

OBJECTIVES FOR EQUAL EDUCATIONAL OPPORTUNITIES FOR STUDENTS

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

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

The board supports the delivery of the education program and services to students free of discrimination based on race, color, sex, marital status, national origin, religion, Socio-economic Status, GLTB, or disability. This concept of equal educational opportunity serves as a guide for the board and employees in making decisions relating to school district facilities, employment, selection of educational materials, equipment, curriculum, and regulations affecting students.

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

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

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

Inquiries by students regarding compliance with equal educational opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, are directed to the Affirmative Action Coordinator by writing to, the Affirmative Action Coordinator, Dale Crozier, Superintendent, (dale.crozier@mflmm.k12.ia.us) MFL MarMac Community School District, Monona, Iowa, 52159; or by telephoning at 563-539-4795.

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Inquiries by students regarding compliance with equal educational opportunity and affirmative action laws and policies, including, but not limited to, complaints of discrimination, may also be directed in writing to the Director of the Region VII office of Civil Rights, U.S. Department of Education, 10220 N. Executive Hills Blvd., 8th Floor, Kansas City, MO. 64153-1367, (816) 891-8156 or Iowa Dept. of Education, Grimes State Office Bldg., Des Moines, IA. (515)281-5294. This inquiry or complaint to the federal or state office may be done instead of, or in addition to, an inquiry or complaint at the local level.

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

Revised: 2008
Reviewed & Revised
Fall of 2013
November 2018
October 11, 2021

Student Personnel
Series 500

Policy Title: Compulsory Attendance

Policy No. 500.2

Parents within the school district who have children over age six and under sixteen by September 15, in proper physical and mental condition to attend school, will have the children attend the school district at the attendance center designated by the board. Students will attend school the number of days school is in session in accordance with the school calendar. Students of compulsory attendance age will attend school a minimum of 175 days. Students not attending the minimum days must be exempted by this policy as listed below or, for students in grades 7-12, referred to the county attorney or, for students in grades K-6, referred to the Attendance Cooperation process. Exceptions to this policy include children who:

- Have completed the requirements for graduation in an accredited school or have obtained a high school equivalency diploma.
- Are attending religious services or receiving religious instruction.
- Are attending an approved or probationally approved private college preparatory school.
- Are attending an accredited nonpublic school; or,
- Are receiving competent private instruction.

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

The [truancy officer, principal, or other school official] will investigate the cause for a student's truancy. If the [truancy officer, principal, or other school official] is unable to secure the truant student's attendance, the [truancy officer, principal or other school official] should discuss the next step with the school board. If after school board action, the student is still truant, the [truancy officer, principal, or other school official] will refer the matter over to the county attorney for students in grades 7-12. Truant students who have not yet completed sixth grade will be subject to the Attendance Cooperation Process outlined in the supporting administrative regulation.

The school will participate in mediation if requested by the county attorney. The superintendent will represent the school district in mediation. The school district will monitor the student's compliance with the mediation agreement and will report violations of the mediation agreement to the county attorney.

Reviewed & Revised
Fall of 2013, October 11, 2021

Student Personnel
Series 500

Policy Title: Absences

Policy No. 500.3

The policies in regard to absences and excuses are based upon the following basic beliefs:

1. The Board of Directors has commissioned the schools to provide the best possible education for students. In order to make the most efficient use of facilities and teachers, it is essential to have regular attendance.
2. The educational progress of each student is directly related to regular classroom attendance.
3. Whenever a pupil is absent from school, the value of the work missed is something that is difficult to make up by out-of-school work.
4. Many out-of-school activities have educational value, but these may or may not contribute to the skills and concepts taught in the classroom.
5. Parents have the right to make the decision concerning school attendance for their children, within the limits prescribed in the laws of our state. The school, however, has the responsibility of passing judgment upon the validity of the excuse presented by the parents.

Excuses Whenever a pupil is absent from school, an excuse from the parents containing the full reason for the absence is required prior to re-admission. Excuses for the absences will be classified by the principal.

Truancy If at any time a student leaves the building or school grounds without obtaining permission from the principal's office, this may automatically be construed as truancy.

Reviewed & Revised
Fall of 2013
October 11, 2021

Student Personnel
Series 500

Policy Title: Entrance Requirements—Evidence of Age

Policy No. 500.4

No child shall be admitted to school for the year immediately preceding the first grade unless she/he is five years of age on or before the fifteenth of September of the current school year.
NOTE: Kindergarten children must have a physical examination before attending the MFL MarMac Community School.

No child shall be admitted to the first grade unless she/he is six years of age on or before the fifteenth of September of the current school year, unless she/he meets the requirements for exception to this rule found in the Iowa Code, Chapter 282.3.

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Fall of 2013
October 11, 2021

Student Personnel
Series 500

Policy Title: School Attendance Areas

Policy No. 500.5

The MFL MarMac Community School is maintained for all children who reside within the school district, open enroll, and for those who enroll here as tuition pupils.

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Fall of 2013
October 11, 2021

Student Personnel
Series 500

Policy Title: Attendance Records

Policy No. 500.6

It shall be the duty of each building principal to assure the keeping of adequate attendance records and to make required reports to the central administrative office.

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Student Personnel
Series 500

Policy Title: Resident Students

Policy No. 500.7

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

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

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

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Student Personnel
Series 500

Policy Title: Non-Resident Students

Policy No. 500.8

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

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

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

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

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

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Student Personnel
Series 500

Policy Title: International Students

Policy No. 500.9

Qualified International students may be enrolled and attend school without charge if they are recommended by the American Field Service, an approved local organization, or individual family, and reside within the boundaries of this district.

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Student Personnel
Series 500

Policy Title: Open Enrollment Transfers – Sending District

Policy No. 500.10

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

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

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

The superintendent will approve all applications filed by the state deadline for the corresponding school year. The superintendent will also approve incoming kindergarten applications and good cause applications. The board will periodically review the open enrollment program.

The board will approve all other open enrollment requests according to the timelines established by law. The parents may withdraw the open enrollment request prior to the start of the school year. The superintendent will notify the parents by mail within three days of the action to approve or deny the open enrollment request. Approved open enrollment requests are transmitted by the superintendent to the receiving district within five days after the action on the open enrollment request.

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

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

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

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Student Personnel
Series 500

Policy Title: Open Enrollment Transfers – Receiving District

Policy No. 500.11
Page 1 of 2

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

The superintendent will take action on the open enrollment request as required by state regulations for the corresponding school year.

The superintendent will approve applications due to the sending district as per regulations of state law. Incoming kindergarten applications and good cause applications shall be filed as per state law.

The superintendent will notify the sending school district within five days of the action to approve or deny the open enrollment request. The superintendent will notify the parents within fifteen days of the action to approve or deny the open enrollment request. The superintendent will also forward a copy of the action with a copy of the open enrollment request to the Iowa Department of Education.

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

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

State sanctioned athletic and activity participation will be in accordance with current state guidelines and law.

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Student Personnel
Series 500

Policy Title: Open Enrollment Transfers – Receiving District

Policy No. 500.11
Page 2 of 2

Parents of students whose open enrollment requests are approved are responsible for providing transportation to and from the receiving school district without reimbursement, unless they qualify for transportation assistance via their income.

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

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

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

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Student Personnel
Series 500

Policy Title: Student Transfers In

Policy No. 500.12

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

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

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

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

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Student Personnel
Series 500

Policy Title: Student Transfers Out or Withdrawal

Policy No. 500.13

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

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

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

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

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Student Personnel
Series 500

Policy Title: Class Size – Class Grouping

Policy No. 500.14

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 size annually.

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 relevant to the board.

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Student Personnel
Series 500

Policy Title: Insufficient Classroom Space

Policy No. 500.15

Insufficient classroom space exists when conditions adversely affect the implementation of 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.

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Student Personnel
Series 500

Policy Title: Graduation Requirements

Policy No. 500.16

Graduation Requirements are published and reviewed annually in the student handbook and course registration guide. These documents are also found online on the MFL MarMac website.

All students shall satisfactorily complete at least four units of English, and language arts, three units of mathematics, three units of science, three units of social studies, and one full unit of physical education as a condition of graduation. The three units of social studies may include the existing graduation requirements of one-half unit of United States Government and one unit of United States history. Physical Education waivers will follow current guidelines and laws of the State of Iowa. Additional requirements may be added or subtracted to reflect current state law in graduation requirements.

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October 11, 2021

Student Personnel
Series 500

Policy Title: Overall Discipline

Policy No. 501.0

All student responsibility and discipline policies shall ensure due process rights for students and parents. It is the responsibility of students, parents, guardians, and practitioners in creating an atmosphere where all individuals feel a sense of respect, safety, and belonging, and shall set forth the consequences for unacceptable behavior. Discipline policies shall be published in the student handbook.

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October 11, 2021

Student Personnel
Series 500

Policy Title: Maintenance of Orderly Conduct

Policy No. 501.1

Good discipline includes a responsibility for one's actions in accordance with socially accepted behavior as well as a respect for and proper response to rules, laws, and order.

Although discipline training begins in the home and continues in school, it must be remembered that other factors of environment and association must have significant influence upon the behavior of pupils. Therefore, it is imperative that both school and home cooperate to govern or guide young people to combat undesirable effects of other factors.

As individual homes set their own patterns of rules and conduct, the school also outlines its policy on discipline and attempts to regulate it through a joint responsibility of board, staff, and pupils. The purpose is to ensure an orderly and efficient operation of the school in order to provide scholarly disciplined attitude to achieve maximum educational benefits for all pupils.

Breaches of discipline include acts of behavior which conflict with the educational program, or which are not compatible with the welfare of other persons. These may include:

1. Insubordination or refusal to comply with request or directions of staff members.
2. Bullying or other physical attacks, including threats.
3. Defiance of rules, laws, and regulations.
4. Boisterous conduct or profanity.
5. Willful disobedience.
6. Continuous breaking of rules.
7. Possession of dangerous, harmful objects, or weapons.
8. Criminal behavior.
9. The use or possession of tobacco, alcohol, or drugs as per state law.
10. Distasteful behavior – boy/girl relationship.
11. Sexual Harassment.

The school will exercise the greatest effort on disciplinary control of students on school property; however, it will also govern behavior at school activities away from school grounds.

Teachers, administrators, and other staff members must be allowed to control pupils when the pupil's behavior might cause harm to themselves or others. Such restraint must be reasonable and appropriate.

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Student Personnel
Series 500

Policy Title: Student Suspension

Policy No. 501.2

The Superintendent or any principal may temporarily suspend for up to three (3) days any student for violation of the rules and regulations and discipline policy of the school district and shall give notice of such temporary suspension to the parents, the affected Principal and Superintendent. Additional suspension shall not exceed seven (7) additional days and shall be assigned only after consultation between the Superintendent and the Principal of the student. The President of the Board shall be notified by the Superintendent of all ten (10) days suspension of students.

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Student Personnel
Series 500

Policy Title: Expulsion

Policy No. 501.3
Page 1 of 2

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

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

It is within the discretion of the superintendent to recommend to the board the expulsion of a student for disciplinary purposes. Only the board may take action to expel a student and to readmit the student. The principal will keep records of expulsions in addition to the board's records.

When a student is recommended for expulsion by the board, the student is provided with:

1. Notice of the reasons for the proposed expulsion.
2. The names of the witnesses and an oral or written report on the facts to which each witness testifies unless the witnesses are students whose names may be released at the discretion of the superintendent.
3. An opportunity to present a defense against the charges and provide either oral testimony or written affidavits of witnesses on the student's behalf.
4. The right to be represented by counsel; and,
5. The results and finding of the board in writing open to the student's inspection.

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

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

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

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Student Personnel
Series 500

Policy Title: Search and Seizure

Policy No. 501.4

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

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

The district may use a drug-sniffing dog to assist in searches of the building, lockers, and school grounds.

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Student Personnel
Series 500

Policy Title: Search and Seizure Regulation

Policy No. 501.5
Page 1 of 2

I. Searches, in general.

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

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

- (1) Eyewitness observations by employees.
- (2) Information received from reliable sources.
- (3) Suspicious behavior by the student; or,
- (4) The student's history and school record, although this factor alone is not sufficient to provide the basis for reasonable suspicion.

- B. Reasonable Scope: A search will be permissible in its scope or intrusiveness when the measures adopted are reasonably related to the objectives of the search. Reasonableness of scope or intrusiveness may be determined based on factors such as the following:

- (1) The age of the student.
- (2) The sex of the student.
- (3) The nature of the infraction; and
- (4) The emergency requiring the search without delay.

II. Types of Searches

A. Personal Searches

1. A student's person and/or personal effects (e.g., purse, backpack, etc.) may be searched when a school official has reasonable suspicion to believe the student is in possession of illegal or contraband items or has violated school district policies, rules, regulations or the law affecting school order.
2. Personally intrusive searches will require more compelling circumstances to be considered reasonable.

- (a) Pat-Down Search: If a pat-down search or a search of a student's garments (such as jackets, socks, pockets, etc.) is conducted, it will be conducted in private by a school official of the same sex as the student and with another adult witness of the same sex present, when feasible.
- (b) A more intrusive search, short of a strip search, of the student's person, handbags, book bags, etc., is permissible in emergency situations when the health and safety of students, employees, or visitors are threatened. Such a search may only be conducted in private by a school official of the same sex as the student, with an adult of the same sex present unless the health or safety of students will be endangered by the delay which may be caused by following these procedures.

B. Locker and Desk Inspections

Although school lockers and desks are temporarily assigned to individual students, they remain the property of the school district at all times. The school district has a reasonable and valid interest in ensuring the lockers and desks are properly maintained. For this reason, lockers and desks are subject to unannounced inspections and students have no legitimate expectations of privacy in the locker or desk. Periodic inspections of all or a random selection of lockers or desks may be conducted by school officials in the presence of the student or another individual. Any contraband discovered during such searches will be confiscated by school officials and may be turned over to law enforcement officials.

The contents of a student's locker or desk (coat, backpack, purse, etc.) may be searched when a school official has reasonable and articulable suspicion that the contents contain illegal or contraband items or evidence of a violation of law or school policy or rule. Such searches should be conducted in the presence of another adult witness when feasible.

C. Automobile Searches

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

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Student Personnel
Series 500

Policy Title: Search and Seizure

Policy No. 501.5a

CHECKLIST

I. What factors cause you to have a reasonable suspicion that the search of this student or his or her effects, locker or automobile will turn up evidence that the student has violated or is violating the law or the rules of the school?

A. Eyewitness account.

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

B. Information from a reliable source.

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

C. Suspicious behavior. Explain.

D. Child's past history. Explain.

E. Time of search: _____

F. Location of search: _____

G. Student told purpose of search: _____

H. Consent requested: _____

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

A. What are you searching for: _____

B. Sex of the student: _____

C. Age of the student: _____

D. Exigency of the situation: _____

E. What type of search is being conducted: _____

F. Who is conducting the search: _____

Position: _____

Sex: _____

G. Witness(s): _____

III. Explanation of Search:

A. Describe the time and location of the search: _____

B. Describe exactly what was searched: _____

C. What did the search yield: _____

D. What was seized: _____

E. Were any materials turned over to the police: _____

F. Were parents notified of the search including the reason for it and the scope: _____

Student Personnel
Series 500

Policy Title: Weapons

Policy No. 501.6

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

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

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

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

Weapons under the control of law enforcement officials, or other individuals specifically authorized by the Board, are exempt from this policy. The principal may allow authorized persons to display weapons, other dangerous objects, or look-a-likes for educational purposes. Such a display will also be exempt from this policy.

Reviewed & Revised
Fall of 2013
October 11, 2021

Student Personnel
Series 500

Policy Title: SMOKING, DRINKING, DRUGS

Policy No. 501.7

The board prohibits the distribution, dispensing, manufacture, possession, use, or being under the influence of beer, wine, alcohol, tobacco, other controlled substances, or “look alike” substances that appear to be tobacco, beer, wine, alcohol or controlled substances by student while on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if the misconduct will directly affect the good order, efficient management and welfare of the school district. This includes e-cigarettes and vaping paraphernalia, as well as unauthorized use of prescription medications.

The board believes such illegal, unauthorized, or contraband materials generally cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, or visitors.

Violation of this policy by students will result in disciplinary action including suspension or expulsion. Use, or purchase, or being in possession of cigarettes, e-cigarettes, vaping paraphernalia, or other tobacco products by any student grades pk-12 of any age (up to 21 years of age) shall result in full disciplinary action by the school. Use, purchase or being in possession of cigarettes, e-cigarettes, vaping paraphernalia, tobacco or tobacco products for those under the age of eighteen, may be reported to the local law enforcement authorities. Possession, use or being under the influence of beer, wine, alcohol and/or of a controlled substance may also be reported to the local law enforcement authorities.

Students who violate the terms of this policy may be required to satisfactorily complete a substance abuse assistance or rehabilitation program approved by the school board. If such student fails to satisfactorily complete such a program, the student may be subject to discipline including suspension or expulsion.

The board believes the substance abuse prevention program will include:

Age appropriate, developmentally based drug and alcohol curriculum for students in grades kindergarten through twelve, which address the legal, social, and health consequences of tobacco, drug and alcohol use and which provide information about effective techniques for resisting peer pressure to use tobacco, drugs, or alcohol;

At statement to students that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful:

Standards of conduct for students that clearly prohibit, at a minimum, the unlawful possession, use, being under the influence or distribution of illicit drugs and alcohol by students on school premises or as part of any of its activities:

A clear statement that disciplinary sanctions, up to and including suspension or expulsion and referral for prosecution, will be imposed on students who violate the policy and a description of those sanctions.

A statement that students may be required to successfully complete an appropriate rehabilitation program.

Information about drug and alcohol counseling and rehabilitation and re-entry programs available to students.

Reviewed & Revised Fall 2013

Reviewed & Revised Fall 2017

October 11, 2021

Harassment and bullying of students and employees are against federal, state and local policy, and are not tolerated by the board. The board is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, the board has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of students by students, school employees, and volunteers who have direct contact with students will not be tolerated in the school or school district.

The board prohibits harassment, bullying, hazing, or any other victimization, of students, based on any of the following actual or perceived traits or characteristics: age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, SES, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. Harassment against employees based upon race, color, creed, sex, sexual orientation, gender identity, national origin, religion, age or disability is also prohibited.

This policy is in effect while students or employees are on property within the jurisdiction of the board; while on school-owned or school-operated vehicles; while attending or engaged in school-sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school or school district.

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures up to, and including, suspension and expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures up to, and including, termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures up to, and including, exclusion from school grounds. "Volunteer" means an individual who has regular, significant contact with students.

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

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

"Electronic" means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. "Electronic" includes

but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, electronic text messaging, or similar technologies.

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

- Verbal, nonverbal, physical or written harassment, bullying, hazing, or other victimization that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim.
- Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim.
- Implied or explicit threats concerning one's grades, achievements, property, etc. that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Demeaning jokes, stories, or activities directed at the student that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; and/or
- Unreasonable interference with a student's performance or creation of an intimidating, offensive, or hostile learning environment.

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

- Submission to the conduct is made either implicitly or explicitly at term or condition of the student's education or benefits.
- Submission to or rejection of the conduct by a school employee is used as the basis for academic decisions affecting that student; or
- The conduct has the purpose or effect of substantially interfering with the student's academic performance by creating an intimidating, hostile, or offensive education environment.

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

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

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

Retaliation against a person because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding is prohibited. An individual who knowingly files a false harassment complaint and a person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall a person who is found to have retaliated against another in violation of this policy. A student found to have

retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. A school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. A school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

The school or school district will promptly and reasonably investigate allegations of bullying or harassment. The Principals will be responsible for handling all complaints by students alleging bullying or harassment. The Superintendent will be responsible for handling all complaints by employees alleging bullying or harassment.

It is also the responsibility of the superintendent, in conjunction with the investigator and principals, to develop procedures regarding this policy.

The superintendent also is responsible for organizing training programs for students, school officials, faculty, staff, and volunteers who have direct contact with students. The training will include how to recognize harassment and what to do in case a student is harassed. It will also include proven effective harassment prevention strategies. The superintendent will also develop a process for evaluating the effectiveness of the policy in reducing bullying and harassment in the board. The superintendent shall report to the board on the progress of reducing bullying and harassment in the board.

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

- Inclusion in the student handbook,
- Inclusion in the employee handbook,
- Inclusion in the registration materials
- Inclusion in the school or school district's web site,
- (other)

And a copy shall be made to any person at the central administrative office at 700 S. Page Street.

Reviewed & Revised
Fall of 2013
October 11, 2021

ANTI-HARASSMENT/BULLYING COMPLAINT FORM

Name of complainant: _____

Position of complainant: _____

Date of complaint: _____

Name of alleged harasser or bully: _____

Date and place of incident or incidents: _____

Description of misconduct: _____

Name of witnesses (if any): _____

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

Any other information:

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

Signature: _____

Date: ____/____/____

ANTI-HARASSMENT/BULLYING WITNESS DISCLOSURE FORM

Name of witness: _____

Date of testimony, interview: _____

Description of incident witnessed:

Any other information: _____

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

Signature: _____

Date: _____/_____/_____

ANTI- HARASSMENT/BULLYING INVESTIGATION PROCEDURES

Individuals who feel that they have been harassed should:

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

COMPLAINT PROCEDURE

An individual who believes that the individual has been harassed or bullied will notify the designated investigator. The alternate investigator is the Superintendent. The investigator may request that the individual complete the Harassment/Bullying Complaint form and turn over evidence of the harassment, including, but not limited to, letters, tapes, or pictures. The complainant shall be given a copy of the completed complaint form. Information received during the investigation is kept confidential to the extent possible.

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

INVESTIGATION PROCEDURE

The investigator will reasonably and promptly commence the investigation upon receipt of the complaint. The investigator will interview the complainant and the alleged harasser. The alleged harasser may file a written statement in response to the complaint. The investigator may also interview witnesses as deemed appropriate.

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

RESOLUTION OF THE COMPLAINT

Following receipt of the investigator's report, the principal may investigate further, if deemed necessary, and make a determination of any appropriate additional steps which may include discipline.

Prior to the determination of the appropriate remedial action, the principal may, at the principal's discretion, interview the complainant and the alleged harasser. The principal will file a written report closing the case and documenting any disciplinary action taken or any other action taken in response to the complaint. The complainant, the alleged harasser and the investigator will receive notice as to the conclusion of the investigation. The principal will maintain a log of information necessary to comply with Iowa Department of Education reporting procedures.

POINTS TO REMEMBER IN THE INVESTIGATION

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

CONFLICTS

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

STUDENT - TO -STUDENT HARASSMENT

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

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

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

- submission to such conduct is made either explicitly or implicitly a term or condition a student's education or of a student's participation in school programs or activities;

- submission to or rejection of such conduct by a student is used as the basis for decisions affecting the student; or such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating, offensive or hostile learning environment.

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

- verbal or written harassment or abuse;

- pressure for sexual activity;

- repeated remarks to a person with sexual or demeaning implications;

- unwelcome touching;

- suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, achievements, etc.

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

- submission to such conduct is made either explicitly or implicitly a term or condition of a student's education or of a student's participation in school programs or activities.

submission to or rejection of such conduct by a student is used as the basis for decisions affecting the student; or such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating, offensive or hostile learning environment.

STUDENT- TO – STUDENT HARASSMENT

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

verbal, physical, or written harassment or abuse.

repeated remarks of a demeaning nature.

implied or explicit threats concerning one's grades, achievements, etc.

demeaning jokes, stories, or activities directed at the student.

The district will promptly and reasonably investigate allegations of harassment. The building principal will be responsible for handling all complaints by students alleging harassment.

Retaliation against a student because the student has filed a harassment complaint or assisted or participated in a harassment investigation or proceeding is also prohibited. A student who is found to have retaliated against another in violation of this policy will be subject to discipline, up to and including, suspension and expulsion.

Reviewed & Revised
Fall of 2013
October 11, 2021

Student Personnel
Series 500

Policy No.
501.9

Policy Title: STUDENT APPEARANCE

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

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

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

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

Reviewed & Revised
Fall of 2013
October 11, 2021

Student Personnel
Series 500

Policy No. 501.10

Policy Title: CARE OF SCHOOL PROPERTY/VANDALISM

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

Reviewed & Revised
Fall of 2013
October 11, 2021

Student Personnel
Series 500

Policy No. 501.11

Policy Title: FREEDOM OF EXPRESSION

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

Students will be allowed to express their viewpoints and opinions as long as the expression is responsible. The expression will not, in the judgement of the administration, encourage the breaking of laws, defame others, be obscene or indecent, or cause a material and substantial disruption to the educational program. The administration, when making this judgment, will consider whether the activity in which the expression was made is school-sponsored and whether review or prohibition of the students' speech furthers an educational purpose. Further, the expression must be done in a reasonable time, place, and manner that is not disruptive to the orderly and efficient operation of the school district.

Students who violate this policy may be subject to disciplinary measures. Employees are responsible for insuring students' expression is in keeping with this policy.

Reviewed & Revised
Fall of 2013
October 11, 2021

Student Personnel
Series 500

Policy No. 501.12

Policy Title: STUDENT COMPLAINTS AND GRIEVANCES

Student complaints and grievances regarding board policy or administrative regulations and other matters should be addressed to the student's teacher or another licensed employee, other than the administration for resolution of the complaint. It is the goal of the board to resolve student complaints at the lowest organizational level.

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

If the matter is not satisfactorily resolved by the superintendent, the student may ask to have the matter placed on the board agenda of a regularly scheduled board meeting in compliance with board policy.

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

Reviewed & Revised
Fall of 2013
October 11, 2021

Student Personnel
Series 500

Policy No. 501.13

Policy Title: STUDENT LOCKERS

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

To ensure students are properly maintaining their assigned lockers, the principal of the building may periodically inspect all or a random selection of lockers. Students will be present during the inspection of their lockers. Student lockers may also be searched in compliance with board policy regulating search and seizure. A drug-sniffing dog may be periodically used in conjunction with locker and parking lot searches.

Reviewed & Revised
Fall of 2013
October 11, 2021

Student Personnel
Series 500

Policy No. 501.14

Policy Title: CORPORAL PUNISHMENT

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

Using reasonable and necessary force, not designed or intended to cause pain, in order to accomplish any of the following:

To quell a disturbance or prevent an act that threatens physical harm to any person.

To obtain possession of a weapon or other dangerous object within a pupil's control.

For the purposes of self-defense or defense of others as provided for in Iowa Code section 704.3

For the protection of property as provided for in Iowa Code section 704.4 or 704.5

To remove a disruptive pupil from class or any area of school premises or from school-sponsored activities off school premises.

To protect a student from the self-infliction of harm.

To protect the safety of others.

Using incidental, minor, or reasonable physical contact to maintain order and control.

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

1. The size and physical, mental, and psychological condition of the student.
2. The nature of the student's behavior or misconduct provoking the use of physical force.
3. The instrumentality used in applying the physical force.
4. The extent and nature of resulting injury to the student, if any.
5. The motivation of the school employee using physical force. Upon request, the student's parents are explained the reasons for physical force. It is the responsibility of the superintendent to develop administrative regulations regarding this policy.

Reviewed & Revised
Fall of 2013
October 11, 2021

Student Personnel
Series 500

Policy No. 501.15

Policy Title: Student or Protected Student Area Search by a Police Officer

The search of a student or of a protected student area by a police officer who is not a school official, or by a school official at the invitation or direction of a police officer who is not a school official shall be governed by the statutory and common law requirements for police searches.

The school administration may invite law officers and their dogs to come to the school at any time, including the evening hours when the students are not present. In this situation there is no need for a twenty-four-hour notice.

Since students are permitted to park on school premises as a matter of privilege, not of right, the above situation applies to students' automobiles as well.

Reviewed & Revised
Fall of 2013
October 11, 2021

Student Personnel
Series 500

Policy No. 502.1

Policy Title: STUDENT GOVERNMENT

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

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

Reviewed & Revised
Fall of 2013
October 11, 2021

Student Personnel
Series 500

Policy No. 502.2

Policy Title: Student Organizations

No student organization shall exist which is not approved by the Board of Directors. The Superintendent shall determine qualifications and regulations for student groups and in some situations make recommendations to the Board for groups seeking approval. Applications for organizing shall be made to the Student Council, which shall make recommendations to the building Principal. The Principal shall relay the application to the Superintendent, who in turn shall make his/her recommendation to the Board.

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

Reviewed & Revised
Fall of 2013
October 11, 2021

Student Personnel
Series 500

Policy No. 502.3

Policy Title: Student Publications

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

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

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

Persons, other than students, who believe they have been aggrieved by student expression in a student-produced official school publication will follow the grievance procedure in board policy 225. Students who believe their freedom of expression in a student-produced official school publication has been restricted will follow the grievance procedure. The Student Publications Code in board policy, outlines the general rules. The Administer may also develop additional rules.

Reviewed & Revised
Fall of 2013
October 11, 2021

Student Personnel
Series 500

Policy Title: STUDENT PUBLICATIONS CODE

Policy No. 502.4

A. Official school publications defined.

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

B. Expression in an official school publication.

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

C. Responsibilities of students.

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

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

E. Liability

Student expression in an official school publication will not be deemed to be an expression of the school district. The school district, the board, and the employees or officials are not liable in any civil or criminal action for any student expression made or published by students unless the employees or

officials have interfered with or altered the content of the student expression. The liability, if any, is only to the extent of interference or alteration of the speech or expression.

F. Appeal procedure.

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

Reviewed & Revised
Fall of 2013 October 11, 2021

Student Personnel
Series 500

Policy Title: Social Events

Policy No. 502.5

1. All parties sponsored by the school are to be held in some part of the school plant unless approved by the Superintendent.
2. All parties are to be chaperoned by at least two faculty members and supplemented by parents.
3. Week-night parties-if any- should be completed by 9:00 p.m. for Middle School and High School. Parties on Friday or Saturday evenings should be completed by 10:30 for Middle School and 12:00 p.m. for High School students, unless other approval by the Superintendent. The district may participate in an all-night post prom activity in conjunction with the MFL MarMac Community.
4. Only regularly enrolled MFL MarMac Community School Students will be permitted to attend school parties. (Exceptions may be made by the Principal)
5. Once a student has entered a building to attend a party, the party ends for that student when she/he leaves the building. There will be no leaving and returning to a party without permission of a faculty chaperone.
6. The amount of money spent to promote any party must be approved by the class sponsor, Principal or Superintendent before money will be forwarded from the Activity Fund.
7. Applications for parties and picnics must be filed with the Principal in advance of the party date.
8. High School and Middle School students shall not participate in each other's social functions (Dances) sponsored by the School District.

Reviewed & Revised
Fall of 2013
October 11, 2021

Student Personnel
Series 500

Policy Title: Extra-Curricular Competition

Policy No. 502.6

1. Seventh (7th) and eighth (8th) grade students will not participate in Senior High (9-12) activities unless approved by the Board.
2. Middle School students in grades six-eight (6-8) shall not participate in activities, practices, contests, or extra-curricular scheduled events on Wednesday nights after the academic school day except for regularly scheduled three-day field trips by grade level, or in rare situations with approval from the Superintendent.
3. School district students shall not participate in Sunday activities except in relationship to state contests scheduled for Mondays as described in policy or upon Board pre-approval by individual event.
4. Non-school team participation- A student in grades 6-12 may participate as an individual or as a member of a team in an outside school event during the same season with the written permission of the MFL MarMac community School District Activities Director.

Reviewed & Revised
Fall of 2013, October 11, 2021

Student Personnel
Series 500

Policy Title: Attendance at Events Outside of School

Policy No. 502.7

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

The Board of Directors has no control or responsibility for any school child when the child is in the custody and control of his/her parents or other agencies.

Reviewed & Revised
Fall of 2013
October 11, 2021

Student Personnel
Series 500

Policy Title: Honors and Awards

Policy No. 502.8

Any regularly enrolled student may be considered for honors or awards by the school. Qualifications for such awards shall be established by professional school personnel who have been designated the responsibility by the Superintendent of Schools or by the building Principal.

Reviewed & Revised
Fall of 2013
October 11, 2021

Student Personnel
Series 500

Policy Title: STUDENT FUND RAISING

Policy No. 502.9

Students may raise funds for school-sponsored events with the permission of the principal. Fund raising by students for events other than school-sponsored events is not allowed. Collection boxes for school fund raising must have prior approval from the principal before being placed on school property.

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

Review & Revised
Fall of 2013
October 11, 2021

Student Personnel
Series 500

Policy Title: Health Certificate

Policy No. 503.1

A student enrolling for the first time in a school in the district shall submit a certificate of immunization from a licensed physician.

Reviewed & Revised
Fall of 2013
October 11, 2021

Student Personnel
Series 500

Policy Title: COMMUNICABLE DISEASES-STUDENTS

Policy No. 503.2

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

The health risk to an immune-depressed student attending school shall be determined by the student’s personal physician. The health risk to others in the school environment from the presence of a student with a communicable disease shall be determined on a case-by-case basis by public health officials.

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

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

Health data of a student is confidential, and it shall not be disseminated to any party without a direct interest.

It shall be the responsibility of the superintendent, in conjunction with the school nurse, to develop administrative regulations stating the procedures for dealing with students with a communicable disease. Appropriate hygienic practices shall be included in the administrative regulations.

Reviewed & Revised
Fall of 2013
October 11, 2021

Student Personnel
Series 500

Policy Title: Student Special Health Services

Policy No. 503.3

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

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

The record of special health services shall include:

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

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

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

Reviewed & Revised
Fall of 2013
October 11, 2021

Policy Title: Student Special Health Services (continued)

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

- an analysis and interpretation of the special health service needs, health status stability, complexity of the service, predictability of the service outcome, and risk of improperly performed service;
- the determination that the special health service, task, procedure, or function is part of the person's competence; and
- the determination of the assignment and delegation, based on the student's needs;
- a review of the designated person's competence; and
- the determination of initial and ongoing level of supervision required to ensure quality services.

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

Licensed health personnel shall instruct the qualified designated personnel to deliver and perform special health services contained in the individual health plan. Documentation of instruction and periodic updates shall be on file at the school.

Parents shall provide the usual equipment, supplies, and necessary maintenance for such. The equipment shall be stored in a secured area. Personnel responsible for the equipment shall be designated in the individual health plan.

Qualified designated personnel, other than licensed health personnel, shall be presumed to agree to provide the special health services unless presenting to district personnel a signed written refusal to provide such service.

Reviewed & Revised
Fall of 2013
October 11, 2021

Student Personnel
Series 500

Policy Title: Student Injury or Illness at School

Policy No. 503.4

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

The school district, while not responsible for medical treatment of an ill or injured student, will have authorized school personnel present administer emergency or minor first aid if possible. An ill or injured child will be turned over to the care of parents, the parent's designee, or qualified medical personnel as quickly as possible. In an emergency the school may cause a student to be transported to a doctor or hospital for treatment.

It shall be the responsibility of the teacher, principal, or the school nurse to file an accident report with the Business Office within 48 hours after the student is injured at school.

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

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

Reviewed & Revised
Fall of 2013
October 11, 2021

Student Personnel
Series 500

Policy Title: Use of Bicycles

Policy No. 503.5

The principal of each building shall make regulations concerning the riding of bicycles to and from school. The privilege of riding a bicycle to school may be withdrawn from a student for failure to observe these regulations.

Reviewed & Revised
Fall of 2013 October 11, 2021

Student Personnel
Series 500

Policy Title: Use of Motor Vehicles

Policy No. 503.6

Rules and regulations concerning student-driven vehicles in addition to state motor vehicle laws will be established by the building Principal. Motor vehicles should not be used during school hours unless special permission is given by the principal. The privilege of driving to school may be withdrawn by the principal from the student if she/he fails to comply with state law or rules and regulations as established by the principal.

Reviewed & Revised
Fall of 2013

October 11, 2021

Student Personnel
Series 500

Policy Title: Work Permits

Policy No. 503.7

The principal or his designee (Guidance) shall issue age and work permits to students when requested in accordance with provisions of state and federal child labor laws.

Reviewed & Revised
Fall of 2013
October 11, 202

Student Personnel
Series 500

Policy Title: Emergency School Closings

Policy No. 503.8

The Superintendent of Schools shall have the authority to close schools because of extreme weather or other emergency conditions for the length of time the emergency exists. She/he shall make provisions publicly to announce
Such closings via available mass communication media as soon as possible after the decision to close.

Every reasonable effort shall be made to have the students attend the total days annually as specified by statute, state departmental rules, and local school board policy.

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Fall of 2013
October 11, 2021

Student Personnel
Series 500

Policy Title: Student Insurance General

Policy No. 503.9

An all-pupil insurance program may be offered to parents of pupils in the district. The purchase of pupil insurance shall be voluntary, with the entire cost being paid by the student or his/her parent(s) except for special education supervised work/career programs.

The school shall not be liable for accidents occurring at school or in activity contests and practices, and therefore recommends that all pupils carry some form of insurance.

Reviewed & Revised
Fall of 2013
October 11, 2021

Student Personnel
Series 500

Policy Title: Student Insurance, Athletic

Policy No. 503.10

The school shall not be liable for accidents occurring at school or in athletic contests and practices. Therefore, the school recommends that all participants in athletics be privately insured and provide a signed waiver of insurance authorized by their parent's signature. A policy from an insurance company to be determined by the Superintendent may be obtained through the school with the entire cost being paid by the student or his/her parent(s).

Reviewed & Revised
Fall of 2013
October 11, 2021

Student Personnel
Series 500

Policy Title: Custody and Parental Rights

Policy No. 503.11

Disagreements between family members are not the responsibility of the school district. Court orders that have been issued are followed by the school district. It is the responsibility of the person requesting an action by the school district to inform and provide the school district the court order allowing such action.

The policy does not prohibit an employee from listening to a student's problems and concerns. It is the responsibility of the superintendent to ensure employees remain neutral in a disagreement about custody and parental rights.

Review & Revised
Fall of 2013
October 11, 2021

Student Personnel
Series 500

Policy Title: Student Marriage and Pregnancy

Policy No. 503.12

The policy and procedures should meet the needs of the students, but not at the expense of others. Factors which will be considered are:

1. Health and other physical factors.
2. Academic progress.
3. Disruption of the educational process.
4. Home and family responsibilities.
5. Equal application to both sexes.

Married Students: Attendance Regulation may be waived due to marriage. However, married students may be counseled to evaluate their school participation and home responsibilities.

Pregnancy: Students will be allowed to continue on a regular basis until considerations involving the following shall be made:

1. Doctor.
2. Academic progress and scheduling.
3. Disruption of the educational process.
4. Home and family responsibilities. Counseling may be given and the following priorities may be established in the following order:
5. Home and family responsibilities
6. Academic progress
7. Disruption of educational process.
8. Extracurricular activities.

Counseling may result in adjusting of schedule, elimination of some factors, or dropping from school. Any student dropping from school will be re-admitted up to age of 21 years.

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Fall of 2013
October 11, 2021

Student Personnel
Series 500

Policy Title: Communicable Diseases – Students

Policy No. 503.13

Students with a communicable disease will be allowed to attend school provided their presence does not create a substantial risk of illness or transmission to other students or employees. The term “communicable disease” will mean an infectious or contagious disease spread from person to person, or animal to person, or as defined by law.

Prevention and control of communicable diseases is included in the school district’s bloodborne pathogens exposure control plan. The procedures will include scope and application, definitions, exposure control methods of compliance, universal precautions, vaccination, post-exposure evaluation, follow-up, communication of hazards to employees and record keeping. This plan is reviewed annually by the superintendent and school nurse.

The health risk to immunosuppressed students is determined by their personal physician. The health risk to others in the school district environment from the presence of a student with a communicable disease is determined on a case-by-case basis by the student’s personal physician, a physician chosen by the school district or public health officials.

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

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

NOTE: This policy is consistent with current health practices regarding communicable diseases. The bloodborne pathogen language in the second paragraph and accompanying regulation is in compliance with federal law on control of bloodborne pathogens.

Revised October 11, 2021

Student Personnel
Series 500

Policy Title: Wellness Policy

Policy No. 503.14

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

The school district provides a comprehensive learning environment for developing and practicing lifelong wellness behaviors. The entire school environment, not just the classroom, shall be aligned with healthy school district goals to positively influence a student's understanding, beliefs and habits as they relate to good nutrition and regular physical activity. The school district supports and promotes proper dietary habits contributing to students' health status and academic performance. Foods should be served with consideration toward nutritional integrity, variety, appeal, taste, safety and packaging to ensure high quality meals.

Nutrition Education and Promotion

The school district will provide nutrition education and engage in nutrition promotion that:

- Is offered as part of a comprehensive, standards-based program designed to provide students with the knowledge and skills necessary to promote and protect their health;
- Includes enjoyable, developmentally appropriate, culturally relevant participatory activities;
- Promotes fruits, vegetables, whole-grain products, low-fat and fat-free dairy products, healthy food preparations methods and health-enhancing nutrition practices;
- Emphasizes caloric balance between food intake and physical activity.
- Includes training for staff
- Is part of not only health classes, but also classroom instruction
- Garden-enhanced instruction is included in the curriculum and reinforced through the foods grown on the school premises.

Physical Activity Goals

The school district will provide physical education that:

- Is for all student in grades K-12 throughout the school year;
- Is taught by a certified physical education teacher;
- Includes student with disabilities; students with special health care, needs may be provided in alternative educational settings;
- Engages students in moderate to vigorous activity during at least 50 percent of the physical education class time.

Daily Recess -Elementary schools should provide recess for students that:

- Is at least 20 minutes a day.
- Is preferably outdoors.
- Encourages moderate to vigorous physical activity verbally and through the provision of space and equipment; and,
- Discourage extended periods (i.e., periods of two or more hours) of inactivity

When activities, such as mandatory school-wide testing, make it necessary for students to remain indoors for long periods of time, schools should give students periodic breaks during which they are encouraged to stand and be moderately active.

Physical Activity and Punishment - Staff should not use physical activity (e.g.; running laps, pushups) or withhold opportunities for physical activity (e.g.; recess, physical education) as punishment.

Physical Activity Opportunities after School- After-school childcare and enrichment programs will provide and encourage-verbally, and through the provision of space, equipment, and activities-daily periods of moderate to vigorous activity for all participants.

Use of Facilities outside of school Hours- School facilities will be available outside of normal school hours to students, community members, and staff. School policies concerning these areas and safety concerns will apply at all times.

Integrating Physical Activity into Classroom Settings-For students to receive the nationally recommended amount of daily physical activity and for students to fully embrace regular physical activity as a personal behavior, students need opportunities for physical activity beyond the physical education class. Toward that end, the school district will:

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

Communication with Parents

The school district will support parents' efforts to provide a healthy diet and daily physical activity for their children. The school district will:

- Will send home nutrition information, such as Pick a Better Snack, every other month and throughout the school year as it applies.

- Encourage parents to pack healthy lunches and snacks and to refrain from including beverages and foods that do not meet the established nutrition standard for individual foods and beverages.
- Provide parents a list of foods that meet the school district's snack standards and ideas for healthy celebrations/parties, rewards, and fundraising activities.
- Provide opportunities for parents to share their healthy food practices with others in the school community.
- Provide information about physical education and other school-based and community-based physical activity opportunities before, during and after the school day.
- Include sharing information about physical activity and physical education through a web site, newsletter, other take-home materials or/or special events.

Food Marketing in Schools

School-based marketing will be consistent with nutrition education and health promotion. The school district will:

- Limit food and beverage marketing to the promotion of foods and beverages that meet the nutrition standards for meals or for foods and beverages sold individually.
- Prohibit school-based marketing of brands promoting predominantly low-nutrition foods and beverages
- Promote healthy foods, including fruits, vegetables, whole grains, and low-fat dairy products; and
- Market activities that promote healthful behaviors including vending machine covers promoting water, pricing structures that promote healthy options in a la carte lines or vending machines; sales of fruit for fundraisers, etc.

Staff Wellness

The school district values the health and well-being of every staff member. Activities/programs that encourage healthy eating, physical activity, and other elements of a healthy lifestyle among employees, like those offered through LHI, will be promoted by the school district through sharing of information with employees and encouragement to participate as able.

NUTRITION GUIDELINES FOR ALL FOODS AVAILABLE ON CAMPUS

School Meals

Meals served through the National School Lunch and Breakfast Programs will:

- be appealing and attractive to children.
- be served in a clean and pleasant settings
- meet, at a minimum, nutrition requirements established by state and federal law:
- offer a variety of fruits and vegetables, legumes, and whole grains.

- serve only low-fat or fat-free milk and nutritionally equivalent non-dairy alternatives (as defined by the USDA).
- ensure that half of the served grains are whole grain.

Breakfast

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

- Operate the breakfast program, to the extent possible.
- Utilize methods to serve breakfasts that encourage participation, including serving “grab-and-go” breakfasts.
- Notify parents and students of the availability of the School Breakfast Program,
- Encourage parents to provide a healthy breakfast for their children through newsletter articles, take-home materials, or other means.

Free and Reduced-Priced Meals

The school district will make every effort to eliminate any social stigma attached to and prevent the overt identification of students who are eligible for free and reduced-price meals. Toward this end, the school district may:

- utilize electronic identification and payment systems
- promote the availability of meals to all students

Mealtimes and Scheduling

The school district:

- will provide students with at least 10 minutes to eat after sitting down for breakfast and 20 minutes after sitting down for lunch.
- should schedule meal periods at appropriate times e.g., lunch should be scheduled between 11 am and 1 pm; should not schedule tutoring, club or organizational meetings or activities during mealtimes, unless students may eat during such activities.
- will schedule lunch periods to follow recess periods whenever possible.
- will provide students access to hand washing or hand sanitizing before they eat meals or snacks; and,
- should take reasonable steps to accommodate the tooth-brushing regimens of students with special oral health needs (e.g.; orthodontia or high tooth decay risk).

Qualifications of Food Service Staff

Qualified food service staff will administer the meal programs. As part of the district's responsibility to operate a food service program, the school district will provide continuing professional development for food service staff.

Sharing of Foods

The school district discourages students from sharing their foods or beverages with one another during meal or snack times, given concerns about communicable diseases, allergies and other restrictions on some children's diets.

Foods Sold Outside the Meal (e.g. vending, a la carte, sales)

All foods and beverages sold individually outside the reimbursable meal programs (including those sold through a la carte lines, vending machines, student stores or fundraising activities) during the school day, or through programs for students after the school day will meet nutrition standards as required by state or federal law. For current guidelines, go to [Http://tinyurl.com/Iowa-HKA](http://tinyurl.com/Iowa-HKA).

Fundraising Activities

There are two types of fundraising-regulated and other. Regulated fundraisers are those that offer the sale of foods or beverages on school property and that are targeted primarily to PK-12 students by or through other PK-12 students, student groups, school organizations, or through on-campus stores. Regulated fundraising activities must comply with the state nutrition guidelines. All other fundraising activities are encouraged, but not required, to comply with the state nutrition guidelines if the activities involve foods and beverages.

Snacks

Snacks served during the school day or in after- school care or enrichment programs will make a positive contribution to children's diets and health, with an emphasis on serving fruits and vegetables as the primary snacks and water or milk as the primary beverage. Schools will assess if and when to offer snacks based on timing of meals, children's nutritional needs, children's ages, and other considerations. The school district will disseminate a list of healthful snack items to teachers, after-school program personnel, and parents.

Reviewed & Revised

6/14/2021

Rewards

The school district will not use foods or beverages, especially those that do not meet the nutrition standards for foods and beverages sold individually, as rewards for academic performance or good behavior, and will not withhold food or beverages (including food served through meals) as a punishment.

Celebrations

The wellness committee will evaluate celebration practices that involve food during the school day. The school district will disseminate a list of healthy party ideas to parents and teachers.

Food Safety

All foods sold or prepared on campus adhere to food safety and security guidelines.

- All foods made available on campus comply with the state and local food safety and sanitation regulations. Hazard Analysis and Critical Control Points (HACCP) plans, and guidelines are implemented to prevent food illness in schools. http://www.fns.usda.gov/tn/Resources/servingsafe_chapter6.pdf
- For the safety and security of the food and facility, access to the food service operations are limited to food service staff and authorized personnel
- Student groups serving food items will be instructed in proper food handling according to HACCP guidelines

Plan for Measuring Implementation

Monitoring

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

In the school district:

- The principals will ensure compliance with those policies in the school and will report on the school's compliance to the superintendent; and,
- Food service staff, at the school or school district level, will ensure compliance with nutrition policies within food service areas and will report on this matter to the superintendent or principal.
- The MFL MarMac School District will report on the most recent administrative review findings and any resulting changes.
- The superintendent will develop a summary report every three years on school district-wide compliance with the school district's established nutrition and physical activity wellness policies, based on input from schools with the school district; and,
- The report will be provided to the school board and distributed to all school wellness committees, parent/teacher organizations, principals, and health service personnel in the district. The report will be available to all patrons of the district through its publication in the school newsletter and the report being placed on the school website.

Policy Review

To help with the initial development of the school district's wellness policies, MFL MarMac Community School District will conduct a baseline assessment of the school's existing nutrition and physical activity environments and practices. The results of those school-by-school assessments will be compiled at the school district level to identify and prioritize needs.

Assessments will be repeated every three years to help review policy compliance, assess progress, and determine areas in need of improvement. As part of that review, the school district will review the nutrition and physical activity policies and practices and the provision of an environment that supports healthy eating and physical activity. The school district, and individual schools within the school district will, revise the wellness policies and develop work plans to facilitate their implementation.

Reviewed & Revised

6/14/2021

Student Personnel
Series 500

Policy Title: Student Records

Policy No. 504.1

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

Parents and eligible students will have access to the student's education records during the regular business hours of the school district. An eligible student is a student who has reached eighteen years of age or is attending an institution of post-secondary education at the post high school level. Parents of an eligible student are provided access to the education records only with the written permission of the eligible student unless the eligible student is defined as a dependent by the Internal Revenue Code. In that case, the parents may be provided access without the written permission of the student. A representative of the parents or eligible student, who has received written permission from the parents or eligible student, may inspect and review a special education student's education record. Parents, other than parents of an eligible student, may be denied access to a student's records if the school district has a court order stating such or when the district has been advised under the appropriate laws that the parents may not access the student records.

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

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

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

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

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

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If the school district determines that amendment of the education record is not appropriate, it will inform the parents or the eligible student of their right to a hearing before the hearing officer provided by the school district. If the parents' and the eligible student's request to amend the education record is further denied following the hearing, the parents or the eligible student are informed that they have a right to place an explanatory letter in the student record commenting on the school district's decision or setting forth the reasoning for disagreeing with the school district. Additions to the education records will become a part of the student education record and be maintained like other student records. If the school district discloses the education records, the explanation by the parents will also be disclosed.

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

to school officials within the school district and AEA personnel whom the superintendent has determined to have a legitimate educational interest, including, but not limited to, board members, employees, school attorney, auditor, health professionals, and individuals serving on official school committees; to officials of another school district in which the student wishes to enroll, provided the other school district notifies the parents the student records are being sent and the parents have an opportunity to receive a copy of the records and challenge the contents of the records unless the annual notification includes a provision that records will automatically be transferred to new school districts; to the U.S. Comptroller General, the U.S. Secretary of Education or state and local educational authorities; in connection with financial aid for which the student has applied or which the student has received if the information is necessary to receive the financial aid; to organizations conducting educational studies and the study does not release personally identifiable information; to accrediting organizations; to parents of a dependent student as defined in the Internal Revenue Code; to comply with a court order or judicially issued subpoena;

[consistent with an interagency agreement between the school district and juvenile justice agencies] in connection with a health or safety emergency; or, as directory information.

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

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October 11, 2021

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

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

When personally identifiable information, other than permanent student records, no longer needs to be maintained by the school district to provide educational services to a special education student, the parents or eligible student are notified. This notice is normally given after a student graduates or otherwise leaves the school district. If the parents or eligible student request that the personally identifiable information be destroyed, the school district will destroy the records. Prior to the destruction of the records, the school district must inform the parents or eligible student the records may be needed by the parents or eligible student for social security benefits or other purposes. In the absence of parents or an eligible student's request to destroy the records, the school district must maintain the records for at least three years after an individual is determined to be no longer eligible for special education.

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

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

The school district may share any information with the agencies contained in a student's permanent education record which is directly related to the juvenile justice system's ability to effectively serve the student. Prior to adjudication information contained in the permanent record may be disclosed by the school district to the parties without parental consent or court order. Information contained in a student's permanent record may be disclosed by the school district to the agencies after adjudication only with parental consent or a court order. Information shared pursuant to the agreement is used solely for determining the programs and services appropriate to the needs of the student or student's family or coordinating the delivery of programs and services to the student or student's family. Information shared under the agreement is not admissible in any court proceedings which take place prior to a disposition hearing, unless written consent is obtained from a student's parent, guardian, or legal or actual custodian.

Confidential information shared between the school district and the agencies will remain confidential and will not be shared with any other person, unless otherwise provided by law. Information shared under the agreement is not admissible in any court proceedings which take place prior to a disposition hearing, unless written consent is obtained from a student's parent, guardian, or legal or actual custodian. The school district may discontinue information sharing with an agency if the school district determines that the agency has violated the intent or letter of the agreement.

Agencies will contain the principal of the attendance center where the student is currently or was enrolled. The principal will then forward copies of the records within 10 business days of the request.]

Reviewed & Revised 2021

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

It is the responsibility of the superintendent to annually notify parents and eligible students of their right to inspect and review the student's records. The notice is given in a parents' or eligible student's native language.

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

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Student Personnel
Series 500

Policy Title: Annual Notice

Policy No. 504.2

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

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

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

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

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

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

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

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, AEA employees, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or student assistance team, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (Note: FERPA requires a school district to make a reasonable attempt to notify the parent or eligible student of the records request unless it states in its annual notification that it intends to forward records on request.)]

- (4) The right to inform the school district that the parent does not want directory information, as defined below, to be released. Any student over the age of eighteen or parent not wanting this information released to the public must make objection in writing by August 1 to the principal. The objection needs to be renewed annually.

Student Personnel
Series 500

Policy No. 504.2

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

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

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

[The School District may share any information with the Parties contained in a student's permanent record which is directly related to the juvenile justice system's ability to effectively serve the student. Prior to adjudication information contained in the permanent record may be disclosed by the school district to the Parties without parental consent or court order. Information contained in a student's permanent record may be disclosed by the School District to the Parties after adjudication only with parental consent or a court order. Information shared pursuant to the agreement is used solely for determining the programs and services appropriate to the needs of the student or student's family or coordination the delivery of programs and services to the student or student's family. Information shared under the agreement is not admissible in any court proceedings which take place prior to a disposition hearing, unless written consent is obtained from a student's parent, guardian, or legal or actual custodian. This agreement only governs a school district's ability to share information and the purposes for which that information can be used.

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

The party requesting the information will contact the principal of the building in which the student is currently enrolled or was enrolled. The principal will forward the records within 10 business days of the request.

Confidential information shared between the Parties and the school district will remain confidential and will not be shared with any other person, unless otherwise provided by law. Information shared under the agreement is not admissible in any court proceedings which take place prior to a disposition hearing, unless written consent is obtained from a student's parent, guardian, or legal or actual custodian.]

Reviewed & Revised
Fall of 2013
October 11, 2021

Student Personnel
Series 500

Policy Title: Annual Notice (Spanish Version)

Policy No. 504.2a

LaFERPA (Family Educational Rights and Privacy Act), la ley que trata sobre el derecho a la privacidad y los derechos educativos de la familia, le depara a los padres y a los estudiantes mayores de dieciocho años (estudiantes emancipados) ciertos derechos con respect a los expedients academicos del estudiante. Estos derechos estan a continuacion:

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

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

- (2) El derecho a solicitar una enmienda de los expedients academicos del estudiante, los cuales piensan los padres o el estudiante emancipado que estan incorrectos, que son enganosos o que quebrantan los derechos del estudiante a su privacidad.

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

Si el distrito escolar decide no enmendar el expediente, segun la solicitud de los padres o de los estudiantes emancipados; el distrito notificara a los padres o al estudiante emancipado de esta decision y les informara de su derecho a tener una audiencia con relacion a la solicitud de enmienda. Cuando se le notifique del derecho a tener una audiencia, el padre, la madre o el estudiante emancipado tambien recibira informacion adicional sobre los procedimientos de la audiencia.

- (3) El derecho al consentimiento de la divulgacion de informacion contenida en el expediente academic del estudiante y que lo identifica personalmente, a la excepcion de lo que autoriza FERPA divulgar sin consentimiento.

Una excepcion que permite la divulgacion de informacion sin consentimiento es la divulgacion de informacion a los oficiales escolares que tienen intereses educativos legitimos. Un official escolar es una persona que es empleado del distrito ya sea como administrador, supervisor, instructor, personal auziliar (incluyendo el personal medico o de servicios de salud y el personal policial), una persona miembro de la junta escolar, una persona o compania con quien el distrito ha contratado para realizar una tarea especial (tal como un abogado, interventor de cuentas, empleados del AEA (Agencias de Educacion Regionales), asesor medico o terapeuta), o como un padre o estudiante que participa en un comite official, tal como un comite disciplinario o de quejas, o un equipo auxiliary de estudiantes, o como uno persona que ayuda a otro official escolar a realizar sus tareas.

Un official escolar tiene un interes escolar legitimo si el official necesita revisar un expediente academic a fin de cumplir con su obligacion profesional.

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

- (4) El derecho de informarle al distrito escolar de que el padre o la madre no quieren que se comunique al público la información contenida en el directorio, tal como se define abajo. Cualquier estudiante mayor de dieciocho años de edad o padre o madre que no quiera que se comunique al público esta información puede hacer una objeción de los escribiéndole al director a más tardar el 8/1, Ocho – Uno. La objeción tiene que ser renovada anualmente.

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

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

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

[El Distrito Escolar puede intercambiar con cualquiera de las Partes cualquier información contenida en el expediente académico permanente del estudiante. Esta información debe estar relacionada directamente con la capacidad del Sistema de justicia de menores para servir efectivamente al estudiante. Antes de la adjudicación, la información contenida en el expediente permanente puede ser divulgada por parte del Distrito Escolar a las Partes sin consentimiento de los padres y sin una orden judicial. Después de la adjudicación, la información contenida en el expediente permanente del estudiante solamente podrá ser divulgada con consentimiento de los padres o por medio de una orden judicial. La información que se intercambie conforme con un acuerdo, será utilizada únicamente para determinar los programas y los servicios apropiados para las necesidades del estudiante o de la familia del estudiante. También se podrá utilizar para coordinar la entrega de los programas y los servicios al estudiante o la familia del estudiante. A menos que se obtenga un consentimiento por escrito de parte de los padres de un estudiante, del guardián o del custodio legal o real del estudiante, la información que se intercambie en virtud de un acuerdo, no será admisible en ningún procedimiento judicial que tenga lugar antes de una audiencia de disposición. Este acuerdo solamente rige la capacidad de un distrito escolar para intercambiar información y rige los propósitos para los cuales se puede utilizar esa información.

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

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

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

Student Personnel
Series 500

Policy Title: Internal Accounts

Policy No. 504.3

Collection of any funds for school activities must have the recommendation of the building Principal and the approval of the Superintendent. All such funds shall be under the financial control of the Board of Directors.

Records and procedures relating to internal accounts shall be in accordance with those found in Uniform Financial Accounting for Iowa Schools published by the Department of Public Instruction.

An audit of these accounts shall be made at the same time as the annual audit of school funds.

Reviewed & Revised
Fall of 2013
October 11, 2021

Student Personnel
Series 500

Policy Title: Class or Group Gift to School

Policy No. 504.4

Student groups may make expenditures for gifts to the district upon securing the recommendation of the building Principal and the approval of the Superintendent. Gifts may be accepted and acknowledged by the Superintendent or his designated representative acting for the Board of Directors.

Reviewed & Revised
Fall of 2013
October 11, 2021

Student Personnel
Series 500

Policy Title: Commencement

Policy No. 504.5

1. The Board will make an annual review of the student handbooks and registration booklets and will amend or adopt the same, including curricular and extra-curricular offerings, as well as the graduation requirements.
2. Only credits earned in an accredited high school or college will be accepted as meeting the requirements for graduation.
3. EXCEPTION: By permission of the administration, up to one unit of credit will be accepted from an accredited correspondence school. This should be interpreted to mean that only in absolute graduate credit need would this approval be given.

Student Personnel
Series 500

Policy Title: Interviews with Students

Policy No. 504.6

A student may not be interviewed in school unless the Principal or, another delegated staff member is present. (See exception – Line 2) No interviews shall be granted unless the Principal deems it essential to the welfare of the pupil or is directed to do so by court order, or an independent Social Services interview is required in a child abuse case.

Reviewed & Revised
Fall of 2013
October 11, 2021

Student Personnel
Series 500

Policy Title: Student Directory Information

Policy No. 504.7

Student directory information is designed to be used internally within the school district to assist certified personnel. Student directory information will be provided to the public without parent's consent unless the parents have notified the administration within the deadline set in the annual notice that they do not want directory information or portions of it to be released without their consent.

Directory information shall be defined in the annual notice. It shall include, but not be limited to, the student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, and other similar information.

Prior to developing a student directory or to giving general information to the public, parents will be given notice annually of the intent to develop a directory or to give out general information and have the opportunity to deny the inclusion of their child's information in the directory or in the general information distributed about the students.

It shall be the responsibility of the superintendent to provide notice in concert with board policy, "Student Records Access."

Student Personnel
Series 500

Policy Title: Good Conduct Rule

Policy No. 504.8

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

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

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

Reviewed & Revised
Fall of 2013
October 11, 2021

Student Personnel
Series 500

Policy Title: Fines – Fees - Charges

Policy No. 504.9

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

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

Reviewed & Revised
Fall of 2013
October 11, 2021

Student Personnel
Series 500

Policy Title: Homeless Children and Youth

Policy No. 504.10

The MFL MarMac School District believes all students should have access to a free, appropriate public education. The district will ensure that homeless children and youth have equal access to the same free, appropriate public education as other children and youth.

The term “homeless children and youth” means individual who lack a fixed, regular, and adequate nighttime residence. This definition includes children and youth who are:

- : Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason.
- : Living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations
- : Living in emergency or transitional shelters
- : Abandoned in hospitals

Children and youth who have a primary nighttime residence that is a public or private place not designed for, or ordinarily used as a regular sleeping accommodation for human beings.

Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings

To help ensure that homeless children and youth have a full opportunity to enroll, attend, and succeed at school, the Board shall:

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

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

Student Personnel
Series 500

Policy Title: Duties of Liaison for homeless children

Policy No. 504.11

1. Assure that adequate identification process exists
2. Assure postings and notifications in the Outlook
3. Keep records of homeless children
4. Assure policy provision of 504.10 are met

Liaison: Guidance department
As administered by Dale Crozier, Superintendent

Reviewed & Revised
Fall of 2013, November 2018
October 11, 2021

Student Personnel
Series 500

Policy Title: Acceptable Use – Technology/Internet

Policy No. 504.12

The board realizes that there is a need to develop policies and procedure for internet acceptable use. Because technology is a vital part of the school district curriculum, the Internet will be made available to employees and students.

Because of this liberty, the threat of abuse is present. Considering this, the administration shall create an internet and school network acceptable and appropriate use policy. This policy shall be enforced and shall be in place for all aspects of student and employee use of technology in the district.

Reviewed & Revised
Fall of 2013
October 11, 2021

INTERNET and SCHOOL NETWORK – APPROPRIATE USE

Because technology is a vital part of the school district curriculum, the Internet will be made available to employees and students. Appropriate and equitable use of the Internet will allow employees and students to access resources unavailable through traditional means.

Students will be provided with user accounts on the school' file servers. Electronic mail (E-mail) accounts will only be provided as requested by the student's teacher when necessary for educational studies or projects. The district does not support the use of private (non-school) e-mail accounts.

The Internet can provide a vast collection of educational resources for students and employees. It is a global network, which makes it impossible to control all available information. Because information appears, disappears and changes constantly, it is not possible to predict or control what students may locate. The school district makes no guarantees as to the accuracy of information received on the Internet. Although students will be under teacher supervision while on the network, it is not possible to constantly monitor individual students and what they are accessing on the network. Students' Internet activities will be monitored by the school district to ensure students are not accessing inappropriate sites that have visual depictions that included obscenity, child pornography or are harmful to minors. (The school District will use technology protection measures to protect students from inappropriate access.)

Although the district cannot be responsible for how students use the Internet while not at school, the district does acknowledge that cyber bullying, cyber harassment, and other negative activities can affect students academically and socially. To encourage safe Internet use, the district has implemented an Internet Safety curriculum available in grades K-12.

Employees and students will be instructed on the appropriate use of the Internet. Parents will be required to sign a permission form to allow their student to access the Internet. Students will sign a form acknowledging they have read and understand the Internet Acceptable Use policy and regulations, that they will comply with the policy and regulations and understand the consequences for violation of the policy or regulations.

Legal References: Children's Internet Protection Act, 47 U.S.C, :254(h)
Iowa Code: 279.8 (1999)

Reviewed & Revised
Fall of 2013
October 11, 2021

INTERNET ACCESS PERMISSION LETTER TO PARENTS

Your child has access to electronic communication known as the Internet. The Internet is a world-wide, publicly accessible network consisting of millions of smaller interconnected computer networks. The vast domain of information contained within the Internet's libraries can provide unlimited opportunities to students.

Students will be provided with user accounts on the schools' file servers. Electronic mail (E-mail) accounts will only be provided as requested by the student's teacher when necessary for educational studies or projects. The district does not support the use of private (non-school) e-mail accounts.

Students will be expected to abide by the following network etiquette:

- The use of the network is a privilege and may be taken away for violation of board policy or regulations. As a user of the Internet, students may be allowed access to other networks. Each network may have its own set of policies and procedures. Students will abide by the policies and procedures of these other networks.
- Students will respect all copyright and license agreements.
- Students will cite all quotes, references, and sources.
- Students will apply the same privacy, ethical and educational considerations utilized in other forms of communications.
- Students accessing electronic mail on school computers should adhere to the following guidelines:
 - Others may be able to read or access the mail, so private messages should not be sent.
 - Delete unwanted messages immediately.
 - Use of objectionable language is prohibited.
 - Always sign messages.
 - Always acknowledge receipt of a document or file.
- Students accessing Internet services that have a cost involved will be responsible for payment of those costs.
- Students may only connect personal computers (laptops) to the school's network after verification by the building tech coordinator that it is protected by up-to-date anti-virus and malware prevention software.

INTERNET ACCESS AUTHORIZATION AND CERTIFICATION FORM FOR PARENTS

Please sign the form on the appropriated line indicating whether or not you would like your child to be granted Internet access while at school.

Student Name _____ Grade _____

Building (circle one) Monona McGregor Date _____

Sign here if you **DO** grant permission for Internet access _____
(Parent or guardian's signature = **YES!**)

Sign here if you **DO NOT** grant permission for Internet access _____
(Parents or guardian's signature = **NO!**)

INTERNET ACCESS AUTHORIZATION AND CERTIFICATION FORM FOR STUDENTS

If you have been granted permission for Internet access by your parent/guardian, please respond to the following:

I have read the expected network etiquette and agree to abide by these provisions. I understand that violation of these provisions may constitute suspension or revocation of Internet privileges.

I agree to be responsible for payment of costs incurred by accession any Internet services that have a cost involved.

(Student signature)

INTERNET/SCHOOL NETWORK APPROPRIATE USE VIOLATION NOTICE

Student: _____

Teacher: _____

Date: _____

Students who access restricted items on the Internet/School Network or are found guilty of negative online activity are subject to the appropriate action described in the school’s discipline policy or student handbook or to the following consequences:

_____ First Offense:

The above student has violated the Student Internet Policy by intentionally accessing restricted material. He/She may lose Internet and/or school computer network access for up to three weeks at the discretion of the supervising teacher and/or the building principal. As a consequence of this violation, the above student has lost Internet and/or school network access for a period of _____.

_____ Second Offense:

The above student has violated the Student Internet Policy by intentionally accessing restricted material for a second time. As a consequence of this violation, the above student has lost Internet and/or school network access for a period of _____.

_____ Third Offense:

The above student has violated the Student Internet Policy by intentionally accessing restricted material for a third time. As a consequence of this violation, the above student has forfeited all Internet and/or school network privileges for a period of _____ or the balance of the school year.

.....

COMMENTS:

.....

Copy to: _____ Student _____ Parent _____ Cumulative Folder
 _____ Principal _____ Teacher _____ Advisor

INTERNET/SCHOOL NETWORK – APPROPRIATE USE REGULATION

I. Responsibility for Internet Appropriate Use.

- A. The authority for appropriate use of electronic Internet resources is delegated to the licensed employees. For the purpose of this policy, Internet is defined as:

The Internet is a World-wide, publicly accessible network that consists of millions of smaller interconnected domestic, academic, business, and government networks, which together carry various information and services, such as electronic mail, online chat, file transfer, and the inter-linked webpages and other documents of the world wide web.

- B. Instruction in the proper use of the Internet system will be available to employees who will then provide Similar instruction to their students.
- C. Employees are expected to practice appropriate use of the Internet, and violations may result in discipline up to, and including, discharge.

II. Internet Access.

- A. Access to the Internet is available to teachers and students as a source of information and a vehicle of communication.
- B. Students will be able to access the Internet through their teachers. Individual student accounts and electronic mail addresses may be issued to students at this time.
1. Making Internet access available to students carries with it the potential that some students might encounter information that may not be appropriate for students. However, on a global network, it is impossible to control all materials. Because information on the Internet appears, disappears and changes, it is not possible to predict or control what students may locate.
 2. It is a goal to allow teachers and students access to the rich opportunities on the Internet, while we protect the rights of students and parents who choose not to risk exposure to questionable material.
 3. The smooth operation of the network relies upon the proper conduct of the end users, who must adhere to Strict guidelines which require efficient, ethical and legal utilization of network resources.
 4. To reduce unnecessary system traffic, users may use real-time conference features such as talk/chat/Internet Relay chat only as approved by the supervising teacher.
 5. Transmission of material, information or software in violation of any board policy or regulation is prohibited.
 6. The school district makes no guarantees as to the accuracy of information received on the Internet.

- III. Permission to Use Internet – Upon a student’s enrollment in the district or upon entering a district attendance center due to advancement (4th & 9th grades), parents will be given the opportunity to grant/deny permission for their student to use the Internet using the prescribed form.

IV. Student Use of Internet

- A. Equal Opportunity- The Internet is available to all students within the school district through teacher access. The amount of time available for each student may be limited by the number of available workstations and the demands for each workstation.
- B. On-line Etiquette.
1. The use of the network is a privilege and may be taken away for violation of board policy or regulations. As user of the Internet, students may be allowed access to other networks. Each network may have its own set of policies and procedures. It is the user's responsibility to abide by the policies and procedures of these other networks.
 2. Students should adhere to on-line protocol:
 - a. Respect all copyright and license agreements.
 - b. Cite all quotes, references and sources.
 - c. Apply the same privacy, ethical and educational considerations utilized in other forms of communication.
 3. Students accessing electronic mail should adhere to the following guidelines:
 - a. Others may be able to read or access the mail so private messages should not be sent.
 - b. Delete unwanted messages immediately.
 - c. Use of objectional language is prohibited.
 - d. Always sign messages.
 - e. Always acknowledge receipt of a document or file.
- C. Restricted Material – Students will not intentionally access or download any file (text, audio, photo, or video) or engage in any conference that includes material which is obscene, libelous, indecent, vulgar, profane, or lewd; advertises any product or service not permitted to minors by law; constitutes insulting or fighting words, the very expression of which injures or harasses others; or presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.
- D. Unauthorized Costs – If a student gains access to any service via the Internet which has a cost involved or if a student incurs other types of costs, the student accessing such a service will be responsible for those costs.

V. Student Violations- Consequences and Notifications.

Students who access restricted items on the Internet/School Network or are found guilty of negative online activity are subject to the appropriate action described in board policy or regulations or the following consequences:

1. First Violation – A verbal and written “Warning” notice will be issued to the student. The student may lose Internet and/or school computer network access for a period to be determined at the discretion of the supervising teacher and/or building principal. A copy of the notice will be mailed to the student's parent and a copy provided to the supervising teacher and/or building principal.
2. Second Violation – A verbal and written “Second Violation” notice will be issued to the student. A copy of the notice will be sent to the student's parent and a copy provided to the building principal. The student will forfeit all Internet and/or school computer network privileges for a period to be determined.
3. Third Violation – A verbal and written “Third Violation” notice will be issued to the student. A copy of the notice will be sent to the student's parent and a copy provided to the building principal. the student will forfeit all Internet and/or school computer network privileges for _____ or for the balance of the school year.

SCHOOL DISTRICT WEB PAGES

The Internet provides a valuable learning tool for the students and staff and offers another communications vehicle for informing the public about school programs and activities. The board authorizes the establishment of a school district web site. Only those web pages approved by the board and maintained in accordance with board policy and administrative procedures will be recognized as official representations of the school district.

The superintendent is responsible for assigning an individual responsible for maintaining the web pages. The superintendent, in conjunction with the responsible individual, will develop administrative regulations regarding the web site.

Reviewed & Revised
Fall of 2013
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MFLMarMac Internet Acceptable Use

The Technology Committee of the MFL MarMac Community School District has developed an Internet Acceptable Use Policy for its students and staff. It has been approved by the School Board and is now being implemented. This policy and the school's Internet filtering system are in place to protect the students and school from both accidental and intentional exposure to inappropriate content while using the Internet. Parts of the Acceptable Use Policy (AUP) have been included in this packet of information.

Directions

Students: Your teacher or advisor will be discussing acceptable use with you. You may then sign your name at the bottom of the form on the back side of this sheet certifying that you understand and will abide by the provisions of the policy. Then you are to take this handout home for your parents to sign (unless already completed). When signed, please return it to your teacher/advisor.

Parents: Please read the information contained in these pages and take the time to discuss appropriate use with your son/daughter. Then sign the Internet access permission form on the back side of this sheet indicating whether your permission is or is not being granted for your child to use the Internet while at school. Have your child return the completed form to his/her teacher/advisor. Feel free to contact the school if you have questions regarding this policy.

Appendix A

INTERNET AND SCHOOL NETWORK-APPROPRIATE USE

Because technology is a vital part of the school district curriculum, the Internet will be made available to employees and students. Appropriate and equitable use of the Internet will allow employees and students to access resources unavailable through traditional means.

Students will be provided with user accounts on the schools' file servers. Electronic mail (E-mail) accounts will only be provided as requested by the student's teacher when necessary for educational studies or projects. The district does not support the use of private (non-school) email accounts.

The Internet can provide a vast collection of educational resources for students and employees. It is a global network, which makes it impossible to control all available information. Because information appears, disappears and changes constantly, it is not possible to predict or control what students may locate. The school district makes no guarantees as to the accuracy of information received on the Internet. Although students will be under teacher supervision while on the network, it is not possible to constantly monitor individual students and what they are accessing on the network. Students' Internet activities will be monitored by the school district to ensure students are not accessing inappropriate sites that have visual depictions that included obscenity, child pornography or are harmful to minors. (The school district will use technology protection measures to protect students from inappropriate access.)

Although the district cannot be responsible for how students use the Internet while not at school, the district does acknowledge that cyber bullying, cyber harassment, and other negative activities can affect students academically and socially. To encourage safe Internet use, the district has implemented an Internet Safety curriculum available in grades K-12.

Employees and students will be instructed on the appropriate use of the Internet. Parents will be required to sign a permission form to allow their student to access the Internet. Students will sign a form acknowledging they have read and understood the Internet Acceptable Use policy and regulations, that they will comply with the policy and regulations and understand the consequences for violation of the policy or regulations.

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