

PCM STUDENT & PARENT HANDBOOK

2018-2019



Mustang Motto:
Be Safe, Be Respectful, Be Responsible

This handbook is a general source of information and may not include every possible situation that could arise. If a conflict exists between information in this handbook and the board policies or administrative procedures, the board policies and procedures shall govern.

Board Policies

Board policies are established for the success, safety, and protection of all students. Board policies are subject to revision at any point during the year. Board policies are available on the district's website.

Handbook Subject to Change

Although every effort will be made to update the handbook on a timely basis, PCM Community School District reserves the right, and has the sole discretion, to change any policies or procedures without notice, consultation, or publication, except as may be required by contractual agreements and law. The PCM Community School District reserves the right, and has the sole discretion, to modify or change any portion of this handbook at any time. Please refer to referenced board policies for the most current version.

Definitions

In this handbook, the word "parent" also means "guardian" unless otherwise stated. An administrator's title, such as superintendent or principal, also means that individual's designee unless otherwise stated. The term "school grounds" includes the school district facilities, school district property, property within the jurisdiction of the school district or school district premises, school-owned or school-operated buses or vehicles and chartered buses. The term "school facilities" includes school district buildings and vehicles. The term "school activities," means all school activities in which students are involved whether they are school-sponsored or school-approved, whether they are an event or an activity, or whether they are held on or off school grounds.

Non-Discrimination Statement

It is the policy of the PCM Community School District not to discriminate in educational programs and employment practices on the basis of: race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity, and socioeconomic status (for programs).

There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact or submit the grievance form to Greg Bonnett, Equity Coordinator, at (641) 259-2315 or gbonnett@pcmonroe.k12.ia.us for programs or Brad Jermeland, Superintendent, at (641) 259-2316 or bjermeland@pcmonroe.k12.ia.us for employment.

PCM Phone Numbers

PCM Central Office	641-259-2316	Monroe Elementary	641-259-2314
PCM High School	641-259-2315	Prairie City Elementary	515-994-2377
	515-994-2121	PCM Bus Barn	641-259-2620
PCM Middle School	515-994-2686	Dir. of Trans. Cell Phone	641-521-3363
	641-259-2255	PCM Web Site:	www.pcmonroe.k12.ia.us

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ABUSE OF STUDENTS BY SCHOOL DISTRICT EMPLOYEES (402.3)

Physical or sexual abuse of students, including inappropriate and intentional sexual behavior, by employees will not be tolerated. The definition of employees for the purpose of this policy includes not only those who work for pay but also those who are volunteers of the school district under the direction and control of the school district. Employees found in violation of this policy will be subject to disciplinary action up to and including discharge.

The school district will respond promptly to allegations of abuse of students by school district employees by investigating or arranging for the investigation of an allegation, and to do so in a reasonably prudent manner. The processing of a complaint or allegation will be handled confidentially to the maximum extent possible. Employees are required to assist in the investigation when requested to provide information and to maintain the confidentiality of the reporting and investigation process.

The school district has appointed a Level I investigator and alternate(s), and has arranged for or contracted with a trained, experienced professional to serve as the Level II investigator. The Level I investigator and alternate(s) will be provided training in the conducting of an investigation at the expense of the school district. Each year, the names and telephone numbers of the Level I and alternate Level I investigators shall be listed in the student handbook and posted in all school facilities.

ADMINISTRATION OF MEDICATION (507.2)

Students may be required to take medication during the school day. Medication shall be administered by the school nurse, or in the nurse's absence, by a person who has successfully completed an administration of medication course reviewed by the Board of Pharmacy Examiners. Training and continued supervision shall be documented and kept on file at school.

Some students may need prescription and nonprescription medication to participate in their educational program. These students shall receive medication concomitant with their educational program. When administration of the medication requires ongoing professional health judgement, an individual health plan shall be developed by the licensed health personnel with the student and the student's parent.

Students who have demonstrated competence in administering their own medication may self-administer their medication as long as all other relevant portions of this policy have been complied with by the student and the student's parent or guardian. A written statement by the student's parent/guardian shall be on file requesting co-administration of medication, when competence has been demonstrated.

Medication will not be administered without written authorization that is signed and dated from the parent, and the medication must be in the original container which is labeled by the pharmacy or the manufacturer with the name of the child, name of the medication, the time of the day which it is to be given, the dosage and the duration. A written record of the administration of medication procedure must be kept for each child receiving medication including the date; student's name; prescriber or person authorizing the administration; the medication and its dosage; the name, signature and title of the person administering the medication; and the time and method of administration and any unusual circumstances, actions or omissions. Medication shall be stored in a secured area unless an alternate provision is documented. Emergency protocols for medication-related reactions shall be posted. Administration of medication records shall be kept confidential.

The school nurse, or in the nurse's absence, the person who has successfully completed an administration of medication course reviewed by the Iowa Board of Pharmacy Examiners shall have access to the medication. Students may carry medication only with the approval of the parents and building principal of the student's attendance center. Emergency protocol for medication-related reactions will be in place.

APPROPRIATE USE OF COMPUTERS, COMPUTER-LIKE EQUIPMENT, COMPUTER NETWORK SYSTEMS, AND THE INTERNET (605.4R1)

The board is committed to making available to students and staff members access to a wide range of electronic learning facilities, equipment, and software, including computers, computer-like equipment (such as tablets), computer network systems, and the internet. The goal in providing this technology and access is to support the educational objectives and mission of the school district and to promote resource sharing, innovation, problem solving, and communication. The District's computers, computer-like equipment, computer network and/or internet connection is not a public access service or a public forum. The District has the right to place reasonable restrictions on the material accessed and/or posted through the use of its computers, computer-like equipment, computer network, and/or internet connection.

Access to the District's computers, computer-like equipment, computer network, and internet shall be available to all students and staff within the District. However, access is a privilege, not a right. Each student and staff member must have a signed acceptable use agreement on file prior to having access to and using the District's computers, computer-like equipment, computer network and the internet. The amount of time and type of access available for each student and staff member may be limited by the District's technology and the demands for the use of the District's technology. Even if students have not been given access to and/or use of the District's computers, computer-like equipment, computer network and the internet, they may still be exposed to information from the District's computers, computer-like equipment, computer network and/or the internet in guided curricular activities at the discretion of their teachers. Non-District owned devices will not be given access to the computer network unless approved by building administration.

Every computer and/or computer-like equipment in the District having internet access shall not be operated unless internet access from the computer is subject to a technology protection measure (i.e. filtering software). The technology protection measure employed by the District shall be designed and operated with the intent to ensure that students are not accessing inappropriate sites that have visual depictions that include obscenity, child pornography or are otherwise harmful to minors. The technology protection measure may only be disabled for an adult's use if such use is for bona fide research or other lawful purposes.

The technology coordinator may close a user account at any time as required and administrators, faculty, and staff may request the technology coordinator to deny, revoke or suspend user accounts. Any user identified as a security risk or having a history of problems with computer systems may be denied access to the District's computers, the District's computer-like equipment, the District's computer network systems and the internet. Students and staff members will be instructed by the District's technology coordinator or other appropriate personnel on the appropriate use of the District's computers, computer-like equipment computer network and the internet.

The use of the District's computers, computer-like equipment, computer network, and internet access shall be for educational purposes only. Students and staff members shall only engage in appropriate, ethical, and legal utilization of the District's computers, computer network systems,

and internet access. Student and staff member use of the District's computers, computer-like equipment, computer network, and internet access shall also comply with all District policies and regulations. The following rules provide guidance to students and staff for the appropriate use of the District's computers, computer-like equipment, computer network, and internet access. Inappropriate use and/or access will result in the restriction and/or termination of the privilege of access to and use of the District's computers, computer-like equipment, computer network and internet access and may result in further discipline for students up to and including expulsion and/or other legal action and may result in further discipline for staff members up to and including termination of employment and/or other legal action. The District's administration will determine what constitutes inappropriate use and their decision will be final. Inappropriate use of the District's computers, computer-like equipment, computer network, and internet access includes, but is not limited to a violation of the following rules:

- Do not make or disseminate offensive or harassing statements or use offensive or harassing language including disparagement of others based on age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. Do not swear, use vulgarities or any other inappropriate language. Be polite and follow the same privacy, ethical, educational, and other considerations observed regarding other forms of communication.
- Do not access, create or disseminate any material that is obscene, libelous, indecent, vulgar, profane or lewd; any material regarding products or services that are inappropriate for minors including products or services that the possession and/or use of by minors is prohibited by law; any material that constitutes insulting or fighting words, the very expression of which injures or harasses others; and/or any material that presents a clear and present likelihood that, either because of its content or the manner of distribution, 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 will cause the violation of lawful school regulations.
- Do not disseminate or solicit sexually oriented messages or images.
- Do not transmit your credit card information or other personal identification information, including your home address or telephone number from any District computer without prior permission from the building principal, the superintendent or other appropriate personnel. Do not publish personal or private information about yourself or others on the internet without prior written permission. Do not repost a message that was sent to you privately without permission of the person who sent the message. If any information is to be provided regarding students, it should be limited to the student's first name and the initial of the student's last name only. Do not arrange or agree to meet with someone met online.
- Do not use the District's computers, computer-like equipment and/or computer network systems to participate in illegal activities. Illegal activities include, but are not limited to, gambling, fraud, and pornography.
- Do not subscribe to or access listservs, bulletin boards, online services, e-mail services, social networking sites (i.e., MySpace, Facebook, Twitter) or other similar services without prior permission from the technology coordinator or other appropriate personnel.
- Do not use, possess or attempt to make or distribute illegal/unauthorized copies of software or other digital media. Illegal/unauthorized software or other digital media means any software or other digital media that has been downloaded or copied or is otherwise in the user's possession or being used without the appropriate registration and/or license for the software or in violation of any applicable trademarks and/or copyrights, including the payment of any fees to the owner of the software or other digital media.

- Do not alter, modify, corrupt or harm in any way the computer software stored on the District's computers or computer network systems. Do not install any software on the hard drive of any District computer or on the District's computer network systems or run any personal software media or alter or modify any data files stored on the District's computers, computer-like equipment or computer network systems without prior permission and/or supervision from the technology coordinator or other appropriate personnel.
- Do not download any programs or files from the internet without prior permission from the District's technology coordinator or other appropriate personnel. Any programs or files downloaded from the internet shall be strictly limited only to those that you have received permission from the technology coordinator or other appropriate personnel to download.
- Do not use any encryption software from any access point within the District.
- Do not access the internet from a District computer and/or computer-like equipment using a non-District internet account.
- Do not share a personal user account with anyone. Do not share any personal user account passwords with anyone or leave your account open or unattended.
- Do not access the District's computers, computer-like equipment or computer network systems or use the District's internet connection from a non-District computer without prior authorization from the technology coordinator or other appropriate personnel.
- Do not use an instant messenger service or program, internet relay chat or other forms of direct electronic communication or enter a chat room while using the District's computers, computer-like equipment, computer network systems and/or the District' internet connection without prior permission from the District's technology coordinator or other appropriate personnel.
- Do not disable or circumvent or attempt to disable or circumvent filtering software without prior permission from the District's technology coordinator or other appropriate personnel.
- Do not play any games or run any programs that are not related to the District's educational program.
- Do not vandalize the District's computers, computer-like equipment or its computer network systems. Vandalism is defined as any attempt to harm, modify, deface or destroy physical computer equipment, computer-like equipment or the computer network and any attempt to harm or destroy data stored on the District's computer equipment, computer-like equipment or the computer network or the data of another user. All users are expected to immediately report any problems or vandalism of computer equipment to the administration, the technology coordinator or the instructor responsible for the equipment.
- Do not commit or attempt to commit any act that disrupts the operation of the District's computers, computer-like equipment or computer network systems or any network connected to the internet, including the use or attempted use or possession of computer viruses or worms or participation in hacking or other unlawful/inappropriate activities on line. Users must report any security breaches or system misuse to the administration or technology coordinator. Do not demonstrate any security or other network problems to other users; give your password to another user for any reason; and/or use another individual's account. Do not attempt to log on to any device as a system administrator.
- Do not use the network in such a way that you would disrupt the use of the network by other users or would waste system resources (e.g. listening to internet radio, printing web pages without prior permission from the technology coordinator or other appropriate personnel, staying on the network longer than is necessary to obtain needed information).
- Do not use the District's computers, computer-like equipment and/or computer network systems for any commercial or for-profit purposes, personal or private business, (including but not limited to shopping or job searching), product advertisement or political lobbying.

- Do not use the District's computers, computer-like equipment, computer network systems and/or the internet to access, download, transmit, and/or disseminate any material in violation of any federal or state law, copyrighted material, obscene material, hate literature, material protected by trade secret, computer viruses and/or worms, offensive material, spam e-mails, any threatening or harassing materials, and/or any material that will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities. If a user encounters potentially inappropriate information, the user shall immediately terminate contact with such information and notify the technology coordinator or other appropriate personnel of the contact with inappropriate information.
- Do not plagiarize information accessed through the District's computer; computer-like equipment, computer network systems and/or the internet. Students and staff shall obtain permission from appropriate parties prior to using copyrighted material that is accessed through the District's computer, computer network systems, and/or the internet.

The District will, within the curriculum currently being offered, include age-appropriate content related to children's use of the internet. This may include anti-bullying and harassment considerations, social networking considerations and other considerations involving internet usage.

Although reasonable efforts will be made to make sure students will be under supervision while on the network, it is not possible to constantly monitor individual students and what they are accessing on the network. Some students may encounter information that may not be of educational value and/or may be inappropriate. If a student encounters such information, the student should terminate access to the information immediately and notify supervisory personnel or other appropriate personnel of what occurred.

Students will be able to access the District's computers, computer-like equipment and computer network systems, including use of the internet, through their teachers and/or other appropriate supervisors. Individual electronic mail addresses (*will/will not*) be issued to students. Students will not be allowed to use e-mail except under very specific, limited educational circumstances. If a student has an electronic mail address that has been set up outside of school, the student will not be permitted to access that e-mail account or use that address to send and receive mail at school.

Parents will be required to sign a permission form to allow their students to access the District's computers, computer-like equipment, computer network systems and the internet. Students and staff members will sign a form acknowledging they have read and understand the District's policies and regulations regarding appropriate use of the District's computers, computer-like equipment, computer network systems and the internet; that they will comply with the policies and regulations; and understand the consequences for violation of the policy or regulations. Prior to publishing any student work and/or pictures on the internet, the District will obtain written permission from the student's parents to do so.

The District has the right, but not the duty, to monitor any and all aspects of its computers, computer-like equipment, computer network systems and internet access including, but not limited to, monitoring sites students and staff visit on the internet and reviewing e-mail. The administration and the technology coordinator shall have both the authority and right to examine all computer and computer-like equipment and internet activity including any logs, data, e-mail, computer disks and/or other computer related records of any user of the system. The use of e-mail is limited to District and educational purposes only. Students and staff waive any right to

privacy in anything they create, store, send, disseminate or receive on the District's computers, computer-like equipment and computer network systems, including the internet.

No warranties, expressed or implied, are made by the District for the computer technology and internet access being provided. Although the District has taken measures to implement and maintain protection against the presence of computer viruses, spyware, and malware on the District's computers, computer network systems, and internet access, the District cannot and does not warranty or represent that the District's computers, computer-like equipment, computer network systems or internet access will be secure and free of computer viruses, spyware or malware at all times. The District, including its officers and employees, will not be responsible for any damages including, but not limited to, the loss of data, delays, non-deliveries, misdeliveries or service interruptions caused by negligence or omission. Individual users are solely responsible for making backup copies of their data. The District is not responsible for the accuracy of information that users access on the internet and is not responsible for any unauthorized charges students or staff members may incur as a result of their use of the District's computers, computer-like equipment, computer network systems, and/or internet access. Any risk and/or damages resulting from information obtained from the District's computers, computer-like equipment, computer network systems, and/or internet access is assumed by and is the responsibility of the user.

Students, parents, and staff members may be asked from time to time to sign a new consent and/or acceptable use agreement to reflect changes and/or developments in the law or technology. When students, parents, and staff members are presented with new consent and/or acceptable use agreements to sign, these agreements must be signed for students and/or staff to continue to have access to and use of the District's computers, computer-like equipment, computer network systems, and the internet.

The interpretation, application, and modification of this policy are within the sole discretion of the school district. Any questions or issues regarding this policy should be directed to the Superintendent, any building principal or the technology coordinator. The board will review and update this policy as necessary. The district will maintain this policy at least five (5) years after the termination of funding pursuant to the Children's Internet Protection Act (CIPA) or E-rate.

AREA EDUCATION SERVICES AVAILABLE

Through the Heartland AEA 11 program, the school obtains services and expertise of many consultants which we could not otherwise afford. Among those consultants we use frequently are the School Social Worker, School Psychologist, Speech/Language Clinician, Audiologist, Special Education Consultant, Vision/Hearing Impaired Consultant, Early Childhood Consultant, Pre-School Consultant, and Computer Specialist. Also, through the AEA we use the services of the media center obtaining - books, films, video tapes, and also order many supplies through the cooperative purchasing program.

ATTENDANCE/ABSENCES (501.9)

Classroom attendance policies are established to encourage regular daily school attendance. When a student is absent, the educational benefit of regular classroom instruction is lost and cannot be entirely regained even by extra out-of-school instruction and work. Frequent absences from school are detrimental to students achieving the maximum regular continuity of instruction, classroom participation, learning experiences, and study to reach the maximum educational benefits for each individual student.

Student illness, death or serious illness of immediate family, authorized religious holidays, school-sponsored activities, or approved activities are considered excused absences. Please try to make doctor and dental appointments after school hours. If school is to be missed, work should be made-up before the student leaves if at all possible. Please call the school office between 7:30 and 8:20 am if your child is ill or absent for the day. If you haven't notified us, we will make an effort to contact you as we have time. Students who wish to participate in school-sponsored activities must attend the 2nd half of school the day of the activity, unless permission has been given by the principal for the student to attend the activity.

Excessive absences (excused or unexcused), in those cases where a student has been absent from a class or classes on four (4) occasions, within a given semester, parents will receive written notification. Absences beyond four (4) days in a given semester, under certain circumstances, may be excused for illness, family emergencies, or educational trips arranged in advance. If evidence cannot be presented after each absence for example: medical note from doctor, verification of a death, or visit to the office by the parent, for days of the absence, it will be recorded as unexcused. Under certain conditions student attendance for the remainder of the semester may be established in writing and noncompliance with these conditions could result in the student being dropped from the class or classes.

BULLYING AND HARASSMENT - PROHIBITED (502.12)

Bullying and harassment, including sexual harassment, is strictly prohibited. The District is committed to maintaining an educational environment free of any form of bullying or harassment by or towards students, parents/guardians, employees, and volunteers while in school, at a school sponsored activity or at any school sponsored function.

Individuals are encouraged to immediately report incidents of harassment. This policy will set forth the procedures that will be used in filing, investigating, and resolving complaints of bullying and harassment brought by students, parents, and staff.

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

Bullying and harassment prohibited by the District includes, but is not limited to, any act or conduct on the basis of actual or perceived age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, family status, or genetic information, and which creates an objectively hostile school environment that meets one or more of the following conditions:

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

Acts of harassment or bullying may be treated as grounds for discipline. Discipline may include suspension, expulsion or the restriction of a student for the purposes of ensuring the safety of other students, termination of an employee, and exclusion of a volunteer from District activities or school premises.

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

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

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

- Verbal, electronic, 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.; and/or
- Sexual violence and other harassment based on sex.

Harassment on the basis of actual or perceived age, race, sex, creed, color, religion, national origin, marital status, sexual orientation, gender identity or physical or mental disability means conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble students when:

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

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

- Verbal, physical, electronic, 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;
- Unreasonable interference with a student's performance or creation of an intimidating, offensive or hostile learning environment.

The district will promptly and reasonably investigate allegations of harassment. Investigation procedures are set forth in Board Policy No. 502.12R1. Nothing in this policy shall be construed as preventing or discouraging a student from filing a concurrent criminal complaint.

The building principal will be responsible for receiving, investigating, and resolving all complaints of student harassment. The Superintendent may appoint another building principal or appropriate designee to serve as the investigator where appropriate.

Upon receiving a complaint that articulates bullying or harassment, whether the complaint is formal or informal, the investigator shall interview the complainant, the target student (if someone other than the student initiates the complaint), the alleged harasser, and any witnesses that may be identified by any party as having knowledge of the complaint. The investigator shall also determine whether any interim measures, including schedule changes, increased staff supervision, or a pre-investigation safety plan are necessary, given the circumstances of the complaint. Any interim measures taken shall not be deemed “disciplinary” in nature, nor shall they constitute an investigative finding against any individual.

No Retaliation. Retaliation by any student or staff member against an individual because that person filed or participated in the investigation of a complaint of bullying or harassment under this policy, is expressly prohibited. A student or staff member 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 or termination.

It shall also be the responsibility of the superintendent, in conjunction with the investigator and principals, to develop administrative rules regarding this policy. The superintendent shall also be responsible for organizing training programs for students and employees. The training shall include how to recognize bullying and harassment, and how to file a complaint if a student is being bullied or harassed. District administration responsible for conducting investigations shall also receive periodic training in conducting fair and impartial investigations under Board policy and federal and state law.

This policy, along with Board Regulation 502.12R1 (Student Harassment Investigation Procedures), and the Harassment Complaint Form and Witness Report Form shall be available on the District’s website (www.pcmmonroe.k12.ia.us) and in the main office of each attendance center in the District.

CARE OF SCHOOL PROPERTY/VANDALISM (802.7, 503.1)

Students are expected to treat school property with care and respect. Students found to have deliberately damaged or destroyed school property will be required to reimburse the school district, as well as being subject to additional discipline. At the discretion of the administration, such students may be turned over to local law enforcement officers.

CHANGE OF PUPIL'S RECORDS

When a parent needs to be contacted in the event of an emergency, pupil records are helpful only if they contain up-to-date information. Therefore, if any of the following items change during the school year, please notify the office: Change of person to be contacted in an emergency, change of doctor, change of home address, change of telephone number, change of child's custody.

COMMUNICABLE DISEASES (507.3)

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” shall 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 shall be included in the school district’s blood borne pathogens exposure control plan. The procedures shall 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 shall be reviewed annually by the superintendent and school nurse.

The health risk to immunodepressed students shall be 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 shall be 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 shall report the condition to the superintendent or school nurse any time the student is aware that the disease creates such risk. It shall be the responsibility of the district, when the superintendent or school nurse, upon investigation, has knowledge that a reportable communicable disease is present, to notify the Iowa Department of Public Health. Health data of a student is confidential and it shall not be disclosed to third parties, except in cases of reportable communicable diseases.

CRISIS PLAN (507.5)

All outside doors to the building are locked during the school day. We ask that you enter the school through the doors by the office, and stop at the office to let the secretary know you are in the building.

Each attendance center will develop and maintain a written plan containing emergency and disaster procedures.

DECREE RESTRICTIONS

Please notify the office of any restrictions, concerning your child, resulting from a divorce decree. This notification must be in writing.

DISTRIBUTION OF MATERIALS REGULATION (904.5R1)

I. Guidelines.

Individuals, including students, may have the right to distribute on school premises, at reasonable times and places, unofficial written material, petitions, buttons, badges or other insignia, except expression which:

- a. is obscene to minors;
- b. is libelous;
- c. contains indecent, vulgar, profane or lewd language;
- d. advertises any project or service not permitted to minors by law;
- e. constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion, gender, disability, age or ethnic origin);
- f. presents a clear and present likelihood that, either because of its content or the manner of distribution or display, 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.

Distribution or display on school premises of material in categories (a) through (d) to any student is prohibited. Distribution or display on school premises of material in categories (e) and (f) to a substantial number of student is prohibited.

II. Procedures.

Anyone wishing to distribute unofficial written material must first submit for approval a copy of the material to the building principal at least twenty-four hours in advance of desired distribution time, together with the following information:

- a. Name and phone number of the person submitting request and, if a student, the homeroom number;
- b. Date(s) and time(s) of day of intended display or distribution;
- c. Location where material will be displayed or distributed;
- d. The grade(s) of students to whom the display or distribution is intended.

Within twenty-four hours of submission, the principal will render a decision whether the material violates the guidelines in subsection I or the time, place and manner restrictions in subsection III of this policy. In the event that permission to distribute the material is denied, the person submitting the request should be informed in writing of the reasons for the denial. Permission to distribute material does not imply approval of its contents by the school, the administration, the board or the individual reviewing the material submitted.

If the person submitting the request does not receive a response within twenty-four hours of submission, the person shall contact the building principal's office to verify that the lack of response was not due to an inability to locate the person. If the person has made this verification and there is no response to the request, the material may be distributed or displayed in accordance with the time, place and manner provisions in subsection III.

If the person is dissatisfied with the decision of the principal, the person may submit a written request for appeal to the superintendent. If the person does not receive a response within three school days of submitting the appeal, the person shall contact the superintendent to verify that the lack of response is not due to an inability to locate the person. If the person has made this verification and there is no response to the appeal, the material may be distributed or displayed in accordance with the time, place and manner provisions in subsection III.

At every level of the process, the person submitting the request shall have the right to appear and present the reasons, supported by relevant witnesses and material, as to why distribution or display of the written material is appropriate.

Permission to distribute material does not imply approval of its contents by the school district, the board, the administration or the individual reviewing the material submitted.

III. Time, place and manner of distribution or display.

The distribution or display of written material is prohibited when it negatively affects the safety of students on school premises or otherwise disrupts school activities. The distribution or display of unofficial material shall be limited to a reasonable time, place and manner as follows:

- a. The material shall be distributed or displayed from a table set up for the purpose in a location designated by the principal, which location shall not block the safe flow of traffic or block the corridors or entrance ways, but which shall give reasonable access to students.
- b. The material shall be distributed or displayed either before and/or after the regular instructional day.
- c. No written material may be distributed or displayed during and at the place of a normal school activity if it is reasonably likely to cause a material and substantial disruption of that activity.

IV. Definitions.

The following definitions apply to the following terms used in this policy;

1. "Obscene to minors" is defined as:
 - a. The average person, applying contemporary community standards, would find that the written material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution or display is requested;
 - b. The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution or display is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, and lewd exhibition of the genitals; and
 - c. The material, taken as a whole, lacks serious literary, artistic, political or scientific value for minors.
2. "Minor" means any person under the age of eighteen.
3. "Material and substantial disruption" of a normal school activity is defined as follows:
 - a. Where the normal school activity is an educational program of the district for which student attendance is compulsory, "material and substantial disruption" is defined as any disruption which interferes with or impedes the implementation of that program.
 - b. Where the normal school activity is voluntary in nature (including, without limitation, school athletic events, school plays and concerts, and lunch periods), "material and substantial disruption" is defined as student rioting, unlawful seizures of property, widespread shouting or boisterous demonstration, sit-in, stand-in, walk-out, or other related forms of activity.

In order for expression to be considered disruptive, specific facts must exist upon which the likelihood of disruption can be forecasted including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the written material in questions.

4. "School activities" means any activity of students sponsored by the school and includes, by way of example but not limited to, classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays and in-school lunch periods.
5. "School premises" means school district property and/or property within the jurisdiction of the school district and school owned and/or operated transportation. "School premises" includes, but is not limited to, school buildings, school grounds, school buses, and locations under the jurisdiction of the school district where school activities are held.
6. "Unofficial" written material includes all written material except school newspapers, literary magazines, yearbooks, and other publications funded and/or sponsored or authorized by the school. Examples include leaflets, brochures, flyers, petitions, placards and underground newspapers, whether written by students or others.
7. "Libelous" is a false and unprivileged statement about a specific individual that tends to harm the individual's reputation or to lower him/her in the esteem of the community.
8. "Distribution or display" means circulation or dissemination of written material by means of handing out free copies, selling or offering copies for sale and accepting donations for copies. It includes displaying written material in areas of the school which are generally frequented by students.

V. Disciplinary action.

Distribution or display by any student of unofficial written material prohibited in subsection I or in violation of subsection III may be halted, and students may be subject to discipline including suspension and expulsion. Any other party violating this policy may be requested

to leave the school premises immediately and, if necessary, local law enforcement officials will be called.

VI. Notice of policy to students.

A copy of this policy will be published in student handbooks and posted conspicuously in school buildings.

DUE PROCESS RIGHTS (502.6)

Students are to have clearly established means by which “administrative due process” is available to see that the individual’s rights are protected. Students are to be involved, singly and collectively, as citizens of the school with the attendant rights of such citizenships and corresponding responsibilities for the proper conduct of their own affairs and those of other students.

When violations of statutes, regulations or school rules require the disciplining of a student, following elements of procedural due process will be present:

1. The student will be provided with accurate information regarding rules and regulations, either in written form or through verbal instruction by teachers or administrators;
2. The student will be made aware of the specific behaviors giving rise to any proposed penalty or disciplinary action; AND
3. The student will be offered an opportunity to express their views to the decision-making authority regarding the incident.

The appeal process usually begins with the staff member involved and then proceeds to the principals, the superintendent, and finally the board of education. During the process, the student may be represented by a third party.

EDUCATION RECORDS ACCESS (506.1)

The board recognizes the importance of maintaining education records and preserving their confidentiality, as provided by law. Education records are kept confidential at collection, storage, disclosure and destruction stages. The board secretary is the custodian of education records. Education records may be maintained in the central administration office or administrative office of the student’s attendance center.

Definitions

For the purposes of this policy, the defined words have the following meaning:

- “Education Record” means those records that contain information directly related to a student and which are maintained by an education agency or institution or by a party acting for the agency or institution.
- “Eligible Student” means a student who has reached eighteen years or attends a postsecondary institution. 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.

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, eligible students, and other individuals authorized in accordance with law will have access the student’s education records during the regular business hours of the school district.

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 (45) calendar days after the request is made. Parents, other than parents of an eligible student, may be denied access to a student's records if the school district has a court order stating such or when the district has been advised under the appropriate laws that the parents may not access the student records. Parents, an eligible student, or an authorized representative of the parents will have the right to access the student's education records prior to an Individualized Education Program (IEP) meeting or hearing.

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

Upon the request of parents or an eligible student, the school district will provide an explanation and interpretation of the education record 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 education records is inaccurate, misleading or violates the privacy of the student, the parents or an eligible student may request that the school district amend the education records.

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 education record will not be disclosed to a third party without the written permission of the parents or the eligible student. This disclosure may be:

- 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 education records are being sent and the parents have an opportunity to receive a copy of the records and challenge the contents of the records unless the annual notification includes a provision that records will automatically be transferred to new school districts;
- to the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education or state and local educational authorities;
- in connection with a student's application for, or receipt of, financial aid;
- to organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction, if such studies are conducted in such a manner as will not permit the personal identification of students and their parents by persons other than representatives of such organizations and such information will be destroyed when no longer needed for the purpose for which it was conducted;
- 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 District and juvenile justice agencies;
- in connection with a health or safety emergency;
- as directory information; or

- in additional instances as provided by law.

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

The superintendent will also keep a list of individuals, agencies and organizations which have requested or obtained access to a student's education 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 education records. This list for a education record may be accessed by the parents, the eligible student and the custodian of education records.

Permanent education 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 education records will be kept in a fire-safe vault or they may be maintained electronically with a secure backup file.

When personally identifiable information, other than permanent education records, is no longer needed 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, except for permanent 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. For purposes of policy, "no longer needed to provide educational services" means that a record is no longer relevant to the provision of instruction, support, or related services and it is no longer needed for accountability and audit purposes. At a minimum, a record needed for accountability and audit purposes must be retained for five (5) years after completion of the activity for which funds were used.

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

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

The school district may share any information with the agencies contained in a student's permanent record, which is directly related to the juvenile justice system's ability to effectively serve the student. Prior to adjudication information contained in the permanent record may be

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

Confidential information shared between the school district and the agencies will remain confidential and will not be shared with any other person, unless otherwise provided by law. The school district may discontinue information sharing with an agency if the school district determines that the agency has violated the intent or letter of the agreement.

Agencies will contact the principal of the attendance center where the student is currently or was enrolled. The principal will then forward copies of the records within a reasonable time following receipt of the request.

The school district will provide training or instruction to employees about parents' and eligible students' rights under this policy. Employees will also be informed about the procedures for carrying out this policy. It is the responsibility of the superintendent to annually notify parents and eligible students that they have the right to:

1. Inspect and review the student's education records;
2. Seek amendment of the student's education records that the parent or eligible student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights;
3. Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the law authorizes disclosure without consent; and
4. File a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the law.

The notice is given in a parents' or eligible student's native language. Should the school district collect personal information from students for the purpose of marketing or selling that information, the school district will annually notify parents of such activity.

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

EQUAL EDUCATIONAL OPPORTUNITY (103)

It is the policy of the PCM Community School District not to discriminate in educational programs and employment practices on the basis of: race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity, and socioeconomic status (for programs).

There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact or submit the grievance form to the district's Equity Coordinator (for programs) or Superintendent (for employment) at 400 E. Hwy 163, PO Box 610, Monroe, IA 50170 or (641) 259-2316.

EXPULSIONS (503.2)

Students may be expelled for violations of board policy, school rules or the law. The long-term removal of a student from the school environment, including classes and activities, is an expulsion from school. It shall be within the discretion of the superintendent to recommend to the board the expulsion of a student for disciplinary purposes. Only the board may take action to expel a student and to readmit the student. A student expelled by the board for a commission of gross or repeated infractions of school rules or when the presence of the student will cause interference with the maintenance of the educational environment or the operation of the school. It shall be within the discretion of the board to discipline a student by using an expulsion depending on the nature of the student's offense and the circumstances surrounding the offense. The principal shall keep records of expulsions in addition to the board's records.

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

1. Notice of the reasons for the proposed expulsion written with sufficient specificity to enable the student to prepare a defense;
2. Notice of the date, time and place of the expulsion hearing sufficiently in advance of the hearing to enable the student to obtain the assistance of counsel and to prepare a defense;
3. Notice that the student is entitled to a closed hearing unless an open hearing is specifically requested;
4. The names of the witnesses the superintendent will present, if available, and a statement of the facts to which each witness will testify;
5. Notice that the student will be given an opportunity to present a defense against the charges and provide either oral testimony or written affidavits of witnesses; to present documents; to be given copies of documents which will be introduced by the administration, and to cross-examine adverse witnesses, if available; and,
6. Notice that the student has the right to be represented by counsel;

At the hearing, the student will have all of the rights given in the notice and may give an opening and closing statement in addition to calling witnesses and cross-examining adverse witnesses. The Board hearing the expulsion matter must be impartial (i.e. have no prior involvement in the situation, have no stake in the outcome, and have no personal bias or prejudice).

After the Board has heard the expulsion matter, it shall go into deliberations. No one who advocated a position at the hearing of the matter should be present during the Board's deliberations unless the other party or parties are also permitted to attend deliberations. The student has a right to a decision based solely on the evidence presented at hearing. There must be an adequate factual basis for the Board's decision. A preponderance of the evidence standard is sufficient to find the student violated the rule or policy at issue. Following the Board's deliberations, the Board shall reconvene in open session and render its decision on the superintendent's recommendation for expulsion. The student is entitled to a written decision setting out the Board's findings and conclusions as to the charges and the penalty.

In addition to these procedures, a special education student must be provided with the following procedures:

1. A determination should be made of whether the student has participated in the misconduct.
2. A staffing team should determine whether the student's behavior is manifestation of the student's disability and whether the conduct is the result of inappropriate placement. Discussions and conclusions of this meeting should be recorded.

3. If the special education student's conduct is found to not be a manifestation of the student's disability, the student may be expelled or suspended to the school district's suspension and expulsion procedures.
4. If the misconduct is found to be a manifestation of the student's disability and a change in placement is recommended, the change must be made pursuant to the placement procedures used by the school district and the law. If a change in placement is not recommended, a determination shall be made within the student's IEP and the law as to how to manage the student's behavior to prevent the student's possible future misconduct.

FIELD TRIPS (606.7)

The board recognizes that a properly planned, well conducted, and carefully supervised field trip is a vital part of the curriculum of any classroom. As such, student trips of significant educational value are to be encouraged.

Field trips shall have the prior approval of the building principal. An advance consent form of the student's parents is required to be completed and on file in the building of attendance. This will be required for any excursion involving the use of public or private transportation.

Field trips overnight or trips outside of the state must have the approval of the board. Sufficient sponsors shall be furnished and financial provisions shall be arranged.

Administrative guidelines by building principals and approved by the superintendent of schools will determine specific procedures for each building. For example, limits may be placed on the number of trips per building and their nature, the grade level, and the classrooms each year. Typically, fees charged to attend performances, entrance to an exhibit, etc., will be paid by the students or through fund raisers by the students and not the school district.

FIRE DRILL (507.5)

During a fire drill, be calm, and do not push or run. Follow directions in a quiet orderly manner. Know the correct exit. Exit directions are posted in each room. The teachers will review the procedures at the beginning of the school year.

FOOD/BEVERAGES (507.10)

Food and beverages will be permitted in the building, but not beyond the commons/lunchroom. Additionally, students may purchase food and beverages from the school provided vending machines. Student must assume responsibility for the following:

1. The commons/lunchroom is left in a clean manner.
2. Bottles, and/or food will not be taken out of the commons/lunchroom.
3. All bottles will be placed in the redemption box, and all wrappers will be placed in the trash.
4. No refund of money inserted when school is in session.
5. No deposit refund will be made. However, empty bottles placed in proper collectors increases the availability of funds for the student government.

Students are allowed water in a clear water bottle up to 32 ounces in the classroom. Students are not allowed food or any other beverage in the classroom. Teachers may allow food and other beverages for special occasions.

The food/beverage privilege may be revoked if students do not assume the responsibilities for adhering to expectations.

FUNDRAISING (504.6, 504.6R1)

The board believes that fundraising by school classes and organizations should be held to a minimum. The fundraiser should always be or have an expressed goal or objective that is in line with other school policies. Whenever possible, no sale or drive should be in conflict with a business operation within the community. An attempt should be made to purchase items locally that will be involved in the fundraising event.

Fundraising activities will be scheduled with the building principal, and they will attempt to spread the events out so that not more than one campaign per building will be going on at any time.

Fundraisers during the summer months shall be limited and shall still require the approval from the building principal or the superintendent in the absence of the principal.

All fundraisers must receive board approval, except in emergency situations, the board grants the superintendent authority to approve fundraisers.

GUIDANCE PROGRAM (607.1)

The board shall provide a student guidance and counseling program. The guidance counselor shall be certified in the State of Iowa and hold the qualifications required by the board. The guidance and counseling program will serve grades kindergarten through twelve. The program will assist students with their personal, educational, and career development. The program shall be coordinated with the education program and involve certified employees.

HEALTH AND IMMUNIZATION CERTIFICATES (507.1)

Students desiring to participate in athletic activities in the school district shall have a physical examination by a licensed physician and provide proof of such an examination to the school district. A physical examination and proof of such an examination may be required by the administration for students enrolling for the first time in the school district.

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

Students enrolling in kindergarten or any grade in elementary school in the District will have, at a minimum, a dental screening performed by a licensed medical professional (physician, nurse, physician assistant, dentist, dental hygienist) sometime between the student turning three (3) years of age and four (4) months following the student's enrollment in the District, and will provide proof of such a screening to the District. Students enrolling in any grade in high school in the District will have, at a minimum, a dental screening performed by a licensed dentist or dental hygienist sometime between one (1) year prior to the student's enrollment in the District and four (4) months following the student's enrollment in the District, and will provide proof of such a screening to the District.

Parents or guardians of students enrolling in kindergarten in the District shall be provided a student vision card provided by the Iowa optometric association and as approved by the department of education. The goal of the District is that every child receives an eye examination by age seven, as needed.

Students enrolling for the first time in the school district shall also submit a certificate of immunization against diphtheria, pertussis, tetanus, poliomyelitis, rubeola, rubella, and other

immunizations required by law. The student may be admitted conditionally to the attendance center if the student has not yet completed the immunization process but is in the process of doing so. Failure to meet the immunization requirement will be grounds for suspension, expulsion or denial of admission. Upon recommendation of the Iowa Department of Education and Iowa Department of Public Health, students entering the district for the first time may be required to pass a TB test prior to admission. The district may conduct TB tests of current students.

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

HOMELESS CHILDREN AND YOUTH (501.16)

The board shall make reasonable efforts, such as posting information throughout the community and in school publications, to identify homeless children and youth of school age within the district, encourage their enrollment and eliminate existing barriers to their receiving education which may exist in district policies or practices.

A homeless child is defined as a child or youth between the ages of 3 and 21 who lacks a fixed, regular and adequate nighttime residence and includes the following:

- A child who is sharing the housing of others (includes doubled-up families) due to loss of housing, economic hardship, or a similar reason; is living in a motel, hotel, or camping ground due to the lack of alternative accommodations; is living in an emergency or transitional shelter; is abandoned in a hospital, or is awaiting foster care placement;
- A child who has 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;
- A child who is living in a car, park, abandoned building, substandard housing, bus or train station, or similar setting; or
- A migratory child/youth who qualifies as homeless because of the living circumstances described above
 - Includes youth who have run away or youth being forced to leave home.

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

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

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

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

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

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

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

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

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

Special Services: All services which are available to resident students shall be made available to homeless children or youths enrolled in the district. Services include special education, talented and gifted programs, vocational education, English as a second language programs, health services and food and nutrition programs.

The contents of this policy shall supersede any and all conflicting provisions in district policies dealing with the seven policy areas discussed above.

HUMAN GROWTH AND DEVELOPMENT (603.1, 603.5)

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

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

Each instruction program shall be planned for optimal benefit taking into consideration the financial condition of the school district and other factors deemed relevant by the board or superintendent. Each instruction program's plan should describe the program, its goals, the effective materials, the activities and the method for student evaluation.

Students shall receive, as part of their health education, instruction about personal health; food and nutrition; environmental health; safety and survival skills; consumer health; family life; human growth and development; substance abuse and non-use, including the effects of alcohol, tobacco, drugs and poisons on the human body; human sexuality; self-esteem; stress management; interpersonal relationships; emotional and social health; health resources; prevention and control of disease; communicable diseases, including sexually transmitted diseases and Acquired Immune Deficiency Syndrome; and current crucial health issues. The purpose of the health education program is to help each student protect, improve and maintain physical, emotional and social well-being.

The instruction shall be adapted at each grade level to aid understanding by the students.

Parents who object to health education instruction in human growth and development and/or human sexuality may file a written request that the student be excused from the instruction. The written request shall include a proposed alternate activity or study acceptable to the superintendent. The superintendent shall have the final authority to determine the alternate activity or study.

INSURANCE (507.6)

Students participating in intramural or extracurricular athletics shall be required to have health and accident insurance. The student shall bring written proof of such insurance or participate in the insurance program selected by the school district.

Students, whether they are or are not participating in intramural or extracurricular athletics, shall have the opportunity to participate in the health and accident insurance plan selected by the school district.

The cost of the insurance plan shall be borne by the student. Participation in the health and accident insurance plan is not a contract with the school district, but rather, a contract between the insurance company and the student.

ITEMS NOT TO BE BROUGHT TO SCHOOL (502.8, 502.9)

Students should not bring any item to school which might be considered disruptive or dangerous to themselves or others. Any weapons (guns, knives, martial arts weapons, etc.) real or look-alike are not allowed at school. We suggest that extra money or items of value not be brought to school. The school will not assume responsibility for lost, broken, or stolen valuables. Animals should only be brought and taken home by parents unless special permission is given by the teacher and principal. If permission is granted for a student to bring an animal to school, it must be kept in a secure cage and taken home that same day.

LUNCH, BREAKFAST, AND MILK PURCHASES (711.5)

All students who eat the school lunch are required to purchase lunches in advance. The district has processes in place to notify parents/guardians of low or negative account balances.

2018-2019 Prices:

K-5 Student Lunch	\$2.65	Adult Lunch	\$3.65
6-12 Student Lunch	\$2.75	Student Breakfast	\$1.40
Semester Milk	\$25.00		

**Prices are subject to change according to PCM Board approval.*

A Free and Reduced Price Meals application is available to parents/guardians if, at any time, a parent/guardian believes they may qualify for free or reduced lunches under the federal guidelines. Parents/guardians may contact the building secretary or the school business office for further assistance.

A school lunch is desirable for all students, but we realize it is not always possible. If a sack lunch is brought, it will be eaten in the lunchroom. No pop is to be brought for lunch. A student who brings a sack lunch may purchase milk to have with his/her lunch.

MAKE-UP WORK

Excused absences will allow the student two (2) days for the first day absent plus one (1) day for each additional day absent to make up school work for full credit. If at all possible, the student

should complete the work before the absence. Work not completed within the allotted time frame will be given no credit. Excused absences are those that have administrative and parent approval.

Unexcused absence if a student is absent without parental approval, the absence will be unexcused and considered truant. Each unexcused absence will result in the student earning a maximum of 50% credit on all assignments due or assigned during the absence. Students who leave school without checking out of the office and having prior administrative and parental permission will be considered both unexcused and truant.

If a student misses school on the day of a test or a day that a long-term assignment is due (and the student was notified of the test or assignment in advance of the absence), the student will be required to take the test or submit the assignment on the day he/she returns to school.

Notice of Recording Devices on School Buses (712.2R2)

The PCM Community School District Board of Directors has authorized the use of recording devices on school district buses. The recording devices will be used to monitor student behavior to maintain order on the school buses to promote and maintain a safe environment. Students and parents are hereby notified that the content of the recordings may be used in a student disciplinary proceeding. The content of the recordings may constitute confidential student education records and will be retained with other student records. Recordings will only be retained if necessary for use in a student disciplinary proceeding or other matter as determined necessary by the administration. Parents may request to view the recording of their child to the extent provided by law.

OBJECTIVES FOR EQUAL EDUCATIONAL OPPORTUNITIES FOR STUDENTS (500)

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 the district's education program and services as a means for self-improvement and individual growth. In so doing, the students are expected to conduct themselves in a manner that assures each student the same opportunity.

The board supports the delivery of the education program and services to students free of discrimination on the basis of race, color, national origin, sex, disability, religion, creed, marital status, sexual orientation, gender identity, socioeconomic status, or genetic information. 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 shall 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.

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 shall mean the legal parents. It shall also mean 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, shall be directed to the Affirmative Action Coordinator, PCM Community School District, PO Box 610, Monroe, IA 50170; or by telephoning (641) 259-2752.

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., 400 E 14th Street, Des Moines, IA 50319, (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.

PARTIES AND TREATS

The only parties which we observe at school will be student-teacher planned as Fall, Winter, and Valentine's Day. We recognize that students enjoy bringing treats to their classmates for these special times. We encourage students to bring healthful foods which are low in salt, fat, and sugar instead of "junk" foods. Please be advised of peanut allergies. We also recognize students enjoy treating their classmates on their birthdays. Another acceptable option to bringing food as birthday treats would be to donate a book or game to the room which all students could enjoy. If you have an objection due to religion to your child participating in these parties, please contact your child's teacher. We discourage parents from sending flowers and/or balloons to the school for their children.

POSSESSION OR USE OF ILLEGAL CONTROLLED SUBSTANCE (502.9)

The District and the Board recognize the following as serious violations of the school's disciplinary policy:

1. Possessing, drinking, or being under the influence of alcoholic beverages on school property or at school sponsored or approved events off the school grounds at any time, including official school events at other schools;
2. Possessing, distributing, using, or being under the influence of illegal drugs on school property or at school sponsored or approved events off the school grounds at any time, including official school events at other schools;
3. Possessing, distributing, or using drug paraphernalia on school property or at school sponsored or approved events off the school grounds at any time, including official school events at other schools.

Each violation of this policy will be reviewed by the appropriate administrator within a reasonable time after the alleged violation. Both the student and their parents shall have the opportunity to discuss the matter with the administrator before the administrator makes a decision.

The penalty for such violations may include suspension or expulsion. Participation in activities, including practices, will also be prohibited during any period of suspension or expulsion. A student suspended or expelled under this policy will be allowed to return to classes upon completion of the suspension/expulsion period and enrollment in a program of substance abuse evaluation with an agency approved by the District. It shall be the responsibility of the student and/or their parent to enroll in the program of substance abuse evaluation.

School officials may notify law enforcement when a student is suspected of possessing, using, distributing or selling any illegal controlled substance on school property or at school sponsored or approved events off the school grounds at any time, including official school events at other schools.

This policy does not affect nor rescind policies in effect for students who may also be disciplined through the activity policies of the athletic department or other departments.

PUBLIC CONDUCT ON SCHOOL PREMISES (904.4)

The board expects that students, employees, and visitors will treat each other with respect, engage in responsible behavior, exercise self-discipline and model fairness, equity, and respect. Individuals violating this policy will be subject to discipline. Students will be disciplined consistent with the student conduct policies. Employees will be disciplined consistent with employee discipline policies and laws. Others will be subject to discipline according to this policy.

Individuals are permitted to attend school sponsored or approved activities or visit the school premises only as guests of the school district, and, as a condition, they must comply with the school district's rules and policies. Individuals will not be allowed to interfere with or disrupt the education program or activity. Visitors, like the student participants, are expected to display mature, responsible behavior and sportsmanship. The failure of individuals to do so is not only disruptive but embarrassing to the students, the school district and the entire community.

To protect the rights of students to participate in the education program or activities without fear of interference or disruption and to permit school officials, employees, and activity sponsors and offices to perform their duties without interference or disruption, the following provisions are in effect:

- Abusive, verbal or physical conduct of individuals directed at students, school officials, employees, officials and activity sponsors of sponsored or approved activities or at other individuals will not be tolerated.
- Verbal or physical conduct of individuals that interferes with the performance of students, school officials, employees, officials and activity sponsors of sponsored or approved activities will not be tolerated.
- The use of vulgar, obscene, or demeaning expression directed at students, school officials, employees, officials and activity sponsors of sponsored or approved activities or at other individuals will not be tolerated.

If an individual becomes physically or verbally abusive, uses vulgar, obscene or demeaning expression, or in any way interrupts an activity, the individual may be removed from the event by the individual in charge of the event. Law enforcement may be contacted for assistance. The superintendent may exclude the individual from the school premises or from future sponsored or approved activities.

Individuals removed from school premises have the ability to follow the board's chain of command and complaint policies should they choose to do so. The exclusion is in effect should the individual choose to appeal the decision of the superintendent. The term "individual" as used in the policy also includes students and employees.

If an individual has been notified of exclusion and thereafter tries to enter a school building or attend a sponsored or approved activity, the individual shall be advised that his/her attendance

will result in prosecution. The school district may obtain a court order for permanent exclusion from the school building or from future school sponsored or approved activities.

QUESTIONING OF STUDENTS (502.11)

Generally, persons other than parents and school district officials and employees may not interview students during the school day. For purposes of this policy, the school juvenile court officer shall be considered a school employee.

Requests from law enforcement officers and from persons other than parents, school district officials, and employees to interview students shall be made through the principal's office. Upon receiving a request, it shall be the responsibility of the principal to determine whether the request will be granted. Generally, prior to granting a request, the principal shall attempt to contact the parents to inform them of the request and to ask them to be present.

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

Students will not be taken from school without the consent of the principal.

REPORT CARDS AND CONFERENCES (505.2)

Students/Parents are able to access their grades and produce a grade report at any time via Infinite Campus. Grades are posted to Infinite Campus for all students at grade reporting times (mid-terms, quarters and semesters). Progress reports are mailed for students who receive below a C- at grade reporting times. The office updates student transcripts at the end of each semester. The office produces official report cards and transcripts when requested/needed. Parents/Guardians are encouraged to access Infinite Campus.

Students who receive an incomplete in a class must complete the class within 3 weeks of the end of the quarter/semester; the teacher, with permission of the principal may grant extensions. Failure to finish an incomplete may result in a failing grade and loss of credit.

Parent/Teacher conferences are schedule twice per year. At this time you may visit your student's teachers. Parents are encouraged to contact a teacher any time they feel a conference would be beneficial.

SCHOOL NURSE

There is a school nurse who serves everyone in the building. If a child becomes ill during the day, (s)he is to report to the nurse's office. If the nurse is not there, the child should report to the principal's office. If a child needs to leave school due to illness, the parent(s) or person designated by the parent will be notified. Under no circumstances is a child to leave school without the school's permission. If parents have a health concern for their child and wish to speak to the school nurse, please call the school office for the nurse's schedule.

SCHOOL FOOD PROGRAM (711.1)

The school district will operate a school nutrition program in each attendance center. The school nutrition program will include meals, through participation in the National School Lunch Program. Students may bring their lunches from home and purchase beverages and other incidental items.

School nutrition program facilities are provided to serve students and employees when school is in session and during school-related activities. Facilities may also be used under the supervision of the director of food service to employee groups, parent-teacher meetings, civic organizations meeting for the purpose of better understanding the schools, and senior citizens in accordance with law and board policy.

The school nutrition program is operated on a nonprofit basis. The revenues of the school nutrition program will be used only for the operation or improvement of such programs. Supplies of the school nutrition program shall only be used for the nutrition program.

The board will set, and annually review, the prices for school nutrition programs. It shall be the responsibility of the superintendent to make a recommendation regarding the prices of school programs, in accordance with federal and state law.

It shall be the responsibility of the director of food service to administer the program and to cooperate with the superintendent and appropriate personnel for the proper functioning of the nutrition program.

SEARCH AND SEIZURE (502.10)

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

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

STUDENT APPEARANCE/DRESS CODE (502.1)

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 come to school looking clean and neat, dressed in a manner which is accepted as being in good taste, and consistent with an attitude and atmosphere that is conducive to study and learning. Clothing or other apparel promoting or referring products illegal for use by minors (i.e. alcohol, tobacco, drugs) and/or clothing displaying obscene material or profanity or referring to inappropriate or 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.

STUDENT COMPLAINTS AND GRIEVANCES (502.6)

Student complaints and grievances regarding board policy or administrative regulations and other matters should be addressed to the student's teacher or another certified 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 certified employee, the student may submit a written appeal to the building principal within three (3) calendar days of the certified employee's decision. The principal will meet with the student and issue a written decision within three (3) calendar days.

If the student is not satisfied with the principal's decision, a written appeal to the superintendent must be submitted within five (5) calendar days of the principal's written decision. The written appeal to the superintendent shall specify the reason for the appeal and shall set out supporting information and facts.

The written decision of the superintendent may be appealed to the Board of Directors. This written appeal shall be filed with the Board Secretary within five (5) calendar days of receiving the superintendent's decision. Unless the parties otherwise agree, the matter shall be placed on the board agenda of a regularly scheduled board meeting in compliance with board policy.

STUDENT CONDUCT (503.1)

The board believes inappropriate student conduct causes material and substantial disruption to the school environment, interferes with the rights of others, or presents a threat to the health and safety of students, employees, and visitors on school premises. Appropriate classroom behavior allows teachers to communicate more effectively with students.

Students shall conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others while on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district. Consequences for the misconduct will be fair and developmentally appropriate in light of the circumstances.

Students, who fail to abide by this policy, and the administrative regulations supporting it, may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which

disrupts the rights of other students to participate in or obtain their education; conduct that is violent or destructive; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation, and expulsion.

A student who commits an assault against an employee on school district property or on property within the jurisdiction of the school district; while on school-owned or school-operated chartered vehicles; or while attending or engaged in school district activities shall be suspended by the principal. Notice of the suspension shall be sent to the board president. The board shall review the suspension and decide whether to hold a disciplinary hearing to determine whether to impose further sanctions against the student which may include expulsion. In making its decision, the board shall consider the best interests of the school district, which shall include what is best to protect and ensure the safety of the school employees and students from the student committing the assault. Assault for purposes of this section of this policy is defined as, when, without justification, a student does any of the following:

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

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

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

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

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

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

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

Discipline of special education students, including suspensions and expulsions, will comply with the provisions of applicable federal and state laws.

STUDENT CONDUCT ON SCHOOL TRANSPORTATION (712.2)

Students utilizing school transportation shall conduct themselves in an orderly manner fitting to their age level and maturity with mutual respect and consideration for the rights of the school vehicle driver and the other passengers. Students who fail to behave in an orderly manner will be subject to disciplinary measures.

The driver shall have the authority to maintain order on the school vehicle. It shall be the responsibility of the driver to report misconduct to the building administrator.

The board supports the use of video cameras on school buses used for transportation to and from school as well as for field trips, curricular or extracurricular events. The video cameras will be used to monitor student behavior and may be used as evidence in a student disciplinary proceeding. The videotapes are student records subject to school district confidentiality, board policy and administrative regulations.

After two (2) warnings for improper behavior, the building principal shall have the authority to suspend transportation privileges of the student or impose other appropriate discipline.

It shall be the responsibility of the superintendent, in conjunction with the building principal, to develop administrative regulations regarding student conduct and discipline when utilizing school district transportation.

STUDENT FEES (503.3)

Students may be assessed fines, charges or fees for the materials needed in a course, for overdue school materials, for participating in activities or for misuse of school property.

The superintendent shall inform the board of the dollar amount to be charged to students or others for fines, charges or fees annually. Parents of students meeting specific financial eligibility standards will be eligible for a waiver of student fees or a reduction of student fees based upon the request of the parent. Fines or charges assessed for damage or loss to school property are not fees and will not be waived.

STUDENT GOVERNMENT AND STUDENT COUNCIL (504.1)

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, shall set forth the guidelines for the student government's elections, operations, and other elements of the government.

STUDENT HONORS AND AWARDS (505.4)

The district shall have a program that sets out honors and awards including, but not limited to, academic letters, scholarships and good citizenship awards for students, to assist students in setting goals. Students shall be made aware of honors and awards and the action necessary on the part of the student to achieve them.

STUDENT INJURY AND ILLNESS AT SCHOOL (507.4)

When a student becomes ill or is injured at school, the student's parents shall be notified by the school district as soon as possible.

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 necessary. An ill or injured child will be turned over to the care of the parents or qualified medical personnel as quickly as possible.

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

Annually, parents shall be required to complete a medical emergency authorization form indicating the procedures to be followed, if possible, in an emergency involving their child. The authorization form will also include the phone numbers of the parents and alternative numbers to call in case of an injury or illness.

STUDENT ORGANIZATIONS (504.2)

Secondary and/or student-initiated curriculum-related organizations and secondary and/or student-initiated non-curriculum-related organizations are encouraged.

Curriculum-Related Organizations

It shall be the responsibility of the principal to determine whether a student group is curriculum-related. One or more of the following questions will be answered affirmatively if the group is curriculum-related:

- Is the subject matter of the group actually taught in a regularly offered course?
- Will the subject matter of the group soon be taught in a regularly offered course?
- Does the subject matter of the group concern the body of courses as a whole?
- Is participation in the group required for a particular course?
- Does participation in the group result in academic credit?

Secondary and/or student-initiated curriculum-related student organizations, upon receiving permission from the principal, may use the school district facilities for meetings and other purposes during non-instructional time.

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

Employees shall be assigned to monitor approved meetings and may interact with curriculum-related organizations.

Non-curriculum-Related Organizations

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

Employees will be assigned to monitor approved meetings. Employees will not participate in the meeting or assist in planning, criticizing, or encouraging attendance.

STUDENT PUBLICATIONS (504.3)

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

Any expression made by students in the exercise of free speech, including student expression in official school publications, is not an expression of official school policy. The school district, the board, and the 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 speech or expression.

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

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

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

SUSPENSIONS (503.1R1)

Students may be suspended for conduct that violates school rules. Suspensions may take the form of probation, an in-school suspension or an out-of-school suspension.

Probation

1. Probation is conditional suspension of a penalty for a set period of time. Probation may be imposed by the principal for infractions of school rules which do not warrant the necessity of removal from school.
2. The principal will conduct an investigation of the allegations against the student prior to imposition of probation. The investigation will include, but not be limited to, written or oral notice to the student of the allegations against the student and an opportunity to respond. Written notice and reasons for the probation will be sent to the parents.

In-School Suspension

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

Out-of-School Suspension

1. Out-of-school suspension is the removal of a student from the school environment for periods of short duration. Out-of-school suspension is to be used when other available school resources are unable to constructively remedy student misconduct.
2. A student may be suspended out of school for up to ten school days by a principal for a commission of gross or repeated infractions of school rules, regulations, policy or the law, or when the presence of the student will cause interference with the maintenance of the educational environment or the operation of the school. The principal may suspend students after conducting an investigation of the charges against the student, giving the student: (1) oral or written notice of the allegations against the student; (2) the basis in fact for the charges; and (3) the opportunity to respond to those charges. At the principal's discretion, the student may be allowed to confront witnesses against the student or present witnesses on behalf of the student.
3. Written notice of the out-of-school suspension will be mailed to the student's parents and the superintendent no later than the end of the school day following the suspension. A reasonable effort shall be made to personally notify the student's parents and such effort shall be documented by the person making or attempting to make the contact. Written notice to the parents shall include the circumstances which led to the suspension and a copy of the board policy and rules pertaining to the suspension.

Suspensions and Special Education Students

1. Students who have been identified as special education students may be referred for a review of the student's Individual Education Program (IEP). The IEP may be revised to include a continuum of intervention strategies and programming to change the behavior.
2. Students who have not been identified as special education students may be referred for evaluation after the student's suspension to determine whether the student has a disability and is in need of special education.

TIP REPORTING SYSTEM

Safety is one of our district's top priorities, that's why we're now using SafeSchools Alert, a tip reporting system that allows students, staff, and parents to submit safety concerns to our administration four different ways:

1. **Phone:** 844.695.7289
2. **Text:** Text your tip to 844.695.7289
3. **Email:** 1692@alert1.us
4. **Web:** <http://1692.alert1.us>

Easily report tips on bullying, harassment, drugs, vandalism or any safety issue you're concerned about. You can submit a tip anonymously online or by telephone. More information, including the

SafeSchools Alert Terms of Use and Privacy Policy, is available online at <http://1692.alert1.us>. Thanks in advance for helping to make our school community a safer place to work and learn! We appreciate your support.

TOBACCO-FREE ENVIRONMENT (906.4)

School district facilities and grounds, including school vehicles, and personal vehicles while on school district grounds are off limits for tobacco use. This requirement extends to employees, students, and visitors. This policy applies at all times, including school-sponsored and non-school-sponsored events. Persons failing to abide by this request are required to extinguish their smoking material, dispose of the tobacco product, or leave the school district premises immediately. School district personnel failing to abide by the rule may be subject to disciplinary action. It is the responsibility of the administration to enforce this policy.

Definitions:

Tobacco: Any product that is made from or derived from tobacco, or that contains nicotine, that is intended for human consumption or is likely to be consumed, whether smoked, heated, chewed, absorbed, dissolved, inhaled or ingested by any other means, including, but not limited to, a cigarette, a cigar, pipe tobacco, chewing tobacco, snuff, or snus. Tobacco also means electronic smoking devices and any component or accessory used in the consumption of a tobacco product, such as filters, rolling papers, pipes, and substances used in electronic smoking devices, whether or not they contain nicotine. This does not include nicotine products approved by the U.S. Food and Drug Administration for tobacco cessation.

Electronic Smoking Devices: Any device that can be used to deliver an aerosolized solution that may or may not contain nicotine to the person inhaling from the device, including, but not limited to, an e-cigarette, e-cigar, e-pipe, vape pen, e-hookah, or other simulated smoking device.

TORNADO DRILL (507.5)

During a tornado drill, be calm, and do not push or run. Follow directions in a quiet orderly manner. Go to assigned safety area. Safety area directions are posted in each room. The teachers will review the procedures at the beginning of the school year.

TRANSFERS OUT OF DISTRICT (501.7)

The student's parents or the student may withdraw or transfer the student from school prior to completing and graduating from the education program. The student or parent shall notify the superintendent in writing as soon as possible of the decision to withdraw or transfer the student from the education program. The notice shall state the student's final day of attendance. 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.

If the student is not enrolling in another school district, the school district shall maintain the student's records in the same manner as the records of students who have graduated from the school district.

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

If the parents wish to have the student's cumulative record sent to the new school district, the parents shall notify the superintendent in writing. This notice shall include the name of the school

district and the person at the new school district to whom the student's cumulative records should be sent. If the new school district requests the student's cumulative records, the school district will forward the cumulative records and notify the parents the records have been sent. The notice shall inform the parents of their right to review the records sent.

VISITORS (904.3)

The board welcomes the interest of parents and other members of the school district community and invites them to visit the school facilities. Visitors, which include persons other than school district personnel or students, must notify the principal of their presence in the facility upon arrival.

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

We would ask that no visits would be scheduled during the first two weeks or the last two weeks of the school year.

WEATHER DISMISSAL

In the even of inclement weather, the school will make announcements for late starts, early dismissals, or no school. Occasionally school cannot be held due to road conditions, emergencies, or weather.

VIOLATIONS/CONCERNS CONTACTS FOR LAWS OR PROGRAMS (103)

Asbestos Hazard Emergency Response Act

Jeff Shannon, Operations Dir. (641) 259-2620

Harassment – Compliant Investigators

Greg Bonnett, Equity Coord. (641) 259-2315

At-Risk

Matt Teeter, At-Risk Coord. (641) 259-2315

Homeless Liaison

Scott Bridges, HS Principal (641) 259-2315

Child Abuse

Level I

Linda Birkenholtz, Nurse (515) 994-2377

Sally Elrod, Nurse (641) 259-2314

Brittni Horstman, Guidance (641) 259-2315

Elizabeth McClellan, Guidance

(515) 994-2686

Lindsey Houck, Guidance (641) 259-2314 or

(515) 994-2377

Level II

Jasper County Sheriff (641) 792-5912

Multi-Cultural and Gender Fair

Brad Jermeland, Supt. (641) 259-2316

Section 504 of the Rehabilitation Act of 1973 and the ADA, Title VI, or Title IX

Stephanie Ver Helst, PCE Principal

(515) 994-2377

Special Education

Stephanie Ver Helst, PCE Principal

(515) 994-2377

ELL/Migrant

Wade Van Vark, MS Principal (515) 994-2686

Talented and Gifted

Jayne Braid, ME Principal (641) 259-2314

Equal Educational Opportunity

Greg Bonnett, Equity Coord. (641) 259-2315

Title I

Jayne Braid, ME Principal (641) 259-2315