

Statement of Guiding Principles – Educational Program

It is the policy of MFL MarMac Community School not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs), in its educational programs and its employment practices. These are embedded in the educational programs, activities, or employment policies as required by Title VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Educational Amendments, and the 2020 changes in regulations. Also, the Federal Rehabilitation Act of 1973, as well as IDEA (Individuals with Disabilities in Education Act).

It is the policy of this district that the curriculum content and instructional materials utilized reflect the cultural and racial diversity present in the United States. The variety of careers, roles and lifestyles are open to women as well as men in our society. An objective in the curriculum is to reduce stereotyping and to eliminate bias on the basis of race, color, age national origin, gender (sex), sexual orientation, gender identity, marital status, socio-economic status, disability, religion, or creed. The curriculum should foster respect and appreciation for the cultural diversity found in our country and an awareness of the rights, duties, and responsibilities of each individual as a member of a multi-cultural, non-cultural, and non-sexist society.

Inquiries regarding compliance with Title IX, Title VI or any other item of equity may be directed to Dr. Dale Crozier. Issues of this nature, as well as issues of the Section 504 Disability Act, may be directed to Larry Meyer, Principal. The School's address is: MFL MarMac School; 700 South Page, Monona, Iowa 52159. The School's phone number is 563-539-4795. Issues may also be directed to the Region VII Office of Civil Rights, Department of Education, Kansas City, Missouri.

Educational Program

Series 600

Policy Title: Statement of Guiding Principles: Religious Books

Policy No. 600B

Religious books such as the Bible, the Torah, and the Koran, shall not be excluded, however, no student shall be required to read such religious books contrary to the wishes of the parent(s) or guardian(s). The free distribution of these books shall not occur on school property.

Reviewed & Revised
Fall of 2013
Revised 1-11-2021

Educational Program

Series 600

Policy Title: Types of School Organization

Policy No. 601.1

The school system shall consist of the following organizational units as the standard types of programs to offer instruction:

- High School (at Monona)
comprising grades ninth through twelfth

- Middle School (at McGregor)
comprising grades sixth through eighth

- Intermediate School (at McGregor)
comprising grades fourth and fifth

- Elementary School (at Monona)
comprising grades preschool through third

Reviewed & Revised
Fall of 2013
Revised 1-11-2021

Educational Program

Series 600

Policy Title: School Calendar

Policy Number: 601.2

The school district's academic calendar shall accommodate the educational program of the school district. The calendar shall be for a minimum of 190 teacher days to include, but not be limited to, the days for student instruction, staff development, and parent-teacher conferences, as well as holidays.

The school year shall be for a minimum of 178 academic days in the school calendar. A day is considered an academic day if it qualifies as a day by the Iowa Department of Education. The Board may adjust the minimum days, adhering to the instructional-hours requirement of the Iowa Department of Education.

The board may amend the official school calendar at any time prior to or during the school year. Amending the calendar may include:

- Reducing or extending the number of total academic days in the calendar.
- Reducing or extending the number of total days in the calendar which may include modification of professional development.
- Waiving the 175-day rule for seniors if the reasons meet the qualifications for the Iowa Department of Education.
- Adjusting the calendar to accommodate for weather-related situations and other situations in light of the required instructional hours.
- Other areas allowed as prescribed by Iowa law, but not listed in this policy.

Reviewed & Revised
Fall of 2013
Revised 1-11-2021

Educational Program

Series 600

Policy Title: School Day

Policy No. 601.3

The school day for grades K-12 shall consist of a minimum of six and a half hours—not including the lunch period. The school day consists of class instruction and class activities as established and sponsored by the school district. The minimum school day shall meet the requirements as established for the operation of accredited schools. This may be modified for professional development or other considerations allowed by the Board.

When the school is forced to close for part of a day, due to weather or other emergencies, that part of the day during which school was in session will constitute a school day. Schedule revisions and changes in time allotments will be made by the proper administrative authority with the approval of the superintendent. When the school is forced to close for an entire day due to weather or other emergencies, the district may have school virtually. Virtual days shall be in alignment with the current rules of the Iowa Department of Education.

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

Reviewed & Revised
Fall of 2013
Revised 1-11-2021

Educational Program

Series 600

Policy Title: Instructional Time Audit

Policy No. 601.4

The board may evaluate the school day schedule, and the amount of time utilized, for instructional purposes, on a daily and a weekly basis for all grade levels.

Reviewed & Revised
Fall of 2013
Revised 1-11-2021

Educational Program

Series 600

Policy Title: Elementary and Intermediate Curriculum

Policy No. 602.1

In all instances, the Elementary curriculum and Intermediate Curriculum shall meet the educational requirements established by state statute and the State Department of Education.

The program of instruction in the regular Elementary School and Intermediate School shall be consistent with the district's course and program objectives.

Special curriculum guides shall be prepared whenever it is felt that such guides will be of assistance in the instructional program. These guides shall be designed to provide a consistent approach to instructional problems and to furnish information as to available supplementary materials and related activities.

Reviewed & Revised
Fall of 2013
Revised 1-11-2021

Educational Program

Series 600

Policy Title: Middle School Curriculum

Policy No. 602.2

In all instances, the Middle School curriculum shall meet the educational requirements as established by state statute and the State Department of Education.

The following shall be taught in the middle school, grades six to eight, as a minimum program: science, including conservation of natural resources and environmental awareness, mathematics; social studies; cultures of other people and nations, and American citizenship; English-Language Arts which shall include spelling, oral and written composition, reading, grammar, and may include other communication subjects; health and physical education, including the effects of alcohol, tobacco, drugs and poisons on the human body, the characteristics of communicable diseases including venereal diseases, and current crucial health issues; music and art.

Special curriculum guides shall be prepared whenever it is felt that such guides will be of assistance in the instructional program. These guides shall be designed to provide a consistent approach to instructional problems and to furnish information as to available supplementary materials and related activities.

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Fall of 2013
Revised 1-11-2021

Educational Program
Series 600

Policy Title: Senior High School Curriculum

Policy No. 602.3

In all instances, the Senior High School curriculum shall meet the educational requirements established by state statute and the State Department of Education. Instruction in all fields shall be consistent with the district's course and program objectives.

Special curriculum guides shall be prepared whenever it is felt that such guides will be of assistance in the instructional program. These guides shall be designed to provide a consistent approach to instructional problems and to furnish information as to available supplementary materials and related activities.

Reviewed & Revised
Fall of 2013
Revised 1-11-2021

Educational Program
Series 600

Policy Title: Special Education

Policy No. 602.4 Pg.1 of 2

The school district shall provide services to those children requiring special education in a manner consistent with law as originally defined in PL94-142, chapters 273,283, and 442 Code of Iowa. A Free and Appropriate Public Education (FAPE) shall be made available to all special education students as consistent with the Individuals with Disabilities Education Act (IDEA). These services shall be provided within the most appropriately least restrictive environment possible, as determined by the Individual Education Program (IEP).

The district shall protect the confidentiality of personally identifiable information. All requirements of the federal Family Educational Rights and Privacy Act (FERPA) are specifically incorporated into the Individuals with Disabilities in Education Act (IDEA), and the special education regulations adopted by both the United States Department of Education and the Iowa Department of Education.

It shall be the intent of the district to ensure that properly identified children requiring special education when appropriately recommended by special education staffing teams:

-Will not be placed in special education classes, in separate schools, or otherwise removed from the regular education environment unless the nature of severity of the disability is such that education in a regular classroom with the use of supplementary aids and services cannot be achieved satisfactorily.

-Will have the opportunity to participate with non-special education children in non-academic, extra-curricular activities, and services when appropriately determined through the staffing process. Such participation will consider the following levels of integrative activities based upon the individual needs of the child as determined through the staffing process and will be stated in the IEP.

- A. Physical integration: planning for the location of special education programs in an age-appropriate school building with regular education programs.
- B. Functional Integration: planning for how students with disabilities and regular education students can integrate facilities and resources.
- C. Social Integration
- D. Societal Integration

Requirements for the administration of medications, including a written medication administration record shall be maintained as determined by law. Confidentiality and privacy shall also be maintained. The district and AEA shall maintain for public inspection a listing of the names and positions of the employees who have access to personally identifiable information of special education students.

Revised 1-11-2021

Educational Program
Series 600

Policy Title: Special Education

Policy No. 602.4

Pg. 2 of 2

The status of each child requiring special education services shall be addressed at the annual review staffing and IEP meetings. All programs of service provided under this policy shall be developed and implemented in a matter which assures provision and protection of rights and procedural safeguards guaranteed children requiring special education and their parents/guardians under the Code of Iowa and the Family Education Rights and Privacy Act (FERPA).

The board realizes that some students have different education needs. The board shall provide an appropriate educational program and related services to students identified in need of special education. Special health services may be a part of this plan as identified in the IEP.

The special education services will be provided from birth until the appropriate education is completed, age twenty-one, or to maximum age allowed in accordance with the Code and Federal Law. Student requiring special education services shall attend regular education classes to the degree possible, participate in extra- curricular activities, and receive services in a regular education setting to the maximum extent possible as determined by the IEP.

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

Children from birth through age five shall be provided comprehensive special education services within the public education system. The school district shall work in conjunction with the AEA and with other governmental agencies to serve children with disabilities at the earliest appropriate time, and to ensure a smooth transition into the public-school setting.

Reviewed & Revised
Fall of 2013
Revised 1-11-2021

Educational Program
Series 600

Policy Title: Adult Education

Policy No. 602.5

The Board of Directors of the district recognizes that the general objectives of adult education programs include the preparation of individuals for democratic citizenship and provides individuals with means for economic improvement and cultural development and enrichment.

The adult education programs shall be administered by the Adult Education Director.

The physical facilities of the school district shall be made available for use in these programs when there is no conflict with regular school activities.

Reviewed & Revised
Fall of 2013
Revised 1-11-2021

Educational Program
Series 600

Policy Title: Co-Curricular Activities

Policy No. 602.6

The Board of Directors believes that a dynamic program of student activities is vital to the completeness of the student. Such activities offer opportunities to serve the institution, assist in development of fellowship and social good will, promote self-realization and all-around growth, and encourage the learning of qualities of good citizenship.

Reviewed & Revised
Fall of 2013
Revised 1-11-2021

Educational Program
Series 600

Policy Title: Curriculum Revision

Policy No. 602.7

The Superintendent of Schools shall establish the necessary administrative structures and procedures for the purpose of conducting continuous and long-range programs in curriculum development and the improvement of instruction.

Reviewed & Revised
Fall of 2013
Revised 1-11-2021

Educational Program
Series 600

Policy Title: Health Education

Policy No. 602.8

Students in all grade levels shall receive instruction about personal health, food and nutrition, environmental health, safety and survival skills, consumer health, family life; substance use and nonuse, the effects of alcohol, tobacco, drugs, and poisons on the human body, emotional and social health, health resources, prevention, and control of disease, including characteristics of communicable disease. Beginning no later than in grade six, 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 written request shall include a proposed alternate activity or study acceptable to the Superintendent or designee. The Superintendent shall have the final authority to determine the alternative activity or study.

Reviewed & Revised
Fall of 2013
Revised 1-11-2021

Educational Program
Series 600

Policy Title: Career Education

Policy No. 602.9

Preparing students for careers is one goal of the education program. Career education will be infused into the educational program for grades pre-school through twelve. 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 integrating work values and work skills into their lives.

It shall be the responsibility of the principals 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, in its review of the curriculum, shall review the means in which career education is combined with other instructional programs.

Reviewed & Revised
Fall of 2013
Revised 1-11-2021

Educational Program
Series 600

Policy Title: Curriculum Development

Policy No. 602.10

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 administration. These timelines will provide for review of each curriculum area on an ongoing basis.

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 of the school district;
- articulate courses of study from Preschool through grade twelve;
- identify minimum objectives for each course, and at the elementary level for each grade;
- provide for the evaluation of procedures and methods for attaining 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:

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.

Procedures for curriculum development, implementation, and evaluation will include content standards and benchmarks in at least reading, mathematics and science performance levels: and annual improvement goals aligned with needs assessment data.

Reviewed & Revised
Fall of 2013
Revised 1-11-2021

Educational Program
Series 600

Policy Title: Curriculum Adoption

Policy No. 602.11

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, 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, and will provide a consistent approach, in the instructional program.

Reviewed & Revised
Fall of 2013
Revised 1-11-2021

Educational Program
Series 600

Policy Title: Curriculum Evaluation

Policy No. 602.12

Annually, and when 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 to assist in curriculum evaluation.

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 along with his/her comments about the school district's curriculum from the State required reports on an annual basis.

Reviewed & Revised
Fall of 2013
Revised 1-11-2021

Educational Program
Series 600

PolicyNo.602.13

Policy Title: Multicultural and Nonsexist Equity Educational Opportunity

Enrolled students shall have an equal opportunity for a quality education without discrimination regardless of race, color, age, national origin, gender (sex), sexual orientation, gender identity, marital status, socio-economic status, disability, religion, or creed. This concept of equal educational opportunity serves as a rule for all decisions.

The educational program shall be free of such discrimination and provide equal opportunity for students and the participants of the endeavor. The educational program shall foster knowledge of respect and appreciation for, the historical and contemporary contributions to society of diverse cultural groups as well as men and women.

Inquiries regarding compliance with equal education opportunity shall be directed to the Superintendent by writing the central office. The Title IX Compliance Officer, 700 South Page, Monona, Iowa 52159. Telephone 563-539-4795.

Reviewed & Revised
Fall of 2013
Revised 1-11-2021

Educational Program

Series 600

Policy Title: Standard for the Library Programs

Policy No. 602.14

The library shall employ at least a part-time librarian with appropriate certification or have an appropriate waiver. The library itself and the library materials shall be regularly reviewed, revised, and shall be designed to meet the following goals:

- To provide for methods to improve library collections to appropriately meet student and staff needs.
- To make connections with parents and the community.
- To support the district's school improvement or strategic plan.
- To provide access to, or support for, professional development for the librarian.
- To provide current technology, electronic resources, and to ensure that students become skillful users of information.
- To include a plan for updating and replacing library materials and equipment. This policy shall include weeding and pulling of library materials. Library materials shall be considered for pulling if they include out-of-date instructional materials, obsolete materials, or materials that have substantially changed in substance due to developments in science and technology. The librarian shall develop specific procedures for the pulling of library materials.

In all library situations confidentiality of student library records will be maintained. Legal and ethical use of information resources, including plagiarism, inappropriate use of materials and technology, and intellectual property rights, shall be observed.

Reviewed 2009, 2013

Revised 1-11-2021

Educational Program

Series 600

Policy Title: Class Size

Policy No. 603.1

The size of each class shall depend on the type of instruction needed to assist each student to develop his/her academic and occupational capacities to the utmost. Effective staff utilization shall be considered in organizing and scheduling classroom instruction. The Administrators of each school shall determine class size for each school unit within the general philosophy established by the Board of Directors.

Class size for Special Education students is established by state statute and AEA guidelines.

Reviewed & Revised
Fall of 2013
Revised 1-11-2021

Educational Program

Series 600

Policy Title: Field Trips and Excursions

Policy No. 603.2

The Board of Directors recognizes that a properly planned, well-conducted and carefully supervised field trip can be a vital part of the curriculum of any classroom.

Field trips shall have the approval of the building Principal in advance of the trip. Consent of the pupil's parents or guardians is required in advance of any excursion involving the use of public or private transportation services.

The district requires an adult chaperone in every bus or car on every school sponsored trip. That chaperone may be the driver.

Reviewed & Revised
Fall of 2013
Revised 1-11-2021

Educational Program

Series 600

Policy Title: Homework

Policy No. 603.3

It shall be policy to encourage and require, as homework, those extra-class activities and assignments which may properly be considered as extensions and enrichments of the regular classroom instructional program. The homework assigned and encouraged will include research and exploratory activities, sharing and discussing ideas, reviewing, and summarizing materials studied, becoming acquainted with the libraries and other sources of reference materials, organizing the thoughts and thinking processes of students in preparation for classroom activities, and making up incomplete course or subject assignments.

Reviewed & Revised
Fall of 2013
Revised 1-11-2021

Educational Program

Series 600

Policy Title: Textbook Selection

Policy No. 603.4

Textbooks, or e-books shall be reviewed by the teachers and Principal as needed considering the nature of the course and the role of textbooks or e-books in the curriculum concerning the particular course or courses. Recommendations for adoption, accompanied by written rationale for choice reflecting consideration of multi-cultural non-sexist guidelines, shall be submitted to the building Principal and Superintendent.

Reviewed & Revised
Fall of 2013
Revised 1-11-2021

Educational Program

Series 600

Policy Title: Outside Resource People

Policy No. 603.5

The Board of Directors recognizes that one of the greatest resources of the school system is in the people of the community who have special knowledge and particular talents to contribute to the school program. The Board of Directors, therefore, encourages the use of community resources and citizens to assist in furthering the educational program. Use of outside personnel and resources shall be under regulations as approved by the Administration.

It is a matter of courtesy, as well as a method of providing knowledge of the presence of these outside resource people, for the classroom teacher to notify his/her Principal at least one week in advance of the expected attendance of the speaker.

Reviewed & Revised
Fall of 2013
Revised 1-11-2021

Educational Program

Series 600

Policy Title: Teaching Controversial Issues

Policy No. 603.6

A “controversial issue” is defined as an area of significant academic inquiry about which substantial segments of the citizens of this community, state or nation hold sincere conflicting points of view.

It is the belief of the Board that controversial issues should be fairly presented in a spirit of honest academic freedom to the end that individual students may recognize the validity of other points of view but can learn to formulate their own opinions based upon dispassionate, objective, unbiased study and discussion of the factual bases underlying the controversy.

It shall be the responsibility of the instructor to present fully and fairly the opportunity and means for student to study, consider and discuss all sides of controversial issues, including but not limited to political philosophies.

It shall be the responsibility of the instructor to protect the right of the student to study pertinent controversial issues within limits of good taste, while allowing the expression of their personal opinions without jeopardizing their relationships with their instructors or school.

It shall be the responsibility of the instructor to refrain from advocating partisan causes, sectarian religious views or selfish propaganda of any kind through any classroom or school device; however, an instructor shall not be prohibited from expressing a personal opinion as long as the student is encouraged to reach his own decision independently.

It shall be the responsibility of this school system with respect to controversial issues, to encourage instructors to lead full discussions in a spirit of academic freedom. The goal of these discussions is to provide an environment where the student may learn that he/she has the right to disagree with the opinion of another, but she/he has the responsibility to base his/her disagreement upon the fact and at the same time respect the right of another to hold a conflicting opinion.

Reviewed & Revised
Fall of 2013
Revised 1-11-2021

Educational Program

Series 600

Policy Title: Instructional Materials Selection

Policy No. 603.7

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

In reviewing current instructional materials for continued use, and selecting additional instructional materials, certified personnel 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 certified personnel.

In the case of textbooks, the board shall make the final decision after receiving a recommendation from the superintendent. The criteria for selection of other instructional materials shall apply to the selection of textbooks. The Superintendent may develop another means for the selection of textbooks.

Educational materials given to the school district must meet the criteria for selection of instructional materials. The gift must be received in compliance with board policy, "Gifts – Grants – Bequests."

The Board may authorize textbook purchase through school district participation in a scheduled Keystone AEA Curriculum Revision program.

Reviewed & Revised
Fall of 2013
Revised 1-11-2021

Educational Program

Series 600

Policy Title: Inspection of Instructional Materials

Policy No. 603.8

Parents and other members of the school district community may review instructional materials used by the students.

The instructional materials must be viewed on the school district premises. Copies of materials may be obtained according to board policy, see “Examination of School District Public Records.”

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

Reviewed & Revised
Fall of 2013
Revised 1-11-2021

Educational Program

Series 600

Policy Title: Objection to Instructional Materials

Policy No. 603.9

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.

Reviewed & Revised
Fall of 2013
Revised 1-11-2021

Educational Program

Series 600

Policy Title: Global Education

Policy No. 603.10

Because of our growing interdependence with other nations in the world, global education shall be incorporated into the education program, for grades kindergarten through twelve. Students will 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 education program, is the lifelong growth in understanding, through study and participation, of the world community and interdependency of its people and systems—social, cultural, racial, economic, linguistic, technological, and ecological.

Reviewed & Revised
Fall of 2013
Revised 1-11-2021

Educational Program

Series 600

Policy Title: Media Centers

Policy No. 603.11

The school district shall maintain a media center in each building for use by school district personnel and by students during the school day.

Materials for the centers will be acquired according to board policy, see “Instructional Materials Selection.”

It shall be the responsibility of the Principal of the building in which the media center is located to oversee the use of materials in the media center.

Reviewed & Revised
Fall of 2013
Revised 1-11-2021

Educational Program

Series 600

Policy Title: Technology and Instructional Materials

Policy No. 603.12

The Board supports the use of innovative methods and the use of technology in the delivery of the education program. The Board encourages school district personnel to investigate efficient and effective ways to utilize technology throughout the curriculum.

It shall be the responsibility of the Technology Coordinators and Principals to develop a plan for use of technology in the curriculum and to evaluate it annually. The Superintendent shall report the results of their evaluation and make a recommendation to the Board regarding the use of technology in the curriculum.

Reviewed & Revised
Fall of 2013
Revised 1-11-2021

Educational Program

Series 600

Policy Title: Citizenship

Policy No. 603.13

Being a citizen of the United States, of Iowa, and of the school district community entitles students to special privileges and protections; as well as requiring the students to assume additional responsibilities. These responsibilities include civic, economic, and social responsibilities; and to participate in their country, state and school district community in a manner that entitles them to keep these rights and privileges.

As part of the educational program, students shall have an opportunity to learn about their rights, privileges, and responsibilities as citizens of this country, state, and school district community. As part of this learning opportunity students shall be instructed in the elements of good citizenship and the role quality citizens play in their country, state, and school district community.

Reviewed & Revised
Fall of 2013
Revised 1-11-2021

Educational Program

Series 600

Policy Title: Religion Based Exclusion From School Program Policy No. 603.14

Parents who wish to have their child excluded from a school program because of religious beliefs must inform the grade level Principal. 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 Principal, 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 Principal shall have sole discretion to make the determination. The factors the Principal 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 principal approved alternative course of study or activity while the student is excluded, whether allowing the exclusion places the school in a position that it is 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. The Principal shall determine alternate activity or study for the student.

Reviewed & Revised
Fall of 2013
Revised 1-11-2021

Educational Program

Series 600

Policy Title: Guidance and Counseling

Policy No. 604.1

The number of guidance personnel shall conform to the standards recommended by the State Department of Public Instruction.

The guidance program shall be regularly reviewed and revised. It shall have a curriculum that is embedded throughout the district's overall curriculum. Individual student planning designed to help students establish education and career goals shall be included in this curriculum.

The guidance program shall also include responsive services through intervention and curriculum that meet student's immediate and future needs. There shall be management activities that establish, maintain, and enhance the total school counseling program.

Reviewed & Revised
Fall of 2013
Revised 1-11-2021

Educational Program

Series 600

Policy Title: Health Services

Policy No. 604.2

Health services shall conform to the requirements of Iowa State Law.

The schools shall sponsor the following minimum system-wide health program.

1. Annual vision screening test shall be administered to all students through the ninth grade.
2. Annual audiometer screening tests shall be administered to students through seventh grade.
3. Elementary and Middle School students shall be weighed, and their height taken annually.
4. Special Education students shall be provided Special Health Services (Admin. Procedures 604.2) as required for their educational program.

The school shall require immunization for Kindergarten students as required by State Law.

The school may, from time to time, sponsor or offer health screening opportunities to staff members.

Reviewed & Revised
Fall of 2013
Revised 1-11-2021

Educational Program

Series 600

Policy Title: Student Medication

Policy No. 604.3

In order to establish and maintain a system of safe storage, handling, and administration of medication at school, the following guidelines have been developed:

1. The medication is prescribed by a licensed, medical, or osteopathic physician or dentist.
2. A signed parent or guardian permission form must be on file before school personnel administer medications to their child according to written directions of the prescribing physician or dentist.
3. Prescribed medication is brought to school in a container provided and labeled by the dispensing pharmacist.
4. All medications are kept in a locked drawer or cabinet in the office. When required, refrigeration will be provided. Only licensed personnel may administer medication to pupils.
5. At the conclusion of the school year, or end of administering regimen, any remaining medication shall be returned to the pupil's parents or destroyed.
6. The administration will create and utilize proper forms to collect appropriate data concerning the ramifications of medication to students.

Reviewed & Revised

Fall of 2013

Revised 1-11-2021

Educational Program

Series 600

Policy Title: Graduation Requirements- (Progress Reports of Students) Policy No. 605.1

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

It shall be the responsibility of the Superintendent to ensure that students complete grades one through twelve and that high school students complete 48 credits prior to graduation. The following credits will be required:

Language Arts	<u>8</u> credits
Science	<u>6</u> credits
Mathematics	<u>6</u> credits
Social Studies	<u>6</u> credits
Physical Education	<u>4</u> credits
Health	<u>1</u> credit
Employability Skills	<u>1</u> credit
Electives	<u>16</u> credits

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

Graduation requirements for special education students will be in accordance with the prescribed course of study as described in their Individualized Education Program (IEP). Each student's IEP will include a statement indicating a projected date of graduation at least 18 months in advance of the projected date and the criteria to be used in determining whether graduation will occur. Prior to the special education student's graduation, the IEP team shall determine whether the graduation criteria have been met.

Reviewed & Revised
Fall of 2013
Revised 1-11-2021

Educational Program

Series 600

Policy Title: Early Graduation

Policy No. 605.2

The Board of Directors does not advocate early graduation; but realizes that there are certain circumstances where early graduation would be desirable. The following steps should be taken in order for a student to graduate early:

1. The student should have attended seven (7) semesters of high school.
2. The parent or guardian must petition the Board of Directors no later than June 1, preceding their child's year for early graduation.
3. The student must have met all graduation requirements.

The Board of Directors reserves the right to deny the request of any petition, if in the opinion of the Board, it is not in the best interest of the student. The Board may deviate from the steps at their discretion.

Students who are graduating early shall be affected by the appropriate Standard Administrative Procedure concerning early graduation. (SAP 605.5)

Reviewed & Revised
Fall of 2013
Revised 1-11-2021

Educational Program

Series 600

Policy Title: Special Education Graduation

Policy No. 605.2A

Special education students will graduate with the same diploma as regular education students. Graduation requirements may be modified for special education students as cited on the IEP.

Adopted: 2008

Reviewed & Revised
Fall of 2013
Revised 1-11-2021

Educational Program

Series 600

Policy Title: Talented and Gifted Program

Policy No. 605.3

The Board recognizes some students require quantitative and qualitative differentiated programming beyond the regular education program. The staff 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.

It shall also be the responsibility of the Superintendent to develop administrative regulations for identifying students, for program evaluation, and for training of school district personnel.

Reviewed & Revised
Fall of 2013
Revised 1-11-2021

Educational Program

Series 600

Policy Title: Program for Students at Risk

Policy No. 605.4

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

It shall be the responsibility of the Superintendent to develop a program for students at risk.

It shall also be the responsibility of the Superintendent to develop administrative regulations for identifying students, for program evaluation, and for the training of school district personnel.

Reviewed & Revised
Fall of 2013
Revised 1-11-2021

Educational Program

Series 600

Policy Title: Progress Reports of Students

Policy No. 605.5

The Board of Directors recognizes the following objectives or purposes, of a system, of student reporting practices:

1. To inform parents of the progress made by their children;
2. To bring parents into closer understanding of the work of the school;
3. To record for pupils their growth and achievements;
4. To assist pupils, parents, and the school in working cooperatively for the welfare of the pupils.

Parent-Teacher conferences shall be scheduled at least once during the academic year. Such conferences shall be held after the close of the first quarter and shall supplement pupil progress reports. Report cards will be issued at the close of each quarter.

Conferences shall be made available for outside the school day meetings with those parents requesting the time.

Reviewed & Revised
Fall of 2013
Revised 1-11-2021

Educational Program

Series 600

Policy Title: Testing Program

Policy No. 605.6

It shall be the policy of the Board of Directors that a comprehensive testing program be established and maintained in order to evaluate the total program of the school district as well as to provide a good counseling program to the students.

The Superintendent of Schools with the assistance from his/her professional staff shall develop standards and procedures to evaluate the educational program and student progress, as in compliance with state regulations.

Reviewed & Revised
Fall of 2013
Revised 1-11-2021

Educational Program

Series 600

Policy Title: Student Promotion and Retention

Policy No. 605.7

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

The retention of a student will be determined on the judgement of the certified staff and the Principal. When it becomes evident a student in grades kindergarten through eight may be retained in a grade level for an additional year, the parents shall be informed. It shall be within the sole discretion of the Board to retain students in their current grade level. This authority can be delegated to the administration.

Students in grades nine through twelve will be informed of the required coursework necessary to graduate each year. When it becomes evident a student in these grades will be unable to meet the graduation requirements, the parents will be informed. It shall be within the sole discretion of the Board to deny graduation to a student.

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

Reviewed & Revised
Fall of 2013
Revised 1-11-2021

Educational Program

Series 600

Policy Title: Permanent Records

Policy No. 605.8

The building Principal is the custodian of all student records as long as such students are enrolled in his/her building.

The Senior High Principal is also the custodian of permanent records of former students. The Senior High Principal may destroy allowable portions of the cumulative records after five years. Transcripts are permanent records.

Access to records will be granted to a parent during the regular school day and when proper school officials are present for discussion and interpretation. Appointments should be made in advance.

A parent shall have the right to challenge information in the records and requests its removal or correction.

Access may be granted to others only by written consent of the parent specifying the record, which is to be released, the reason for such release, to whom it is to be released, and the parent who will be given a copy of the released record, if requested. However, the law provides the following exceptions:

1. Staff members who have a legitimate interest.
2. Officials of other schools in which the student intends to enroll. (Parents must be notified, receive a copy of the record if requested, and be given an opportunity to challenge.) However, this district recommends that written parental permission be given.
3. Certain Federal and State officials specified by law, but under conditions which do not identify the student or the parent.

Reviewed & Revised
Fall of 2013
Revised 1-11-2021

(continued)

Educational Program

Series 600

Policy Title: Permanent Records (continued)

Policy No. 605.8

4. Individual designated by a subpoena or court order (under condition that the parent and student are notified in advance of the compliance and release of information in the records.)
5. Individuals involved in the student's application for or receipt of financial aid.

All of the above require that when the file is consulted, a record is made, signed, and dated by the person who consulted the student's records, and that the same person indicates his/her legitimate interest or reason for consulting the student's record. A file shall be kept on the items mentioned in this paragraph.

The word "parent" mentioned anywhere above includes legal guardian, or in cases of parental separation, the legally appointed parent.

After a student is 18 years of age, she/he is accorded all rights of the "parent" as written anywhere above. His/her rights supersede those of the parent.

Any notes included in student records must be signed and dated.

Telephone or other oral requests for information or transfer of records will not be honored.

Parents, student, or others shall not be allowed to remove records from the school office or possession of the Principal.

Reviewed & Revised
Fall of 2013
Revised 1-11-2021

Educational Program

Series 600

Policy Title: Permanent Records

Policy No. 605.8A

FEDERAL REGULATION 121a. 560-575, CONFIDENTIALITY REG. 99.5, 99.6
RULES 12.24(6). THIS IS A MEMO OF COMPLIANCE CONDERNING THE RIGHT
OF PARENTS TO RECORDS OF THEIR CHILD.

Following is a list of policies in regard to handling of information contained in student
cumulative folders;

1. Parents and eligible students are permitted to inspect and review their
educational records including:
 - (1) A statement of the procedure.
 - (2) A schedule of fees for copies.
 - (3) A listing of the types and locations of educational records.
2. Personally, identifiable information is not disclosed without parent consent
(except to school officials with a legitimate educational interest).
3. The school will maintain a record of disclosures.
4. Parents have the opportunity to correct records through a records hearing.
5. The record's policy can be obtained from the Superintendent if parents request
a copy of the policy.
6. Parents may place statements in the records (if the school has decided not to
amend the records), and to ensure that these statements remain a part of the
record.
7. Parent consent is obtained before disclosing personally identifiable
information to anyone other than school officials.

Reviewed & Revised
Fall of 2013
Revised 1-11-2021

(continued)

Educational Program

Series 600

Policy Title: Permanent Records (continued)

Policy No. 605.8A

8. The Superintendent and High School Principal are named the officials to assume responsibility for insuring confidentiality of any personally identifiable information.
9. A current listing of the names and positions of employees who may have access to personally identifiable information is maintained for public inspection.
10. Parents are informed when personally identifiable information is no longer needed to provide educational services to the child.
11. Parents may request to destroy information in cumulative folders. (However, a permanent record of the student's name, address, phone number, grades, attendance record, classes attended, grade level completed, and year completed may be maintained without time limitation.)
12. Records maintained for at least five years after the pupil has completed the school program or would have reached the maximum age of compulsory school attendance, unless other time requirements have been prescribed.
13. A representative of the child or parents may inspect and review the child's educational records.
14. Records are made available to parents without unnecessary delay and before any IEP meeting or hearing, and in no case more than 45 days after the request is made.
15. The school will give response to reasonable requests for explanations and interpretations of records.
16. The school will provide a copy of records to parents free of charge.

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Fall of 2013
Revised 1-11-2021

(continued)

Educational Program

Series 600

Policy Title: Permanent Records (continued)

Policy No. 605.8A

17. The school will keep a record of parties obtaining access to educational records including the name of the party, date of access and the purpose.
18. Parents are provided, upon request, a list of the types and locations of educational records collected, maintained, or used.
19. Records are amended if they are found to be inaccurate, misleading or violating the privacy or other rights of the child.

RELEASE STUDENT NAMES AND ADDRESSES: UNDER IOWA LAW, RECORDS OF STUDENT'S NAMES AND ADDRESSES ARE PUBLIC RECORDS OPEN TO PUBLIC EXAMINATION. THIS FEDERAL LAW SAYS:

1. Records of student's names and addresses are public records open to public examination and such records are not confidential under Section 68A.7(1). However, 12 U.S.C. 1232g(a) (5) (B) requires schools receiving federal funds to provide parents and adult students the opportunity to prevent release of names and addresses without prior consent.
2. As noted above, a parent or adult student may request that a student's name and address not be released without prior consent. Absent such a request, records containing student names and addresses must be open to public inspection. No discretion is placed with the school administration regarding who may inspect, or for what reason.

Reviewed & Revised
Fall of 2013
Revised 1-11-2021

Educational Program

Series 600

Policy Title: Weeding and Replacement of Instructional Materials Policy No. 606

The district shall provide for the regular weeding and/or discarding 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.

Reviewed & Revised
Fall of 2013
Revised 1-1-2021

Series 600

Policy Title: Weeding Procedure (continued page 2)

Policy No. 606

I. Media Center Materials

- A. The library media specialist may remove from the library media center materials, equipment and furniture no longer of value to the library media program following general selection and weeding guidelines.
 - 1. The advice of individual faculty, academic departments, or other uniquely qualified individuals is sought when appropriate. No materials will be withdrawn or discarded only because they contain controversial or unpopular opinions. The final decision rests with the library media specialist.
 - 2. Infrequently used books are retained if they contribute to the excellence of the collection as a whole or are cited in a least one standard subject bibliography. As a general guideline, last copies and out-of-print books are retained if they are of value when viewed in the perspective of the total collection.
- B. The materials will then be reviewed by the media personnel to determine their possible intrinsic worth to other groups or individuals in the following priority order:
 - 1. To another school media center in the school system. If deemed of value, items will be offered for examination and transfer by a stated time.
 - 2. To another department of the school or system. (This should basically be used for equipment and furniture. There should be very little or no transfer of old print, audiovisual or computer materials to the classroom.)
 - 3. To other libraries supported by public funds. If deemed of value, items will be offered for examination and transfer by a stated time.
 - 4. To the general public. If deemed of sufficient value, the district will offer items for sale. The district will advertise and take bids before selling any “school property”. If no bids are received, the district may offer items for sale at a stated time or may give them away.

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Fall of 2013
Revised 1-11-2021

Series 600

Policy Title: Weeding Procedure (continued page 3)

Policy No. 606

5. If items are determined to be of no value, or if no group or individual under points 1, 2, or 3 above claims them, items may be discarded in keeping with general procedures for discard.

II. Text Materials

- A. Text materials may be removed from the inventory when they are no longer of value to the instructional program, following the general selection, replacement, and weeding guidelines. The materials will be reviewed by the curriculum committee to determine their possible intrinsic worth to other groups or individuals in the following priorities:
 1. To another department of the school,
 2. To other schools in the district,
 3. To the general public. If deemed of sufficient value, the district will sell items. The district will advertise and take bids before selling any “school property.” If no bids are received, the district may offer items for sale at a stated time or give them away.
 4. If items are determined to be of no value, or if no group or individual under points 1, 2, or 3 above claims them, the items may be discarded in keeping with general procedures of discard.

III. Replacement

- A. The budget for replacement and update should provide funds for books, periodicals, reference materials, audiovisual materials, equipment, and supplies.
- B. Replacement criteria should include consideration of currency of subject content, relevance to curriculum and student interests, and physical condition of the materials.

Educational Program

Series 600

Policy Title: Reconsideration Policy

Policy No. 606.1

In the event that a citizen requests reconsideration of instructional materials, the following procedure shall be followed:

1. The complainant shall file such request in writing on the appropriate form (Citizen's Request for Reconsideration of Instructional Materials). This form must be "signed" by the complainant.
2. The challenged material shall remain in use until a final decision is made by the Board.
3. A re-evaluation committee shall be selected in accordance with the Board's policy. The committee shall consist of educational personnel, students, and community representatives.
4. The committee shall re-evaluate the challenged material objectively in its full context on the basis of the current and future needs of the school district as well as the changes and the trends in education and society.
5. The committee shall report its decision to the Superintendent who will see that the decision is implemented, and the complainant is notified in writing of the committee's decision. The Superintendent shall notify the complainant in writing of the Board's decision.
6. The Board feels that no parent, or group of parents, has the right to determine the instructional material for students other than their own children.
7. The Board recognizes the right of an individual parent to request that his/her child not have to read a given book, provided a written request is made to the appropriate Principal.

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Fall of 2013
Revised 1-11-2021

Educational Program

Series 600

Policy Title: Reconsideration Policy (continued) Page 2

Policy No. 606.1

In the event that a Request for Reconsideration of Instructional Materials is filed with the Superintendent, a reconsideration committee made up of the following shall be appointed by the Superintendent.

1. School Media specialist(s)
2. Two members of the teaching staff, with one representative of the curriculum area involved if the challenged material is being used in a classroom.
3. The Principal appropriate to the situation.
4. The presidents of the junior and senior classes.
5. Two members of the community advisory committee who are not employees of the school district.

The committee shall be called by the Superintendent but shall conduct its own re-evaluation of the material in question.

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Fall of 2013
Revised 1-11-2021

Educational Program
Series 600

Policy Title: Reconsideration Policy (continued) Page 3

Policy No. 606.1

MFL MarMac COMMUNITY SCHOOL
Monona, Iowa

Date Issued _____

Date Returned _____

CITIZEN'S REQUEST FOR RECONSIDERATION OF INSTRUCTIONAL MATERIALS

The school asks that any citizen desiring to file a complaint complete this form so that the predetermined course of action may be initiated. The completed form should be signed and returned to the school Superintendent's Office within ten school days after it has been issued.

Please check the type of material:

- | | | |
|-------------------------------------|-------------------------------------|--------------------------------|
| <input type="checkbox"/> book | <input type="checkbox"/> web-site | <input type="checkbox"/> kit |
| <input type="checkbox"/> periodical | <input type="checkbox"/> television | <input type="checkbox"/> other |
| <input type="checkbox"/> pamphlet | <input type="checkbox"/> video | |

Title _____

Author _____

Publisher or Producer _____

Person or Organization Initiating Request:

Name _____ Telephone _____

Address _____ City _____ Zip _____

1. Have you read, viewed, or listened to the complete item?
Yes _____ No _____

2. What do you consider objectionable in this item? (Please be specific)

3. What was your reaction to the objectionable part(s) of this item?

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Educational Program
Series 600

Policy Title: Reconsideration Policy (continued) Page 4

Policy No. 606.1

4. What harm do you feel is caused or could be caused by exposure to this item?

5. Have you located any professional reviews of this item? Yes _____ No _____
If "yes", please cite them.

Do they agree with your reaction? Yes _____ No _____

6. What would you suggest that the school do with this item?

_____ Do not assign/lend it to my child.

_____ Withdraw it from all children.

_____ Return it to the staff selection committee/department for re-evaluation.

_____ Restrict grade level. What grade?

_____ Other. Please explain.

Signature

Date