

## II. Request for Reconsideration

- A. Any resident or employee of the school may formally challenge instructional materials used in the District's educational program on the basis of appropriateness. This procedure is for the purpose of considering the opinions of those persons in the schools and the community who are not directly involved in the selection process.
- B. Each attendance center and the school district's central office will keep on hand and make available Reconsideration Request forms. All formal objections to instructional materials must be made on this form.
- C. The individual will state the specific reason the instructional material is being challenged. The Reconsideration Request form shall be signed by the complainant and filed with the superintendent or someone so designated by the superintendent.
- D. Within five business days of the filing of the form, the superintendent or person so designated by the superintendent shall file the material in question with the Media Reconsideration Committee for re-evaluation. The committee shall recommend disposition to the office of the superintendent.
- E. Generally, access to challenged material shall not be restricted during the reconsideration process. However, in unusual circumstances, the material may be removed temporarily by following the provision of Section B.6.d. of this rule.
- F. The Reconsideration Committee.
  1. The committee shall be made up of the following members;
    - a. Two teachers from the subject area (selected by the superintendent.)
    - b. All school teacher-librarians in the District.
    - c. One (1) member of the administrative staff designated by the superintendent.
    - d. Four (4) members from the community designated by the superintendent.
    - e. Two (2) members of the student body designated by student council advisors.
  2. The chairperson of the committee shall not be an employee or officer of the District. The secretary-treasurer shall be an employee or officer of the District.

Approved \_\_\_\_\_ Reviewed 08-11-08 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

## RECONSIDERATION PROCEDURES

3. The committee shall be named early each school year and shall be advised of the procedure to be followed in the reconsideration of challenged materials, including the instructions for reconsideration (Form II).
4. Special meetings may be called by the superintendent to consider temporary removal of materials in unusual circumstances. Temporary removal shall require a two-thirds (2/3) vote of the committee.
5. The committee shall receive all Reconsideration Request forms from the superintendent or person designated by the superintendent.
6. The procedure for the first meeting following receipt of a Reconsideration Request form is as follows:
  - a. Distribute copies of written request form.
  - b. Give complainant an opportunity to talk about and expand on the request.
  - c. Give person responsible for selection of challenged material an opportunity to explain its educational purpose.
  - d. Distribute reputable, professionally prepared reviews of the material when available.
  - e. Distribute copies of challenged material as available.
  - f. The committee may request that individuals with special knowledge be present to give information to the committee.
7. The complainant shall be kept informed by the secretary concerning the status of his or her complaint throughout the committee reconsideration process. The complainant and known interested parties shall be given appropriate notice of such meetings.
8. At the second or a subsequent meeting, the committee shall make its decision known. The committee's final decision will be:
  - a. To take no removal action.
  - b. To remove all or part of the challenged material from the total school environment, or
  - c. To limit the educational use of the challenged material by:
    1. Placing materials in a limited access shelf in the library, or
    2. Using materials in appropriately guided setting.

The principal criterion for the final decision is the appropriateness of the material for its intended educational use. The vote on the decision shall be by secret ballot. The written decision and its justification shall be forwarded to the superintendent for appropriate action, to the complainant and to the appropriate attendance centers. (comment: State open meeting law should be reviewed for its application to this provision.)

Approved \_\_\_\_\_ Reviewed 08-11-08 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

Following the superintendent's decision with respect to the committee's recommendation, the individual or the chairperson of the reconsideration committee may appeal the decision to the board for review. Such appeal must be presented to the superintendent in writing within five days following the announcement of the superintendent's decision. The board will promptly determine whether to hear the appeal.

#### RECONSIDERATION PROCEDURES

9. A decision to sustain a challenge shall not be interpreted as a judgment or irresponsibility on the part of the professionals involved in the original selection or use of the material.
10. Requests to reconsider materials which have previously been before the committee must receive approval of two-thirds (2/3) of the committee members before the materials will again be reconsidered.
11. In the event of a severe overload of challenges, the committee may appoint a subcommittee of members or non-members to consolidate challenges and to make recommendations to the full committee. The composition of this subcommittee shall approximate the representation on the full committee.
12. Committee members directly associated with the selection, use, or challenger of the challenged material are excused from the committee during the deliberation of the challenged instructional materials. The superintendent may appoint a temporary replacement for the excused committee member, but the replacement must be of the same general qualifications as the member excused.
12. If either party is not satisfied with the decision, he or she may request that the matter be placed on the agenda of the next regularly scheduled meeting of the Board of Directors.
13. Any person not satisfied with the decision of the Board may appeal to the State Board of Education pursuant to state law.
14. If external advise is needed, it should be sought from the Intellectual Freedom Committee chairperson of the Iowa Library Association and the American Library Association's Office for Intellectual Freedom. Both of these organizations are prepared to offer support in an informal, advisory capacity.

**Revised 08-11-2008**

Approved \_\_\_\_\_ Reviewed 08-11-08 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

RECONSIDERATION REQUEST FORM  
REQUEST FOR REEVALUATION OF PRINT OR MULTIMEDIA MATERIAL  
(Submit to Superintendent)

Item Description (fill in all applicable information)

Author \_\_\_\_\_

Title \_\_\_\_\_

Publisher or Producer (if known) \_\_\_\_\_

Date of Publication or Production \_\_\_\_\_

Type of Material (book, film, video, etc.) \_\_\_\_\_

Request Initiated by \_\_\_\_\_

Telephone \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ Zip Code \_\_\_\_\_

School(s) in which item is used \_\_\_\_\_

\_\_\_\_\_

Person making the request represents \_\_\_her/himself

\_\_\_group or organization

Name of group \_\_\_\_\_

Address of group \_\_\_\_\_

1. How was this material brought to your attention?

\_\_\_\_\_

2. Did you review the entire item? If not, what sections did you review?

\_\_\_\_\_

Approved \_\_\_\_\_ Reviewed 08-11-08 Revised \_\_\_\_\_

3. To what in the item do you object? (Please be specific; cite pages, paragraphs, etc.)

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4. In your opinion what harmful effects upon pupils might result from use of this item?

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5. Do you perceive any instructional value in the use of this item? \_\_\_\_\_

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6. Should the opinion of any additional experts in this field be considered?

\_\_\_\_ Yes Please list suggestions, if any: \_\_\_\_\_

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\_\_\_\_ No

7. In the place of this item would you care to recommend other material which you consider to be of equal or superior quality for the purpose intended?

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Approved \_\_\_\_\_ Reviewed 08-11-08 Revised \_\_\_\_\_

8. What would you like the school to do about this material?

Do not lend to my child.

Return to staff selection committee for reevaluation.

Other. Please explain.

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9. Do you wish to make an oral presentation to the Review Committee?

Yes (a) Please call the office of the Superintendent

(b) Please be prepared at this time to indicate the approximate length of time your presentation will require. Although this is no guarantee that you'll be allowed to present to the committee or that you will get your requested amount of time.

\_\_\_\_\_ Minutes

No

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

**Revised 08-11-2008**

Approved \_\_\_\_\_ Reviewed 08-11-08 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

SAMPLE LETTER TO INDIVIDUAL CHALLENGING INSTRUCTIONAL MATERIALS

Dear:

We recognize your concern about the use of \_\_\_\_\_ in our school district. The school district has developed procedures for selection of instructional materials but realizes that not everyone will agree with every selection made.

To help you understand the selection process, we are sending copies of the school districts:

1. Instructional goals and objectives,
2. Instructional Materials Selection policy statement, and,
3. Procedure for reconsideration of instructional materials.

If you are still concerned after you review this material, please complete the Reconsideration Request Form and return it to me. You may be assured of prompt attention to your request. If I have not heard from you within one week, we will assume you no longer wish to file a formal complaint.

Sincerely,

Approved \_\_\_\_\_ Reviewed 08-11-08 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

## WEEDING AND REPLACEMENT OF INSTRUCTIONAL MATERIALS

The district shall provide for the regular weeding and/or discard of library and text materials. It shall be within the budget to provide for replacement of materials and equipment according to deficiencies resulting from weeding and loss. Instructional materials will be updated as dictated in the established curriculum revision cycle.

Legal Reference: Iowa Code §§279.8, 280.3, .14, 301 (1993).  
281 Iowa Admin. Code 11.5(20), (21).  
281 Iowa Admin. Code 12.5(22).

Cross Reference: 505 Student Scholastic Achievement  
602 Curriculum Development  
605 Instructional Materials  
605.4R1 Weeding Procedures

Approved \_\_\_\_\_ Reviewed 08-11-08 Revised \_\_\_\_\_

## ACCEPTANCE OF INSTRUCTIONAL MATERIALS AS A GIFT

The district shall judge and accept all gift materials based on the same criteria applied to materials selected and purchased by the school.

If the gift is of sufficient value to be considered a major gift, the principal should be informed and involved as appropriate.

The media center, because of function and space, cannot promise in all cases to maintain a collection or group of books as a single entity segregated from the circulating and reference collections. The media center reserves the right to make the decision as to the most appropriate use and housing of a gift collection or group of books.

Individual books will be identified by appropriate bookplates-indicating donor and other specified information. A collection of books, accepted because of size and value, may be identified by a specially designed bookplate.

Legal Reference: Iowa Code §§279.8, 280.3, .14, 301 (1993).  
281 Iowa Admin. Code 11.5(20), (21).  
281 Iowa Admin. Code 12.5(22).

Cross Reference: 505 Student Scholastic Achievement  
602 Curriculum Development  
605 Instructional Materials

Approved \_\_\_\_\_ Reviewed 08-11-08 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

## TECHNOLOGY AND INSTRUCTIONAL MATERIALS

The board supports the use of innovative methods and the use of technology in the delivery of the educational program. The board encourages school district personnel to investigate economical ways to utilize multi-media computers and other technologies as a part of the curriculum.

It shall be the responsibility of the technology committee to develop a plan for the use of technology in the curriculum and to evaluate it annually. The committee shall report to the superintendent the plan for use of technology in the curriculum and the annual evaluation. The superintendent shall report the results of the evaluation and make a recommendation to the board annually regarding the use of technology in the curriculum.

Legal Reference: Iowa Code §§279.8, (2007)  
281 Iowa Admin. Code 12.3(12), 12.5(10), .5(22).

Cross Reference: 602 Curriculum Development  
605 Instructional Materials

**Revised 08-11-2008, 02-09-2009**

Approved \_\_\_\_\_ Reviewed 08-11-08 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

## USE OF INFORMATION RESOURCES

In order for students to experience a diverse curriculum, the board encourages employees to supplement their regular curricular materials with other resources. In so doing, the board recognizes that federal law makes it illegal to duplicate copyrighted materials without authorization of the holder of the copyright, except for certain exempt purposes. Severe penalties may be imposed for plagiarism, unauthorized copying or using of media, including, but not limited to, print, electronic and web-based materials, unless the copying or using conforms to the "fair use" doctrine. Under the "fair use" doctrine, unauthorized reproduction of copyrighted materials is permissible for such purposes as criticism, comment, news reporting, teaching, scholarship or research providing that all fair use guidelines are met.

While the school district encourages employees to enrich the learning programs by making proper use of supplementary materials, it is the responsibility of employees to abide by the school district's copying procedures and obey the requirements of the law. In no circumstances shall it be necessary for school district staff to violate copyright requirements in order to perform their duties properly. The school district will not be responsible for any violations of the copyright law by employees or students. Violation of the copyright law by employees may result in discipline up to, and including, termination. Violation of the copyright law by students may result in discipline, up to and including, suspension or expulsion.

Parents or others who wish to record, by any means, school programs or other activities need to realize that even though the school district received permission to perform a copyrighted work does not mean outsiders can copy it and re-play it. Those who wish to do so should contact the employee in charge of the activity to determine what the process is to ensure the copyright law is followed. The school district is not responsible for outsiders violating the copyright law or this policy.

Any employee or student who is uncertain as to whether reproducing or using copyrighted material complies with the school district's procedures or is permissible under the law should contact the principal, teacher or teacher-librarian who will also assist employees and students in obtaining proper authorization to copy or use protected material when such authorization is required.

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

Legal References: 17 U.S. Code Sec. 101 et al.  
281 I.A.C. 12.3(12).

Cross References: 605.6 Internet Appropriate Use

**Revised 08-11-2008**

Approved \_\_\_\_\_ Reviewed 08-11-08 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

## SCHOOL LIBRARY

Students are encouraged to use the school library for quiet study. The students shall have an opportunity to be exposed to a variety of media resources. The school district shall maintain a media center in each building, staffed by a qualified school media specialist, for use by school district personnel and by students during the school day.

Materials for the centers will be acquired according to board policy, "Instructional Materials Selection."

It shall be the responsibility of the principal of the building in which the school library is located to oversee the use of materials in the library.

It shall be the responsibility of the superintendent to develop procedures for the selection and replacement of both library and instructional materials, for the acceptance of gifts, for the weeding of library and instructional materials, and for the handling of challenges to either library or classroom materials.

Legal Reference: Iowa Code §§256.7(24), 279.8, 280.3, .14, 301(2007).  
281 Iowa Admin. Code 12.3(11), (12)

Cross Reference: 505 Student Scholastic Achievement  
602 Curriculum Development  
605 Instructional Materials

**Revised 08-11-2008**

Approved \_\_\_\_\_ Reviewed 08-11-08 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

## SHARED STUDENTS

The board may make arrangements for sharing students with neighboring school districts in order to expand the opportunities available in the educational program or in the operation of the school district. It shall be within the discretion of the board to determine when and with which school district sharing agreements will be made.

It shall be the responsibility of the superintendent to bring to the board's attention opportunities for sharing students with neighboring school districts.

Legal Reference: Iowa Code §§280.15, 282.10-12, 442.39 442.39A (1993)

Cross Reference: 217.3 Board of Directors and Adjoining District Board of Directors  
302.3 Administration and Adjoining District Administration  
410.2 Shared Certified Personnel

Approved \_\_\_\_\_ Reviewed 08-11-08 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

CLASS SIZE – CLASS GROUPING

It shall be the responsibility of the superintendent to make a recommendation to the board on class size based upon the budget of the school district, the qualifications of and number of certified personnel, and other factors deemed relevant to the board.

It shall be within the sole discretion of the board to determine the size of classes and to determine whether class grouping shall take place. The board shall review the class sizes annually.

Legal Reference: Iowa Code §§279.8, 280.3 (1993).

Cross Reference: 603 Instructional Curriculum

Approved \_\_\_\_\_ Reviewed 08-11-08 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

## HOMEWORK

Homework, extra class activities or assignments beyond the regular classroom instruction program are a part of the educational program. Homework will be an extension and an enrichment of the classroom instruction.

Homework shall be an opportunity for students to practice skills and activities, to share and discuss ideas, to review materials, to become acquainted with resources, to organize thoughts, to prepare for classroom activity, or to make up incomplete assignments.

The amount of homework in grades one (1) through five (5) shall be minimal. A reasonable amount of homework is required in grades six (6) through twelve (12).

Guidelines regarding homework for all grade levels shall be developed in conjunction with the curriculum of the educational program.

Legal Reference: Iowa Code §§279.8, 280.3, .14 (1993).

Cross Reference:	501.9	Student Absences
	605	Instructional Materials
	606	Instructional Arrangements

**Revised 08-11-2008**

Approved \_\_\_\_\_ Reviewed 08-11-08 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

## SCHOOL CEREMONIES AND OBSERVANCES

The school district will continue school ceremonies and observances which have become a tradition and a custom to the educational program. These include, but are not limited to, reciting the Pledge of Allegiance and observance of legal holidays, such as Christmas, by programs and performances. Such ceremonies or observances shall have a secular purpose and shall not advocate or sponsor a particular religion.

Students who do not wish to participate in these activities may be silent during the ceremony or observance, or receive permission from the principal to be excused from the ceremony for religious reasons, in compliance with board policy.

Legal Reference: U.S Const. amend. I.  
Lemon v. Kurtzman, 403 U.S. 602, 91 S.Ct. 2105 (1971).  
Graham v. Central Community School District of Decatur County, 608 F. Supp. 531 (Iowa 1985).  
Iowa Code §279.8 (1993).

Cross Reference: 603 Instructional Curriculum  
604.6 Religion-Based Exclusion From A School Program

Approved \_\_\_\_\_ Reviewed 08-11-08 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

## ANIMALS IN THE CLASSROOM

Live animals will not be allowed in the school facilities except under special circumstances, and it must be for an educational purpose. Permission from the principal will be required of anyone wishing to bring an animal into the school facilities. Appropriate supervision of animals is required when animals are brought into the school facilities.

The person bringing the animal must furnish transportation for the animal brought to school. Animals will not be allowed to travel to and from the student's attendance center on the school bus.

It shall be the responsibility of the building principal to determine appropriate supervision of animals in the classroom.

Legal Reference: Iowa Code §279.8 (1993).

Cross Reference: 507 Student Health and Well-Being

Approved \_\_\_\_\_ Reviewed 08-11-08 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

STUDENT PRODUCTION OF MATERIALS AND SERVICES

Materials and services produced by students at the expense of the school district shall be the property of the school district. Materials and services produced by students at the student's expense, except for incidental expense to the school district, shall be the property of the student.

It shall be the responsibility of the superintendent to determine incidental expense.

Legal Reference: Iowa Code §279.8 (1993).

Cross Reference: 408.2 Certified Personnel Publication or Creation of Materials

Approved \_\_\_\_\_ Reviewed 08-11-08 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

## STUDENT FIELD TRIPS AND EXCURSIONS

The principal may authorize field trips and excursions when such events contribute to the achievement of education goals of the school district. The school district will provide transportation for field trips and excursions within the state. The school district will provide transportation for field trips and excursions outside the state if four criteria are met. Field trips and excursions outside of the state that do not meet the four criteria will be made on alternate transportation. The four Criteria are:

- The operation or trip must be directly connected with and contribute to the educational development of the students;
- The operation must be sponsored by the school and supervised by the school authorities;
- The trip must be considered an official school function; and
- The school district transportation vehicle must be transporting students, teachers and a reasonable number of parents as chaperones.

In authorizing such field trips and excursions, the principal shall consider the budget of the school district, the educational benefit of the activity, the inherent risks or dangers of the activity, and other factors deemed relevant by the superintendent. Written parental permission will be required prior to the student's participation in field trips or excursions. The superintendent's approval will be required for field trips or excursions outside the continental United States. Board approval shall be required for those field trips or excursions which involve unusual length or expense.

Field trips are to be arranged with the building principal well in advance. A detailed schedule and budget must be submitted by the classroom in advance. A detailed schedule and budget must be submitted by the classroom teacher. The Office will be responsible for obtaining a substitute teacher if one is needed. Following field trips and excursions, the teacher must turn in a written summary of event. This summary will be included in the Annual Report which will be filed with the superintendent at the end of the school year.

Legal Reference: Iowa Code §279.8 (1993).  
281 Iowa Admin. Code 43.9.

Cross Reference: 503.1 Student Conduct  
503.4 Good Conduct Rule  
712 Transportation

Approved \_\_\_\_\_ Reviewed 08-11-08 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

SCHOOL ASSEMBLY

The principal may authorize programs or activities in the form of a school assembly when such events contribute to the achievement of education goals of the school district. Such assemblies shall comply with the school calendar.

In authorizing a school assembly, the principal shall consider the budget of the school district, the educational benefit of the activity, the inherent risks or dangers of the activity, and other factors as the principal or superintendent deems relevant.

Legal Reference: Iowa Code §§279.8, 280.3, .14 (1993).

Cross Reference: 605 Instructional Materials  
904.2 Community Resource Persons and Volunteers

Approved \_\_\_\_\_ Reviewed 08-11-08 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

## INSUFFICIENT CLASSROOM SPACE

Insufficient classroom space exists when conditions adversely affect the implementation of the educational philosophy and program of the board. The board shall determine insufficient classroom space on a case-by-case basis. Criteria to be used by the board in its determination may include, but not be limited to, available personnel, grade level, educational program, instructional method, physical space, equipment and materials available, finances available, facilities either being planned or currently under construction, sharing agreements in force, bargaining agreements in force, and district goals and objectives.

The sufficiency of classroom space shall be reviewed annually.

Legal References: Iowa Code §282.18.

Cross References: 101 Educational Philosophy of the School District  
103 Equal Educational Opportunity  
105 Educational and Operational Planning and Needs Assessment  
602 Curriculum Development  
603 Instructional Curriculum  
606.2 Class Size – Class Grouping

Approved \_\_\_\_\_ Reviewed 08-11-08 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

STUDENT GUIDANCE AND COUNSELING PROGRAM

The board shall provide a guidance and counseling program, for the students enrolled, by a guidance counselor certified with the State Department of Education and holding the qualifications required by the board. The guidance counseling services will serve grades kindergarten (K) through twelve (12). The program will assist students with their personal, educational, and career development. The program shall be designed to coordinate with the educational program and to involve school district personnel.

Legal Reference: Iowa Code §256.9(b) (1993).  
281 Iowa Admin. Code 11.3(10), .3(11), 11.5(16).  
281 Iowa Admin. Code 12.3(6), 12.5(20).

Cross Reference: 506 Student Records

Approved \_\_\_\_\_ Reviewed 08-11-08 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

## STUDENT HEALTH SERVICES

Health services are an integral part of comprehensive school improvement, assisting all students to increase learning, achievement, and performance. Health services coordinate and support existing programs to assist each student in achievement of an optimal state of physical, mental and social well being. Student health services ensure continuity and create linkages between school, home and community service providers. The school district's comprehensive school improvement plan, needs, and resources determine the linkages.

The superintendent, in conjunction with the (school nurse, health advisory committee, public health nurse, school health team, etc.) will develop administrative regulations implementing this policy. The superintendent will provide a written report on the role of health services in the education program to the board annually.

Legal Reference: No Child Left Behind, Title II, Sec. 1061, P.L. 107-110 (2002).  
42 U.S.C. §§ 12101 *et seq.* (1997).  
20 U.S.C. 1232 g § 1400 6301 *et seq.* (1997).  
29 U.S.C. § 794(a)(1988)  
28 C.F.R. 35  
34 C.F.R. pt. 99, 104, 200, 300 *et seq.* (1999)  
Iowa Code §§22.7, 139A.3, .8, .21; 143.1, 152, 256.7(24), .11, 280.23  
(2001).  
281 I.A.C. 12.3(4), (7), (11); 12.4(12); 12.8; 41.12(11), .96.  
281 I.A.C. 15.3(14): 22.  
641 I.A.C. 7.  
655 I.A.C. 6, 6.3(1), 6.3(6), 6.6(1), 7.

Cross Reference: 501.4 Entrance – Admissions  
507 Student Health and Well-Being

### **APPROVED 12-14-04**

Approved \_\_\_\_\_ Reviewed 08-11-08 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

## MUSICAL INSTRUMENT DISPLAY NIGHT

Annually, as a service to students and their parents, the board may hold a musical instrument display night. The event is designed to provide an opportunity to students and their parents to view, purchase, and rent musical instruments and accessories if they desire.

This policy does not require students and parents to purchase musical instruments from the vendor displaying at this event. This policy shall not limit a student's participation in the band or require a student to participate in band or other activities involving musical instruments.

It shall be the responsibility of the superintendent to develop guidelines regarding the qualifications a vendor must meet to display at this event. Vendors invited by the teacher must meet those qualifications.

Legal Reference: Iowa Code §280.14 (1993).  
1980 Op. Att'y Gen. 580.

Cross Reference: 504 Student Activities  
906 Use of School District Facilities & Equipment

Approved \_\_\_\_\_ Reviewed 08-11-08 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

## CLASS RING DISPLAY

Annually, as a service to students and their parents, the board may provide a class ring display for students in grades nine (9) through twelve (12). The service is designed to provide an opportunity to students and their parents to view class rings and accessories.

This policy does not require students and parents to purchase class rings from the vendor displaying at the school.

It shall be the responsibility of the superintendent to develop guidelines regarding the qualifications a vendor must meet to display at this event. Vendors are chosen by the principal and must meet the qualifications established by the superintendent.

Legal Reference: Iowa Code §280.14 (1993).  
1980 Op. Att'y Gen. 580.

Cross Reference: 504 Student Activities  
906 Use of School District Facilities & Equipment

Approved \_\_\_\_\_ Reviewed 08-11-08 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

## ADULT EDUCATION

The board supports post-high school and adult educational programs for the members of the school district community. The goal of the adult educational program shall be to prepare individuals for democratic citizenship, to provide them with means for economic improvement and cultural development, and to enrich their personal lives.

The school district facilities shall be available for these educational programs as long as they do not interfere with or disrupt the educational program or other school district activities. It shall be the responsibility of the superintendent to oversee these programs.

No programs will be operated unless a predetermined number of individuals register for the program. This number shall be determined based upon the costs of the program. Proposed changes to post-high school and adult educational programs shall be made in the manner set forth by the superintendent.

Adult educational programs shall be provided in conjunction with a local college.

Legal Reference: Iowa Code §§259A, 276, 279.8(4), 288.1, 297.9-.12 (1993).  
1936 Op. Att'y Gen. 196.  
1940 Op. Att'y Gen. 232.  
1982 Op. Att'y Gen. 561.

Cross Reference: 609 Community Education  
906 Use of School District Facilities & Equipment

Approved \_\_\_\_\_ Reviewed 08-11-08 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

COMMUNITY EDUCATION

Learning is a life-long activity and the board supports community educational programs to further this activity. The school district facilities shall be available for community educational programs as long as they do not interfere with or disrupt the educational programs or other school district activities.

It shall be the responsibility of the superintendent to develop administrative regulations regarding the use of the school district facilities for community educational programs.

Legal Reference: Iowa Code §§276, 279.8(4), 288.1, 297.9-12 (1993).  
1936 Op. Att'y Gen. 196.  
1940 Op. Att'y Gen. 232.  
1982 Op. Att'y Gen. 561.

Cross Reference: 608 Adult Education  
906 Use of School District Facilities & Equipment

Approved \_\_\_\_\_ Reviewed 08-11-08 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS