***[Insert District Name]***

**Student Handbook**

***[Insert School Logo]***

**20XX-20XX**

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# OPENING STATEMENT

## Welcome Letter

***[Insert District Welcome Letter]***

***IASB NOTE:***Each school or school district should include a welcome letter to the students. Topics to consider when drafting a welcome letter include, but are not limited to:

* A general statement that welcomes students to the district and to the new year;
* The purpose of the Student Handbook; and
* Places students may go for additional information not covered in the handbook (for instance school policy).

## School District Mission Statement, Vision Statement, Educational Goals, and Expected Outcomes

***[Insert District mission statement, vision statement, educational goals, and expected outcomes]***

***IASB NOTE:*** Each school or school district should add its vision statement, mission statement, educational goals and expected outcomes under this section. This information provides students with an understanding of the school district culture and expectations.

## School Song, School Colors, and School Mascot

***[Insert School Song]***

***[insert school mascot]***

***IASB NOTE:*** The school colors could be implemented throughout the student handbook and not just on this introductory page.

## Map of the District/School

***[Insert school map]***

## Staff Introductions

***[Insert school staff profiles]***

***IASB NOTE:*** In this section districts should consider including the following information in the staff profiles: staff photos, names, job assignments (or courses/duties), and contact information. This helps parents and students familiarize themselves with the staff by acting as a brief introduction. The names and photos of the Board members may be added alongside the district staff.

## Definitions

**“The district”** means ***[insert school district name]***

**“Parent”** also means “guardian” unless otherwise stated.

**“School grounds”** includes the school district-owned or operated facilities, school district-owned or operated property, property within the jurisdiction of the school district or school district premises, and school-owned or operated buses, vehicles, and chartered buses.

**“School facilities”** includes school district buildings and vehicles.

**“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.

## Equal Educational Opportunity

***[Insert school district]*** does not discriminate in its education programs or activities on the basis of sex, race, color, national origin, disability, religion, creed, marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs). The school district’s goal is to educate students in programs and activities that foster a healthy social, intellectual, emotional, and physical self-concept. Each student has the opportunity to use ***[Insert school district] ‘s*** educational programs and activities. Each student is expected to conduct themselves in a manner that assures each student the same educational opportunity.

Students who feel they have been discriminated against are encouraged to report it to the school district Affirmative Action Coordinator. The Affirmative Action Coordinator is ***[insert Affirmative Action Coordinator name]*** and can be contacted ***[insert Affirmative Action Coordinator’s contact information].***

Inquiries by students regarding compliance with equal educational opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, may be directed in writing to the Director of the Region VII office of Civil Rights, U.S. Department of Education, John C. Kluczynski Federal Building, 230 S. Dearborn St., 37th Floor, Chicago, IL, 60604 (312) 730-1560, fax (312) 730-1576 OCR.Chicago@ed.gov, the Iowa Civil Rights Commissioner, <https://icrc.iowa.gov>, (515) 281-4121 or the Iowa Dept. of Education, Grimes State Office Bldg., Des Moines, IA 50319. (515) 281-5294. This inquiry or complaint to the federal or state office may be made instead of, or in addition to, an inquiry or complaint at the local level.

***[Insert school district]***, in its educational program, has an intervention process to assist students experiencing behavior and learning difficulties. ***[insert employee(s)]*** are responsible for this process. Parents wanting access should contact ***[insert school employee and contact information]***.

***IASB NOTE:***Districts must provide annual notice to students and parents of the name, address, and phone number of the affirmative action coordinator, the appropriate state

and federal agency for filing complaints regarding equal access to education programs and procedures for filing a complaint.

***IASB NOTE:***Districts must provide annual notice to students and parents regarding the district’s intervention process and who to contact if parents would like access to the process.

***IASB NOTE:*** Age is not a protected class for students as students are separated by age per class. However, a school district may add “age” as a protected class, but typically this will be seen in the employment context and should be clarified as such.

***IASB NOTE:***Some of the conduct that falls under the school’s equal educational opportunity may also fall under other reportable issues that could trigger other procedures such as anti-bullying/anti-harassment grievance procedures.

***IASB NOTE:*** Affiliated reporting forms can be found in IASB’s sample policy **102** grouping. These include the following: **102.E1** - Annual Notice of Nondiscrimination, **102.E2** - Continuous Notice of Nondiscrimination, **102.E3** - Notice of Section 504 Student and Parental Rights, - **102.E4** Complaint Form (Discrimination, Anti-Bullying & Anti-Harassment), **102.E5** - Witness Disclosure Form, **102.E6** - Disposition of Complaint Form, **102.R1** - Grievance Procedure.

# STUDENT ATTENDANCE

## Student Registration and Enrollment

Students and parents going through the enrollment and registration process with ***[Insert school district name]*** for the first time must complete the following process ***[insert school district’s first time enrollment/registration process].***

***IASB NOTE:*** District’s using an online registration process should consider including their link here.

## School Calendar

***[Insert school district name]***’s school calendar may be subject to change throughout the school year due to weather, emergencies, or other reasons.

***[Insert School Calendar]***

***IASB NOTE:*** IASB provides a sample [School Calendar](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.ia-sb.org%2Fdocs%2Fdefault-source%2Ftoolbox%2Fpolicy-legal-corner%2Flegal-authority-school-calendars%2Ffy25blankcal.docx%3Fsfvrsn%3D7503b740_1&wdOrigin=BROWSELINK) each school year which can be found on the IASB website under the Legal Authority & School Calendars tab.

***IASB NOTE:***The school calendar may include up to five days or 30 hours of instruction delivered primarily over the internet.

***IASB NOTE:*** The school calendar includes total days and hours, holidays, vacation days, and may discuss when and how days missed due to inclement weather will be made up or built into the calendar.

## Daily Academic Schedule

***[Insert Daily Schedule]***

***IASB NOTE:*** The daily academic schedule should include the hours school is in session and the breakdown of the day into class periods or instructional minutes, if applicable.

## School Day – Arrival and Departure

***[Insert your district’s arrival and departure times and/or any regular early outs.***

Student Attendance

***IASB NOTE:***Students must be informed of the school district’s attendance policies annually, including examples of the excused and unexcused absences. IASB offers the following sample policies: **501.9 -** Student Absences-Excused**, 501.9E1 –** Request for Remote Learning**, 501.10 –** Truancy-Unexcused Absences, **501.10R1 *–*** Truancy-Unexcused Absences Regulation.

Students must attend school for the number of days or hours school is in session in accordance with the school calendar. Students are expected to be in class and to make attendance a priority. Attendance is not only compulsory by Iowa law ([*Iowa Code* Chapter 299](https://www.legis.iowa.gov/docs/code/299.pdf)) but is the only way a student can participate and benefit from ***[insert school district’s’]*** education program and accomplish the student’s educational objectives. Although ***[insert school district]*** believes that traditional, in-person school attendance leads to the greatest learning opportunities for students, there may be rare and unusual circumstances created by public emergencies declared by state or local officials which temporarily prevent students from attending traditional, in-person school. In such cases, the superintendent will have discretion to make reasonable accommodations for students on a case-by-case basis, to attend school through remote learning opportunities. Attendance will still be taken during these remote learning experiences.

***IASB NOTE:*** The school calendar may include up to five days or 30 hours of instruction delivered primarily over the internet regardless of emergency situations as outlined above.

Should a student return to school from an absence during the school day, or leave the school during the school day, the student must report to ***[insert reporting location]***. If the student is returning to school during the school day, the student must ***[insert district check in/out procedure]*** prior to returning to class. This process is not meant to excuse an absence or act as a reason for an unexcused absence but merely to keep track of student activity and attendance.

***IASB NOTE:*** Examples of check-in procedures include but are not limited to:

* Admittance/dismissal slips.
* Check-in and out forms.
* Electronic check-in and out systems.
* Student ID check-in and check-out scans.
* Other check-in and out procedures.

**Excused Absences**

Students or Parents of minor students who know they will be absent must notify ***[insert office/administrative personnel to notify and contact information]*** in advance of the absence***.*** Absences approved by ***[insert office/ administrative personnel]*** are considered automatically excused absences. Excused absences include but are not limited to ***[insert excused absence examples]***.It is the student's responsibility to make up any classroom work or required assignments.

***IASB NOTE*:** Excused Absence Examples may include but are not limited to:

* Illness
* Family emergency
* Recognized religious observances
* School activities
* Family trips/vacations
* Other family circumstances
* Other determined excused absences

If advance notification is not possible, parents must notify ***[insert office/ administrative personnel]*** on the day of the absence prior to ***[insert time of day].*** If notification is not received, the office will attempt to contact the parent at the given emergency number on file. Before a student is re-admitted to class after returning from an absence without prior notice, the district may require ***[insert district’s preferred evidence].***

***IASB NOTE:*** Evidence may include but is not limited to:

* Note written and signed by the parents.
* Health care provider note signed by the health care provider.
* Health care provider note signed by the parent.
* Other evidence or written explanation.

**Unexcused Absences**

Unexcused absences are absences that have not received prior approval and in which a student is absent without a reasonable excuse, as determined by ***[insert administrative personnel].*** Unexcused absences include but are not limited to ***[insert unexcused absence examples].*** An unexcused absence may become an excused absence should a parent or student of majority age offer a reasonable excuse. Reasonable excuses include ***[insert district approved excuses].***

***IASB NOTE:*** Unexcused absences may look different district to district. Be sure that what the district considers unexcused absences in the student handbook is reflective of what is stated in board approved policy. Unexcused absence examples include but are not limited to:

* Tardiness
* No call, no show
* Shopping
* Hunting
* Concerts
* Preparation or participation in parties
* Employment without a work permit
* Other determined unexcused absences

***IASB NOTE:*** There may be cases where an absence is automatically unexcused according to school rules and policy. However, some districts allow for excuses or exceptions for unexcused absences. Unlike excused absences that do not require an excuse and are automatically excused. These excuses/exceptions may look different district to district. Be sure that what the district considers acceptable excuses in the student handbook is reflective of what is stated in board approved policy. Reasonable excuses may include but are not limited to:

* Illness
* Family emergencies
* Recognized religious observances
* School sponsored or approved activities
* Family trips/vacations
* Other family related circumstances
* College Visits
* Other determined excuses

**Consequences**

**Option 1**

If a student is unexcused for one or more classes but less than a whole school day, the student may be subject to discipline including but not limited to ***[insert disciplinary sanction]***. For the next ***[insert number]*** of days during the class period(s) missed. If a student is unexcused for a whole day of classes, they may spend the next two days in ***[insert disciplinary sanctions]***.

***IASB NOTE:*** Disciplinary sanctions may include but are not limited to:

* Supervised study hall.
* Detention.
* Early bird school.
* Saturday school.
* In-school suspension.
* Other disciplinary sanctions.

***IASB NOTE:*** Should “supervised study hall” or “in-school suspension” be used as a disciplinary sanction, it is recommended to include the following paragraph:

*In**the event the student has not completed all missed assignments while in* ***[insert supervised study hall or in school suspension],*** *the student may be required to remain out of class and in* ***[insert supervised study hall or in school suspension]*** *until caught up in those classes.*

Schoolwork missed because of absences must be made up within two times the number of days absent not to exceed ***[insert number]*** of days. The time allowed for make-up work may be extended at the discretion of the classroom teacher. Students will be allowed to make up all

work missed due to any absence, excused or unexcused, and full credit will be awarded to all make-up assignments and tests submitted that meet the teacher’s specifications.

**Option 2**

If a student accumulates ***[insert number]*** of unexcused absences in a class, they may lose credit for that class. Prior to loss of credit, the ***[insert administrative personnel]*** will first provide a warning letter that will be given after ***[insert number]*** of unexcused absences in a class to inform the student and parent how many absences the student has left before loss of credit will be considered and allow the student to correct the behavior. Should the unexcused absences continue to incur to the maximum stated number, and prior to loss of credit, the ***[insert administrative personnel]*** will provide the student an opportunity for an informal hearing including notice and an opportunity to be heard. Students will remain in class until a decision is made regarding the loss or restoration of credit. Full credit will be awarded to all assignments and tests submitted that meet the teacher’s specifications until the decision is made.

A student who loses credit may be assigned ***[insert either study hall or in-school suspension]*** for the period(s) in which the course(s) meet or the student may be reassigned to another class or location.

The administration and guidance staff will make reasonable efforts to advise and counsel and may impose discipline upon any student approaching ***[insert number]*** of unexcused absences. Such advice, discipline and counseling include but is not limited to ***[insert advice/discipline options]***.

***IASB NOTE:*** Advice/disciplinary measures may include but are not limited to:

* Oral or written notices to the student or parent.
* Conferences with the student and parent.
* Written attendance agreements.
* Loss of non-academic privileges such as extracurricular activities.
* Loss of open campus.
* Others as determined by the district.

Schoolwork missed because of absences must be made up within two times the number of days absent, not to exceed ***[insert number***] of days. The time allowed for make-up work may be extended at the discretion of the classroom teacher. Students will be allowed to make up all work missed due to any absence, excused and unexcused, and full credit will be awarded to all make-up assignments and tests submitted that meet the teacher’s specifications, notwithstanding any credit lost pursuant to the informal hearing as outlined above.

**Option 3**

If a student is absent ***[insert number]*** of days from class or school in a given semester, the student’s parent will be contacted via telephone or mail regarding the student’s attendance. The ***[insert classroom teacher or building administrator]*** will initiate the ***[insert number]*** day notification process. If a student has been absent for ***[insert number]*** days from class in a given semester, the student will be dropped from that class and receive no credit. If a student is absent for ***[insert number]*** days in ***[insert number]*** or more individual classes, the student

will be dropped from the regular school program and referred to [***insert administrative personnel]*** pursuant to the district’s plan for at-risk students. Students and parents may file written appeals pursuant to board policy ***[insert board policy number and/or title]*** and the student will remain in the class or in school pending the completion of the appeal process. Students with disabilities receiving special education services or accommodations, shall not be denied their right to education. Procedural safeguards under the *Individual with Disabilities Education Act* (IDEA) and *Section 504* shall be followed prior to considering any of the above disciplinary measures.

Schoolwork missed because of absences must be made up within two times the number of days absent, not to exceed ***[insert number***] days. The time allowed for make-up work may be extended at the discretion of the classroom teacher. Students will be allowed to make up all work missed due to any absence and full credit will be awarded to all make-up assignments and tests submitted that meet the teacher’s specifications.

**Option 4**

***[Insert District’s adopted Unexcused Absences Consequences Regulations]***

***IASB NOTE:*** It is best practice to implement a progressive discipline procedure that includes advance notice and an informal hearing prior to any consequences for absences. The Iowa Department of Education has indicated that prior to any loss of credit for unexcused absences, a district should give prior written notice at stages leading up to the loss of credit, advising the parent and child how many days of absences they have left before loss of credit will occur.

***IASB NOTE:*** Other items to consider when drafting unexcused absence consequences include but are not limited to:

* Impact on the individual student’s academic success.
* Number of days missed that qualify for disciplinary sanctions.
* How those number of days will be measured (for example, per school day, class, in a given semester, quarter etc.).
* Notice and an opportunity to respond for parents and students.
* Effect on extracurricular activities.
* Effect on credit.

## Open Enrollment

Iowa’s open enrollment law allows students residing in one school district to request transfer to another school district upon the parents’ request. Parents/guardians may apply for open enrollment for their child to attend another Iowa public school at any time during the year. Students wishing to open enroll to another school must contact ***[insert school administrator]*** for more information.

***IASB NOTE:*** Students must be provided notice of open enrollment annually. A district may also want to offer alternatives to open enrollment such as magnet schools, alternative schools, homebound school and other possible enrollment options.

## College Visits

***[insert seniors and/or juniors]*** are encouraged to visit college campuses on weekends or school holidays. However, if visits cannot be scheduled at those times, ***[insert seniors and/or juniors]*** may be excused up to ***[insert number]*** days to visit college campuses as approved by ***[insert appropriate administrative personnel or guidance counselor]*** when accompanied by a note signed by the student’s parent.

## Early Release During School Hours

***IASB NOTE:*** This section applies to schools who do not offer open campus and instead function as a closed campus school but allow releases with prior approval.

**Option 1**

Students are allowed to leave the school district facilities during school hours with prior approval from their parents or ***[insert appropriate administration personnel].*** Reasons for early release are determined by ***[insert appropriate administrative personnel]*** and include but are not limited to ***[insert approved reasons].***

***IASB NOTE:*** Approved reasons include but are not limited to:

* Volunteering.
* Work with appropriate work permit.
* Off-campus classes.
* Medical appointments.
* Religious instruction.
* Other approved reasons.

**Option 2**

***[Insert District’s Early Release Regulation]***

***IASB NOTE:*** Things to consider when drafting early release regulations include but are not limited to:

* Reasons for the early release.
* How is the early release approved.
* Who approves the early release.
* May the student remain on school grounds during an early release (for instance if an off-campus class is cancelled).
* May a student still leave school grounds during an early release (for instance if an off-campus class is cancelled).

## Open Campus Privileges

**Option 1**

Students in grades ***[insert appropriate grade range]*** may be allowed to leave the school district facilities when they are not scheduled to be in class. Students receive open campus privileges automatically by fulfilling the following requirements ***[insert automatic approval***

***requirements]*** and will be notified of their qualification.Because open campus is a privilege, it may be suspended or revoked should a student violate school rules.

***IASB NOTE:*** Examples of automatic approval requirements include but are not limited to:

* Must not have any unfulfilled disciplinary sanctions such as detentions or suspensions.
* Must maintain good standing in attendance.
* Must maintain a good academic standing with a graduation trajectory.
* All assignments and tests must be passing and complete by the conclusion of the previous semester, or term.
* Other reasonable requirements.

Denial of open campus occurs when the student does not fulfill the approved requirements. If a student believes they automatically qualify but were not given the open campus privilege, they may report the potential mistake to ***[insert appropriate administrative personnel]***. If a student is found to have fulfilled the requirements, they will be granted open campus privileges.

Open campus privileges may be suspended when a student no longer meets one or more of the open campus privilege requirements. The student will have the opportunity to fulfill those requirements during the suspension period. Open campus privileges may also be suspended at any time should the student violate school rules ***[insert specific school rules that may rise to the level of open campus suspension].***

Revocation of open campus privileges may be considered when a student fails to meet one or more of the open campus requirements and an opportunity to fulfill those requirements during a suspension period is not possible. Open campus privileges may also be revoked at any time should the student violate school rules ***[insert specific school rules that may rise to the level of revocation].***

***IASB NOTE:*** Districts should determine what school rules warrant which level of open campus restriction (suspension or revocation). Examples of rules that districts may consider for suspension and/or revocation may include but are not limited to:

* Excessive tardiness.
* Unexcused absences.
* Failing a course in the semester, quarter, midterm etc.
* Excessive incomplete assignments.
* Violating student code of good conduct.
* Any other school rule violations.

A student must ***[insert check in/out procedure for open campus]*** prior to leaving campus. Failure to follow procedures may result in ***[suspension and/or revocation]*** of open campus privileges.

***IASB NOTE:*** The following procedures are examples of potential check-in/out procedures a district may implement for open campus privileges.

* Scan/ show student ID when leaving and returning.
* Check in with the main office when leaving or returning.
* Fill out a check-in/check-out sheet when leaving and returning.
* Electronic check-in/check-out management system.
* Other check-in/out procedures as determined by the district.

**Option 2 (application)**

Students in grades ***[insert appropriate grade range]*** may be allowed to leave the school district facilities when they are not scheduled to be in class. Students receive open campus privileges by filling out the open campus application form. The application must be completed and turned in by ***[insert date or range of dates]*** to the ***[insert appropriate office location]****.*Because open campus is a privilege, it may be suspended or revoked at any time during the school year should a student violate school rules.

A student’s application may be denied should the student fail to fully complete the application to the best of their ability, and/or the student’s application does not meet the required qualifications. If a student believes they qualify but were not given the open campus privilege, they may report the potential mistake to ***[insert appropriate administrative personnel]***. If a student is found to have fulfilled the requirements, they will be granted open campus privileges.

Suspension of open campus privileges may be considered when a student no longer meets one or more of the open campus privilege requirements as outlined in the open campus application but has the opportunity to fulfill those requirements during the suspension period. Open campus may also be suspended at any time should the student violate school rules ***[insert specific school rules that may rise to the level of suspension].***

Revocation of open campus privileges may be considered when a student no longer meets one or more of the open campus requirements as outlined in the open campus application and an opportunity to fulfill those requirements during a suspension period is not possible. Open campus may also be revoked at any time should the student violate school rules ***[insert specific school rules that may rise to the level of revocation].***

***IASB NOTE:*** Districts should determine what school rules warrant which level of open campus restriction (suspension or revocation). Examples of rules that districts may consider for suspension and/or revocation may include but are not limited to:

* Excessive tardiness.
* Unexcused absences.
* Failing a course at semester, quarter, midterm, etc.
* Excessive incomplete assignments.
* Violating student code of good conduct.
* Failure to follow check-out/in procedures.
* Any other school rule violations.

A student must ***[insert check in/out procedure for open campus]*** prior to leaving campus. Failure to follow procedures may result in ***[suspension and/or revocation]*** of open campus privileges.

***IASB NOTE:*** The following procedures are examples of potential check-in/out procedures a district may implement for Open Campus privileges.

* Scan/show student ID when leaving and returning.
* Check-in with the main office when leaving or returning.
* Fill out a sign-in/sign-out sheet when leaving and returning.
* Other check-in/out procedures as determined by the district.

**Option 3**

***[Insert district’s open campus privilege regulation]***

***IASB NOTE:*** Things to consider when drafting open campus regulations include but are not limited to:

* Statement that clarifies open campus is a privilege.
* Explanations for open campus privilege denial, suspension, or revocation.
* Explanations on how to qualify for open campus.
* Potential open campus parameters.
* Checking in and out of campus procedures.

## Inclement Weather

Should school be canceled due to inclement weather prior to the start of the school day, students and parents will be notified via ***[insert notification procedure]***. These days are typically built into the school calendar, however, there may be instances where missed days will need to be made up.

Should school be dismissed early due to inclement weather, parents will be notified by ***[insert notification procedure].*** Parents will also be notified of the status of the school’s transportation services by the same means.

Unless weather conditions prevent it, students will still be returned to their regular drop-off sites. Should weather conditions be too extreme for regular school transportation, students will be kept at school, or potentially returned to school until parents are available for pick-up.

Should there be extracurricular activities or practices scheduled during school or after school on the day of inclement weather, the ***[insert administrative personnel]*** will determine on a case-by-case basis whether to hold the extracurricular activity. This is true should school be cancelled or experience an early out.

# STUDENT RIGHTS AND RESPONSIBILITIES

## Student Appearance

***[Insert school district]*** believesinappropriate student appearance causes material and substantial disruption to the school environment and can present a threat to the health and safety of students, employees, and visitors. ***[Insert school district]*** believes there is a strong correlation between student academic performance and conduct and students’ appearance. Because of this, students are expected to wear clothing that is appropriate to their age level and does not disrupt the school or educational environment.

Students are expected to adhere to standards of cleanliness and dress that are compatible with the requirements of a good learning environment. Clothing or other apparel promoting products or activities that are illegal for minors and clothing displaying obscene material, profanity, or reference to prohibited conduct are disallowed. When in the judgment of ***[insert***

***administrative personnel]***, 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. Clothing that may be restricted, or requested to be modified include but not limited to: ***[insert list]***

Students who refuse to comply or are found to be a habitual offender may be sent to the ***[insert administrative personnel]*** who will determine appropriate consequences in accordance with district adopted disciplinary policies and procedures.

***IASB NOTE:*** Examples of clothing that may be restricted or modified include but are not limited to:

* Shoes with cleats except for outdoor practices.
* Clothing that is not conducive to the health and safety of a student against certain weather circumstances (i.e. requiring shoes).
* Clothing or accessories that are dangerous or could be used as a weapon.
* Displays of obscenity, profanity, or vulgarity.
* Discriminatory remarks.

***IASB NOTE:*** Although the list of examples is not comprehensive; school districts should be aware of students’ First Amendment rights to free speech when considering expanding the list. Prior to expanding the list, it is a good idea to contact the school attorney.

## Student Care of School Property/Vandalism

Students must take care of school property including desks, chairs, books, lockers, school equipment, and other school property. Vandalism and/or destruction of school property is not tolerated. Students found to have committed vandalism or to have destroyed or otherwise harmed school property may be subject to discipline and/or required to ***[insert consequence]***. In certain circumstances, students may be reported to law enforcement authorities.

Accidental damages may, but are not required to, be treated differently. Whether an incident is considered accidental will be determined on a case-by-case basis by ***[insert administrative personnel]***, depending on the circumstances of the situation, the student’s actions leading up to the situation and the student’s response after the situation occurred.

***IASB NOTE:*** Consequences may include but are not limited to:

* Students may be required to reimburse the school district for actual cost of the damages.
* Students may be required to reimburse the school district for cost of labor to restore property.
* Student clean up and repair depending on the severity of the vandalism/damages and if cleanup would pose a threat to the safety of the student.
* Restrictions on participation in extracurricular activities.
* Other disciplinary actions.

## Student Expression and Publication

The board of directors of ***[insert school district]*** protects the intellectual freedom of the school district’s students and practitioners. Expressions made by the students, including student expression through publication, is not an official expression of the school district. The *Student Expression and Publication Code* policy are made available to parents and students via district policy***[insert district policy numbers and title].***

***IASB NOTE*:** IASB provides sample policies: **502.3** - Student Expression and Student Publications Code and **502.03R1** - Student Expression and Student Publications Code.

***IASB NOTE:*** For a sample of a written publication code see IASB’s sample regulation and code **502.3R1** – Student Expression and Student Publications Code Regulation.

Students who violate expression and publication rules may be subject to disciplinary measures. Disciplinary measures cannot violate a student’s protected right to expression and publication, except to the extent that regulation of protected speech is allowed by law. Disciplinary measures should relate directly to the violation of the legally allowed regulation of speech. Appropriate level of discipline will be determined by ***[insert administrative personnel].***

**Student Expression**

***[Insert school district]*** aims to protect the educational environment for all students to help ensure it is free from substantial disruption or infringement upon students’ rights. Students are generally allowed to express their viewpoints and opinions.

The school may regulate speech in certain qualifying circumstances, to help ensure the safety and welfare of the school community. The expression must be done in a reasonable time, place and manner that it is not disruptive to the orderly and efficient operation of the school district. The school may regulate speech that: causes or is reasonably anticipated to cause a material and substantial disruption to the education environment; infringes upon the rights of others; is obscene or lewd; is school sponsored; and/or promotes illegal activities.

***[Insert school district]*** generally allows for student-led protests. Student protests include walk-ins and walk-outs. Walk-ins occur when students leave their learning environments during school hours and together in a group or groups with the purpose of promoting belief(s) but remain on district property. Walk-outs occur when students leave their learning environments during school hours and gather in a group(s) off district property with the purpose of promoting belief(s). Protests are subject to the same rules and restrictions as student expression outlined above.

Students who believe they have been unreasonably restricted in their exercise of their rights should follow the complaint procedure outlined in the *Student Complaint/Grievances* portion of the student handbook.

**Student Publication**

**Option 1**

Students may produce official school district publications as part of the curriculum under the supervision of ***[insert faculty member and/or administrative personnel].*** Student-produced

official school publications include material produced in journalism, newspaper, yearbook, or writing classes and distributed to the student body either free or for a fee. Students cannot express, publish, or distribute in an official school district publication material that is obscene, libelous or slanderous, encourages students to commit unlawful acts, violates school district policies, rules or regulations, or causes a material and substantial disruption of the orderly operation of the school as required by Iowa law. It is the responsibility of the ***[insert faculty member and/or administrative personnel]*** to maintain professional standards of English and journalism and comply with the law.

Should a student believe they have been unreasonably restricted in their exercise of expression through publication, they should follow the complaint procedure as outlined in Student Complaint/Grievances portion of the student handbook.

***IASB NOTE:*** “Prior restraint” is a form of censorship that allows the government to review the content of printed materials and prevent their publication.

***IASB NOTE*:** Iowa law prohibits prior restraint of material prepared for official school publications except for when those materials violate the law as outlined in [*Iowa Code* 280.22.](https://www.legis.iowa.gov/docs/code/280.22.pdf)

**Option 2**

Student-produced official school publications will not be offered or sponsored by the school district as part of the curriculum or a school-sponsored activity. Student-produced official school publications include material produced in journalism, newspaper, yearbook, or writing classes and distributed to the student body either free or for a fee.

Students cannot express, publish, or distribute in an official school district publication material that is obscene, libelous or slanderous, encourages students to commit unlawful acts, violate school district policies, rules or regulations, cause the material and substantial disruption of the orderly operation of the school as required by Iowa law. It is the responsibility of the ***[insert faculty member and/or administrative personnel]*** to maintain professional standards of English and journalism and comply with the law.

Should a student believe they have been unreasonably restricted in their exercise of expression through publication, they should follow the complaint procedure as outlined in Student Complaint/Grievances portion of the student handbook.

***IASB NOTE:*** Iowa law prohibits prior restraint of material prepared for official school publications except for when those materials violate the law as outlined in *Iowa Code* 280.22.

***IASB NOTE:*** Iowa law requires that publication code be made available to parents and students. For a sample of a written publication code see IASB’s sample regulation and code **502.03R1 –** Student Expression and Student Publications Code Regulation.

## Student Complaints/Grievances

**Option 1**

Students may file a complaint regarding school district policies, rules, and regulations or other matters by complying with the following adopted procedures:

1. Complaints and grievances should first be brought to the student’s teacher or other licensed employee within ***[insert number of days]*** of the incident underlying the basis of the complaint. Should the teacher or other licensed employee’s response be unsatisfactory, the student may bring the complaint or grievance to the principal within ***[insert number of days]*** of the response from the teacher or licensed employee.
2. Should the principal’s response be unsatisfactory, the student may bring the complaint or grievance to the superintendent within ***[insert number of days]*** of the principal’s response.
3. Should the superintendent’s response be unsatisfactory, the student may ask to have the matter placed on the board agenda of a regularly scheduled board meeting in compliance with board policy. The board will determine whether they will address the complaint or grievance.

***IASB NOTE:*** Complaint procedures will differ depending on the nature of the complaint. For instance, complaint procedures regarding bullying and/or harassment follow a different filing and investigatory procedure as outlined in this handbook and in IASB sample policy **104** *– Anti-Bullying/Harassment Policy.*

**Option 2**

Students may file a complaint regarding school district policies, rules, and regulations or other matters by complying with adopted procedures as outlined in board policy ***[insert board policy number]***

***IASB NOTE:*** SeeIASB sample policy **502.04** - Student Complaints and Grievances for suggested procedure.

***IASB NOTE:*** Complaint procedures will differ depending on the nature of the complaint. For instance, complaint procedures regarding bullying and/or harassment follow a different filing and investigatory procedure as outlined in this handbook and in IASB sample policy **104 -** Anti-Bullying/Harassment Policy*.*

## Student Search and Seizure

**Option 1**

***[Insert school district name]*** believes that in order to maintain and protect the health and safety of students, employees, and visitors to the school district and for the protection of school district property and educational environment, students, students’ belongings, school-owned lockers, desks or other facilities may be searched or inspected pursuant to constitutional protections and state and federal law. A student and protected student areas may be searched without a search warrant based on a reasonable and articulable suspicion that a law and/or school district policy, rule, or regulations have been violated.

**Personal Searches**

A student’s person and protected student areas may be searched when a school official has reasonable suspicion to believe the student is in possession of illegal, unauthorized, or contraband materials or has violated law or school district policy, rule, or regulations. A student means a student’s person. Student-protected areas are a student’s personal effects which include but are not limited to backpacks, satchels, purses, gym bags, etc.

Personally intrusive searches of the student’s body require more compelling circumstances to be considered reasonable. If a pat-down or search of student’s garments such as jackets, socks, pockets etc., is conducted, it must be conducted in private by a school official of the same sex as the student and with another adult witness of the same sex present, when feasible. A more intrusive search, short of a strip search, of the student’s person and personal effects, is permissible in emergency situations when the health and safety of students, employees or visitors are threatened with imminent harm. This emergency-induced search can only be conducted by a school official of the same sex as the student, with an adult of the same sex present unless the health or safety of students will be endangered by delay.

**Lockers and Desks**

Although school lockers and desks are temporarily assigned to individual students, they remain the property of the district. The school district has a reasonable and valid interest in ensuring the lockers, desks, and other spaces are properly maintained. For this reason, lockers, desks, and other spaces are subject to unannounced inspections and students do not have a legitimate expectation of privacy in the locker, desk, or other space. Any illegal, unauthorized, or contraband materials discovered will be confiscated by school authorities and may be turned over to law enforcement.

***IASB NOTE:*** Iowa law requires schools give notice that locker inspections may occur periodically without informing the student ahead of time.

***IASB NOTE***: Iowa law requires that a search of individual lockers occur in the presence of the students whose lockers are being searched or the search must be conducted in the presence of at least one other person, according to[*Iowa Code* 808A.2.](https://www.legis.iowa.gov/docs/code/808a.2.pdf)

**Motor Vehicle**

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

**Seizure**

School authorities may seize any illegal, unauthorized, or contraband materials discovered in a search. Such items are not to be possessed by a student while they are on school district property, on property within the jurisdiction of the school district, while on school-owned or school-operated or chartered vehicles, while attending or engaged in school activities, and while away from school grounds if the misconduct will directly affect the good order, efficient management, and welfare of the school district. Possession of such items will result in disciplinary action including suspension or expulsion and may be reported to law enforcement.

***IASB NOTE:*** Iowa law requires written notice to all students and students’ parents, guardians or legal custodians regarding the district’s student search rules. This rule must be adopted in the student handbook. The student search rule must address the following three items:

* + Search of a student’s person;
	+ Search of a student’s protected area; and
	+ Search of lockers, desks, and other facilities or spaces owned by the school.

***IASB* *NOTE*:** IASB provides a checklist and factors in sample policy **502.8E1** – Search and Seizure Checklist that should be considered in order to determine whether reasonable and articulable suspicion exists to perform a search of the student, the student’s personal effects or vehicle. Reasonable and articulable suspicion is required by *Iowa Code* 808A.2. It is important that the district considers these factors as Iowa law requires searches to be reasonably related to the objectives of the search and not excessively intrusive, or the search risks violating student rights.

**Option 2**

***[Insert school district name]*** believes that to maintain and protect the health and safety of students, employees, and visitors to the school district and for the protection of school district property and educational environment, students, students’ belongings, school-owned lockers, desks or other facilities may be searched or inspected. A student and protected student areas may be searched without a search warrant based on a reasonable and articulable suspicion that law and/or school district policy, rule, regulations have been violated.

***[Insert school’s rules on search of student’s person, search of student’s protected area, and search of lockers, desks, and other facilities or spaces owned by the school as required by Iowa Code 808A.2.]***

***[Insert school’s rules for seizure of illegal, unauthorized, or contraband materials.]***

***IASB NOTE*:** Iowa law requires written notice to all students and students’ parents, guardians, or legal custodians regarding the district’s student search rules. This rule must be adopted in the student handbook. The student search rule must address the following three items:

* + Search of a student’s person;
	+ Search of a student’s protected area; and
	+ Search of lockers, desks, and other facilities or spaces owned by the school.

***IASB* *NOTE*:** IASB provides a checklist and factors in sample policy 502.8E1 that should be considered in order to determine whether reasonable and articulable suspicion exists to perform a search of this student to the student’s effects or vehicle. Reasonable and articulable suspicion is required by *Iowa Code* 808A.2. It is important that the district considers these factors as Iowa law requires searches to be reasonably related to the objectives of the search and not excessively intrusive or risk violating student rights.

***IASB NOTE:*** Iowa law requires schools give notice that locker inspections may occur periodically without informing the student ahead of time.

***IASB NOTE***: Iowa law requires that a search of lockers occur in the presence of the students whose lockers are being searched or the search must be conducted in the presence of at least one other person *Iowa Code* 808A.2*.*

## Student Lockers and Desks

Students are allowed to use the lockers and desks for storing school-related materials and personal items where necessary for attendance at school. Students are required to keep their assigned locker and desk clean and undamaged. Expenses to repair any damage done to a student’s locker and desk may be charged to the student.

It is highly recommended that students do not store valuables in their lockers or desks. The school district is not responsible for such items. A student may use a lock to secure their locker space, however this does not prevent searches conducted by the school. ***[insert administrator]*** may periodically inspect all or a random selection of lockers and desks for inspection. Either students or another school administrator will be present during the inspection of lockers. These searches may be conducted at any time and without advance notice in compliance with the district’s search and seizure rules and policies.

***IASB NOTE***: Iowa law requires that a search of lockers occur in the presence of the students whose lockers are being searched or the search must be conducted in the presence of at least one other person *Iowa Code* 808A.2

## Bullying and Harassment

***[Insert school district name]*** is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. A safe and civil school environment is necessary for students to learn and achieve. Bullying and/or harassment can seriously disrupt the ability for a school district to maintain a safe and civil environment, hindering the students’ ability to learn and succeed. Bullying and/or harassment of students, employees, and volunteers is against federal and state law, and ***[insert school district name]***’s rules, regulations, and policies.

Bullying and/or harassment will not be tolerated on school district property, on property within the jurisdiction of the school district, while on school-owned or operated or chartered vehicles, while attending or engaged in school activities, or while away from school grounds if the misconduct materially interferes with the orderly operation of the educational environment or is likely to do so.

**Definitions**

“Harassment” and “bullying” mean any electronic, written, verbal, or physical act or other ongoing conduct toward an individual based on any trait or characteristic of the individual which creates an objectively hostile school environment that meets one or more of the following conditions:

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

“Trait or characteristic of the student” includes but is not limited to 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.

“Electronic” means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. It also includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, and electronic text messaging.

**Complaint Procedure**

Complaints of bullying and/or harassment may be filed promptly, reasonably and in good faith with ***[insert superintendent or superintendent designee]***. Complaints will be investigated in accordance with adopted district policy and procedures. Within 24 hours of receiving the report that a student may have been the victim of conduct or behavior that constitutes bullying and/or harassment, the district will notify the parent, guardian, or legal custodian of the student.

After considering the totality of the circumstances, should the ***[insert superintendent or superintendent designee]*** determine after the investigation, that a student has suffered bullying and/or harassment by another student enrolled in the district; a parent, guardian, or legal custodian of the student may enroll the student in another attendance center within the district that offers classes at the student’s grade level, subject to the requirements and limitations established in Iowa law.

In case of an apparent conflict of interest, ***[insert school district]*** has designated ***[insert alternative investigator]*** as an alternative investigator.

**Retaliation and False Reports**

Individuals who knowingly file false bullying and/or harassment complaints, and any person who gives false statements in an investigation may be subject to discipline by appropriate measures. Any student found to have violated this policy or retaliated against another student for filing a complaint under these rules is in violation of the bullying and/or harassment rules and may be subject to discipline up to and including suspension and expulsion.

***IASB NOTE*:** *Iowa Code* 280.28 (2)(f) requires that the superintendent or the superintendent’s designee be identified as the investigator. Districts should have an alternative investigator in case the superintendent or the superintendent’s designee is conflicted out.

## Threats of Violence

**Option 1**

The policy for *Discipline for Students Who Make Threats of Violence or Cause Incidents of Violence* can be found ***[insert policy number and electronic link].*** Parents and guardians should review and become familiar with this policy***.*** All threats of violence, which include any written, verbal, symbolic, electronic, or behavioral message, that either expressly or implicitly express an intention to inflict emotional or physical injury or damage against students, employees, visitors, or school facilities are prohibited. A student who makes a threat of violence, causes an incident of violence that results in injury or property damage, or who commits an assault, will be subject to escalating levels of discipline for each occurrence.

Threats will be promptly investigated. When appropriate, referrals will be made to local law enforcement. The district retains the authority to assign the level of disciplinary measures appropriate to the severity of the threat of violence or incident of violence.

Threats issued and delivered away from the school or school activities may be grounds for disciplinary action if the threat impacts the orderly and efficient operations of the school.

Disciplinary measures may include discipline up to and including suspension and expulsion. The following factors will be considered in determining the extent to which a student will be disciplined for threats of violence ***[insert factors].***

***IASB NOTE:*** Considerations for drafting factors include but are not limited to:

* The student’s intent and knowledge of their actions.
* The student’s developmental level and the context of the incident.
* Whether a pattern of threats of violence exists.
* Age, grade level, and maturity of the student.
* The circumstances surrounding the threat.
* Cooperation of the student and his or her parent(s) or guardian(s).
* The degree of disruption to the school community created by the threat.
* Other relevant information from a credible resource.

***IASB NOTE:*** As required by Iowa law, districts must:

* + Adopt a policy on this topic such as the [“Discipline of Students Who Make Threats of Violence or Cause Incidents of Violence”](https://educate.iowa.gov/media/8829/download?inline=) policy provided by the Iowa Department of Education.
	+ Make the policy available on the district website.
	+ Provide each parent or guardian with a copy of the policy.
	+ Require the parent or guardian acknowledge receipt of the policy in writing or electronically.

Exact policy language or a link to the policy may reside in this section of the student handbook, allowing for parents and guardians to acknowledge receipt of the policy through the “acknowledge receipt” page at the end of this handbook.

**Option 2**

**[Insert *Discipline of Students Who Make Threats of Violence or Cause Incidents of Violence* policy]**

***IASB Note:*** As required by Iowa law, districts must:

* Adopt a policy on this topic such as the [“Discipline of Students Who Make Threats of Violence or Cause Incidents of Violence”](https://educate.iowa.gov/media/8829/download?inline=) policy provided by the Iowa Department of Education
* Make the policy available on the district website.
* Provide each parent or guardian with a copy of the policy.
* Require the parent or guardian acknowledge receipt of the policy in writing or electronically.

Exact policy language or a link to the policy may reside in this section of the student handbook, allowing for parents and guardians to acknowledge receipt of the policy through the “acknowledge receipt” page at the end of this handbook.

## Weapons and Weapon Look-a-Likes

Weapons, weapon look-a-likes, and other dangerous objects cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, and visitors on the school district premises or property within the jurisdiction of the school district. Weapons, weapon look-alikes, and other dangerous objects in the possession of a student that are brought onto the school district premises or property within the jurisdiction of the school district will be confiscated.

The possession will be reported to law enforcement and parents or guardians of the student. Students may be subject to appropriate disciplinary measures. Disciplinary measures may include discipline up to and including suspension and expulsion.

Firearms are strictly prohibited from school grounds, except for weapons under the control of law enforcement officials or other individuals specifically authorized by the board. Any student who is determined to have brought a firearm to school or knowingly possessed a weapon at the school must be expelled from school for a period of no less than one year. However, the superintendent may modify the expulsion requirements on a case-by-case basis. Firearms include but are not limited to any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; incendiary or poison gas, or any destructive device such as bombs, grenades, mines, etc.

***IASBNOTE:*** Some districts may allow for certain approved educational activities that may involve weapons such as archery, DNR approved hunter’s safety course, trap shooting, etc. Should this be the case, consider adding the following language:

 “Exceptions to this rule include Students and individuals approved in writing by the Superintendent who are actively engaging in a school district approved firearms safety course, hunter education course or shooting sports activity.”

## Student Substance Abuse

Students are prohibited from distribution, dispensing, manufacture, possession, use or being under the influence of alcohol, tobacco/nicotine products, other controlled substances, or look-a-like substances while on school district premises or property within the jurisdiction of the school district, while on school-owned and/or operated school or charted vehicles, while attending or engaged in school activities, and while away from school grounds if the misconduct will directly affect the good order, efficient management and welfare of the school.

Students found to be in violation of this rule will be subject to appropriate disciplinary measures and may be required to satisfactorily complete a substance abuse or rehabilitation program. Disciplinary measures may include discipline up to or including suspension and expulsion. For students under the age of 21, local law enforcement authorities may be notified.

## Internet

**Option 1**

Students will be able to access the internet through their teachers. Individual student accounts and electronic mail addresses may be issued to students. Students may be permitted to use district-issued email addresses and internet-based collaboration software to send and receive messages at school. Students will receive age-appropriate training prior to using the internet.

Students will be under teacher supervision while on the network and the district uses technology protection measures to block and filter inappropriate/unauthorized use as much as possible and to the extent permitted by law or vendor policies. Additionally, student’s internet activities may be monitored by the school district to help ensure students are not accessing inappropriate sites that contain restricted material. However, it is not possible to constantly monitor individual students and filter everything they are accessing. Because the internet is a global network and information appears, disappears, and changes constantly, it is not possible to predict or control what students may locate. Some students may encounter information that may not have educational value.

Students will not intentionally access or download any text file or visual depictions or engage in any discussion that includes restricted material. Restricted material includes but is not limited to obscene, libelous, indecent, vulgar, profane or lewd; advertises any product or service not permitted to minors by law; constitutes insulting or fighting words, the very expression of which injures or harasses others; or presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, or will cause the commission of unlawful acts or the violation of lawful school regulations.

Should a student be found to have accessed restricted materials, students may experience disciplinary measures up to and including suspension and expulsion.

***IASB NOTE:*** Districts may have different and specific internet safety measures or access procedures in addition to those stated in this sample handbook. This is a good place to insert any other specific procedures or measures your district has adopted and implemented or cite to the policy that may outline specifics.

**Option 2**

Students will be able to access the internet through their teachers. Individual student accounts and electronic mail addresses may be issued to students. Students may be permitted to use district-issued email addresses and internet-based collaboration software to send and receive messages at school. Students will receive age-appropriate training prior to using the internet.

Students will be under teacher supervision while on the network and the district uses technology protection measures to block and filter inappropriate/unauthorized use as much as possible and to the extent permitted by law or vendor policies. Additionally, student’s internet activities may be monitored by the school district to ensure students are not accessing inappropriate sites that contain restricted material. However, it is not possible to constantly monitor individual students and filter everything they are accessing. Because the internet is a global network and information appears, disappears, and changes constantly, it is not possible

to predict or control what students may locate. Some students may encounter information that may not have educational value.

Students will not intentionally access or download any text file or visual depictions or engage in any discussion that includes restricted material. Restricted material includes but is not limited to obscene, libelous, indecent, vulgar, profane or lewd; advertises any product or service not permitted to minors by law; constitutes insulting or fighting words, the very expression of which injures or harasses others; or presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.

Should a student be found to have accessed restricted materials, students may experience the following disciplinary measures and/or, depending on the severity violation may experience disciplinary measures up to suspension and expulsion:

**First Violation**: A verbal and written "Warning" notice will be issued to the student. The student may lose internet access for a period of ***[insert number of days]*** at the discretion of the supervising teacher. A copy of the notice will be mailed to the student’s parents and a copy provided to the building principal.

**Second Violation**: A verbal and written "Second Violation" notice will be issued to the student. A copy of the notice will be sent to the student's parents and a copy provided to the building principal. The student will forfeit all internet privileges for a minimum period of ***[insert number of days]***.

**Third Violation** A verbal and written "Third Violation" notice will be issued to the student. A copy of the notice will be sent to the student's parents and a copy provided to the building principal. The student will forfeit all internet privileges for a minimum period of ***[insert number of days]***.

***IASB NOTE:*** Districts may have different and specific internet safety measures or access procedures in addition to those stated in this sample handbook. This is a good place to insert any other specific procedures or measures your district has adopted and implemented or cite to the policy that may outline specifics.

**Option 3**

Students will be able to access the internet through their teachers. Individual student accounts and electronic mail addresses may be issued to students. Students may be permitted to use district-issued email addresses and internet-based collaboration software to send and receive messages at school. Students will receive age-appropriate training prior to using the internet.

The internet can provide rich opportunities through a vast collection of educational resources. Students will be under teacher supervision while on the network and the district uses technology protection measures to block and filter inappropriate/unauthorized use as much as possible and to the extent permitted by law or vendor policies. Additionally, student’s internet activities may be monitored by the school district to ensure students are not accessing inappropriate sites that contain restricted material. However, it is not possible to constantly monitor individual students and filter everything they are accessing. Because the internet is a

global network and information appears, disappears, and changes constantly, it is not possible to predict or control what students may locate. Some students may encounter information that may not have educational value.

Students will not intentionally access or download any text file or visual depictions or engage in any discussion that includes restricted material. Restricted material includes but is not limited to obscene, libelous, indecent, vulgar, profane or lewd; advertises any product or service not permitted to minors by law; constitutes insulting or fighting words, the very expression of which injures or harasses others; or presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.

Should a student be found to have accessed restricted materials, students may experience the following disciplinary measures and/or, depending on the severity violation may experience disciplinary measures up to suspension and expulsion:

***[Insert district’s progressive disciplinary procedures]***

***IASB NOTE:*** Districts may have different and specific internet safety measures or access procedures in addition to those stated in this sample handbook. This is a good place to insert any other specific procedures or measures your district has adopted and implemented or cite to the policy that may outline specifics.

## Electronic/Technological Devices

**Option 1**

Personal electronic/technological devices include but are not limited to cell phones, headphones, ear buds, radios, etc. These devices are only permitted for use prior to the start of the school day, between classes, during lunch, during study hall and at the conclusion of the school day. Should a student be found using a device outside of the permitted times, it may be confiscated. The confiscated device will be returned at the end of the school day. Should a student continue to violate these rules, the device may be required to be confiscated at the start of the school day and returned at the end of the school day for a certain designated time. There may be circumstances in which a student may need their devices during the restricted usage times. Devices may be used in these certain circumstances with permission from ***[insert administrator or staff member]***.

Students are expected to refrain from using their devices for non-academic purposes. Misuse of devices include but are not limited to taking photos in the locker room or restroom, using a device to cheat, using a device to incite violence, using a device to bully, harass, threaten, or intimidate another person, to disseminate inappropriate photos or other restricted material, etc. Should a device be misused, a student may face disciplinary measures up to and including suspension and expulsion. Depending on the severity of the misuse, local law enforcement authorities may be contacted.

***IASB NOTE:*** Specific rules regarding how devices are restricted in the classroom may be included here, or the district may choose to leave that discretion up to individual

classroom teachers. For example, some teachers may require all devices to be turned off and placed in their backpacks, others may require students to silence their devices, etc.

**Option 2**

***[Insert District’s electronic/technological device rules]***

***IASB NOTE:*** When drafting Electronic/Technological Devices section, consider the following items:

* Will there be specific restricted times or specific designated times for use?
* How will the devices be stored during classroom time?
* What is considered misuse of a device?
* What are the consequences for misuse of a device?
* Should devices be confiscated as a consequence, what are the timelines for returning the device?
* Will there be exceptions to any of the usage rules?
* How reasonably enforceable will any restrictions be?

## Use of Motor Vehicles

**Option 1**

Driving a motor vehicle to and parking it at the school is a privilege. Students who have a valid permit are allowed to drive and park a motor vehicle at the school in the student parking designated area located ***[insert parking locations and other parking details]***. All student vehicles must be registered with the school by ***[insert registration process here].*** Students are to drive and park their motor vehicles for the purpose of attending school or extracurricular activities. Students may not loiter, or be in their vehicle during the school day, unless granted permission from ***[insert administrative staff].*** Students will leave the school when there is no longer a legitimate reason for the students to be at the school.

In accordance with state traffic laws, students who live within one mile of the school, and would not otherwise be eligible for a student driving permit, may still be eligible for student driving permit for driving to and from school, school activities and practices, if the student ***[insert criteria].***

Students must comply with the school rules and regulations for driving and parking a motor vehicle or face disciplinary action that may include revocation of school driving and parking privileges or any other disciplinary action up to and including suspension and expulsion.

**Option 2**

***[Insert districts Use of Motor Vehicles rules here]***

***IASB NOTE:*** Consider the following when drafting Use of Motor Vehicle section:

* Parking and driving to school is a privilege. Designated parking areas and/or restricted areas (for instance senior parking versus juniors, or limitations on whether students are allowed to park in the visitor parking spaces, etc.).
* Consequences of parking outside authorized areas.
* Times when students may enter and leave the parking locations.
* Registration and permit or parking sticker display requirements.
* Minor school permits.
* Other vehicles that are not cars such as mopeds, motor bikes, electronic scooters, etc.

## Hall Passes

Students must have a hall pass to be in the hallways when classes are in session. Students may obtain a hall pass ***[insert procedure here].*** If a student is found in the hallways without a pass, they will be sent back to class. Repeated offenses may be subject to disciplinary measures.

## Academic Integrity

Students are expected to do their own schoolwork. Academic dishonesty includes but is not limited to looking at another student’s schoolwork without permission, copying others’ work, copying from other unauthorized sources such as past exams, or unauthorized use of devices. Academic dishonesty is strictly prohibited. Students may face disciplinary measures as outlined in this handbook if found to have engaged in academic dishonesty. In addition to such disciplinary measures, students may face loss of class credit.

## Dual Enrollment

Home schooling/private instruction or home school assistance program students enrolled in classes or participating in school activities in ***[insert school district]*** are subject to the same policies, rules, and regulations as other students and are disciplined in the same manner as other students. Dual enrollment students interested in participating in school activities or enrolling in classes should contact ***[insert administrator contact]***.

***IASB NOTE:*** Annually, school districts must notify students receiving competent private instruction, i.e. home school/private instruction students, of the options for participation in school district activities or enrollment in classes. This notification is located on the Iowa Department of Education’s website known as [“Form A: Competent Private Instruction Report”.](https://educateiowa.gov/documents/form-competent-private-instruction-report)

# STUDENT CONDUCT

***IASB NOTE:*** When drafting the student conduct portion of the student handbook, it is important that the district’s adopted good conduct rule policy be carefully reviewed. The language used in the student handbook must align with the adopted policy.

Good Conduct Rule

Participation in school activities is a privilege. Students who wish to have the privilege of participating in extracurricular activities must conduct themselves in accordance with law, board policy, and school rules and must refrain from activities which are illegal, immoral, or unhealthy. Students who participate in extracurricular activities serve as ambassadors of the school during ***[insert calendar year or school year]****,*both away from or at the school. The privilege of participating in these activities is conditioned upon meeting the eligibility criteria

established by the board, administration, and individual activity coaches, sponsors, and directors. The ***[insert administrator]*** will keep records of violations of the good conduct rule. The district’s good conduct policy is found at ***[insert policy number]***.

The following activities are covered by the board’s policy and these rules: ***[insert activities]***

***IASB NOTE:*** Examples of activities include but are not limited to athletics, music, drama, speech, FFA, Honor Societies, curricular clubs such as Spanish Clubs, Art Clubs, cheerleading, drill team, debate, etc.

***IASB NOTE:*** Many districts opt to have the good conduct apply to the calendar year, meaning activities that may occur during the summer months will also be covered. This is not required by law.

**Academic Eligibility**

To be eligible for an activity, students participating must ***[insert academic eligibility requirements]***

Eligibility for extracurricular activities for students with disabilities will be determined in accordance with relevant state and federal laws.

***IASB NOTE:*** Districts are allowed to be stricter in their academic eligibility requirements than required by Iowa law. Academic eligibility requirements may vary from district to district. Keeping this in mind, students who are open enrolling into a district from a district in which the student failed to meet academic eligibility, cannot then become eligible in the new district just because academic eligibility rules may be different.

**Prohibited Activities and Violations**

Students who allegedly violate the good conduct rule will be given notice of the alleged misconduct, the basis of the allegation, and given the opportunity to respond. A student may lose eligibility under the good conduct rule for any of the following reasons:

* Behavior that would constitute bullying or harassment prohibited by district policy.
* Possession, use, or purchase of tobacco/nicotine products.
* Possession, use, or purchase of alcoholic beverages.
* Possession, use, purchase, or attempted sale/purchase of illegal drugs, or the unauthorized possession, use, purchase, or attempted sale/purchase of otherwise lawful drugs. Engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system, regardless of whether the student was actually cited, arrested, convicted or adjudicated.
* ***[Insert other reasons]***

***IASB NOTE:*** The above reasons are example reasons already contained in this sample handbook. Districts may add other reasons including those that may otherwise be considered legal activities but unhealthy. For example, a district may still want to prohibit alcohol consumption in a different country even if the student is considered legal age according to that country’s laws.

**Penalties**

If a student, after being provided due process, is found to have violated the good conduct rule, the student will be subject to the following penalties: ***[insert district penalties]***

Ineligible students must still attend practices or rehearsals but may not perform or participate in games, performances, competitions, etc. The period of eligibility attaches immediately upon the finding of a violation. Should a student drop the activity prior to the completion of the ineligibility period, the student must ***[insert district requirements]***.

There may be instances where a student is already serving an ineligibility period and is found to have violated the good conduct rule again during that period. Should this be the case, the student will serve ***[insert district requirements]***.

***IASB NOTE:*** Districts may also put a time limitation to progressive discipline. For instance, a district may want to clarify that a student may have violated the good conduct rule but should the period of time between a violation and an activity be 12 calendar months or more, the student will not have to serve an ineligibility period for the violation.

Reduction in penalties may be available should a student self-report the violation or undergo a substance abuse evaluation, if applicable. Self-reporting reduction and an abuse evaluation reduction may not be combined to result in a greater reduction of penalties. Students may also be eligible for a reduction in penalties if, in accordance with requirements established by ***[insert district administrator]***, the student successfully completes community service hours as specified by the district. Any community service hours completed for reduction of penalties under the good conduct policy will not be eligible for separate recognition for service programs including silver cord, national honor society, etc.

***IASB NOTE:*** Districts may want to add more detail regarding when an evaluation may be requested or a minimum timeframe for when self-reporting must occur.

Penalties will not result in academic consequences such as grade reduction, impact, or withholding.

**Appeals**

Should a student be found to have violated the good conduct rule, they may obtain a review of the determination within ***[insert timeframe]*** of being notified of the decision by filing a written request for review with ***[insert administrator here]***. If a student is not in agreement with the **[*insert administrator here]*** decision on review, the student may seek further review by the school board. A student must file a written appeal with the board secretary within ***[insert timeframe]*** prior to the next board meeting. The review by the board will be done in closed session per Iowa law. The grounds for review by the school board are limited to the following ***[insert limiting grounds of review].***

The student shall remain ineligible pending in any appeal process. If a review by the school board results in the reversal of the decision, the student will be immediately eligible, and any record of the violation and ineligibility period will be removed from the student’s record.

***IASB NOTE:*** Grounds for review should be limited to high level review, and not reach the level of an actual investigation. Limitation examples include whether the student

was given adequate due process, and whether penalty is in violation of policy or handbook rules.

## Temporary Removal from Classroom

Temporary removal from a classroom means that a student will be temporarily removed from the current classroom due to disruption of the learning environment and ***[insert removal locations such as therapeutic classrooms, principal’s office, other administrators’ office, the hallway etc.]***. This is at the discretion of the classroom teacher.

## Detention

Detention means that a student is required to attend school during non-school hours for disciplinary purposes. Whether detention is to be imposed, the time of detention, and the length is determined by ***[insert school employee or administrator]*** on a case-by-case basis.

## Student Suspensions

Suspensions and discipline in lieu of or on condition of suspension, may be considered when a student violates board policy, school rules, or the law. All suspensions will be determined by ***[insert administrator]*** after an investigation of the incident or allegation. Written notice and reasons will be given to the parents and student regarding the suspension, probation, or intervention. Students who are suspended from school will still be expected to complete course work to receive class credit.

***IASB NOTE:*** Items to consider when drafting this section of the student handbook:

* Does your district allow for intervention probation in lieu of suspensions?
* Does your district limit suspension to in-school suspension?
* Does your district allow for both in-school and out-of-school suspension?

***IASB NOTE:*** Some districts no longer enforce suspensions or limit the type of suspension. If this is the case, this section may be removed from the student handbook. If a school offers alternative disciplinary procedures in lieu of suspension, include that here.

***IASB NOTE*:** When considering special education students for suspensions, refer to their Individual Education Program (IEP) and any other policy that may touch on implementing discipline procedures to special education students. Special procedures for special education students are required by law.

**Probation or Intervention**

Probation is a conditional suspension of a penalty for a set period of time. Time period and conditions are determined by ***[insert administrator]***. This may be imposed where violations do not necessarily require removal from school.

Interventions are actions in lieu of suspension intended to help the student understand and refrain from engaging in the behavior again. This may be imposed where a student’s behavior may be indicative or symptomatic of a great underlying issue.

***IASB NOTE:*** Underlying issues to be considered may be misunderstanding of the rules, cultural miscommunication, potential developmental issues, etc.

**In-School Suspension**

In-school suspension is a temporary isolation of a student from one or more classes while under administrative supervision and remaining on the school property.

**Out-of-School Suspension**

Out-of-school suspension is used when other available school resources are unable to constructively remedy the student's behavior. Out-of-school suspension is the removal of a student from the school environment for short periods of time. A student may be removed from school for periods not to exceed 10 school days by the principal due to gross or repeated infractions or when the student’s presence causes interference with the educational environment or operation of the school. The principal may use out-of-school suspension after an investigation and the student is afforded due process as outlined in school policy and the law.

***IASB NOTE*:** When considering special education students for out-of-school suspension, refer to their IEP and any other policy that may touch on implementing discipline procedures to special education students. Special procedures for special education students are required by law.

## Student Expulsions

An expulsion occurs when a student is removed from the school environment, including but not limited to classes, activities, and other school related events. Students may be expelled for violation of board policy, school rules, or the law.

At the recommendation of the superintendent, a student may be considered for expulsion for disciplinary purposes. Only the board may make the determination to expel a student. Students considered for expulsion will be given due process as outlined in school policy and the law.

***IASB NOTE:*** When considering special education students for expulsion, refer to their IEP and any other policy that may touch on implementing discipline procedures to special education students. Special procedures for special education students are required by law.

## Fines and Fees

Students may be assessed for fines, fees, and other similar charges for materials needed in a course, overdue school materials, activity participation, misuse of school property, or any other reason permitted by law. Parents and students meeting specific financial eligibility standards will be eligible for a waiver of student fees or a reduction upon parental request. Should a parent or student seek a waiver, they should contact ***[insert administrator]*** for more information and waiver forms.

***IASB NOTE*:** School districts must provide notice that students from low-income families are eligible to have their student fees waived.

# STUDENT HEALTH AND WELLBEING

## Insurance for Students

Children’s Health Insurance Program (CHIP) is offered through the Healthy and Well Kids in Iowa program (Hawki). Hawki is the state of Iowa’s medical insurance program for uninsured children. Parents can apply for low-cost health insurance for their children through the program. For more information contact ***[insert school personnel].***

***IASB NOTE:*** More information and resources regarding the Hawki program, may be found on the Iowa Health and Human Services website: [Hawki | Health & Human Services (iowa.gov)](https://hhs.iowa.gov/programs/welcome-iowa-medicaid/iowa-health-link/hawki-chip)

## Extracurricular Student Insurance

**Option 1**

Health and accident insurance is available to students at the beginning of the school year. Parents may purchase insurance for their children at their discretion and bear the entirety of the cost. If a parent is interested in purchasing insurance, they must contact ***[insert school administrator]*** for more information.

***[Insert district]*** highly recommends students participating in intramural or extracurricular athletic activities have health and accident insurance.

**Option 2**

Health and accident insurance is available to students at the beginning of the school year. Parents may purchase insurance for their children at their discretion and bear the entirety of the cost. If a parent is interested in purchasing insurance, they must contact ***[insert school administrator]*** for more information.

***[Insert district]*** requires students participating in intramural or extracurricular athletic activities to have health and accident insurance. The student must provide written proof of insurance prior to the start of the athletic activity. Student athletes who do not have and cannot afford insurance should contact ***[insert school administrator and/or coach].***

## Immunizations

Prior to starting school or transferring into the school district, students must submit a certificate of immunization as required by law. Students without a proper certificate are not allowed to attend school until they have received the required immunizations or may be admitted on the condition that the student is in the process of completing the immunization process. Should a student fail to meet the immunization requirements, this is grounds for suspension, expulsion, or denial of admission.

Exemptions are recognized only for specific medical or religious purposes as recognized by the law. The student must provide a valid Iowa State Department of Health Certificate of Immunization Exemption.

***IASB NOTE*:** Language addressing exemptions to the immunization laws do not need to be included in the handbook. However, the requirements still must be met with a valid Iowa Department of Public Health Certificate of Immunization Exemption stating that receiving the immunization is inconsistent with the parents’ religious beliefs or a written statement from the healthcare provider that the immunizations are detrimental to the student’s health.

Physical Examinations

Parents are encouraged to have their children receive periodic physical examinations.

***IASB NOTE:*** Physical examinations are not required by law, however, should a district decide to require a physical examination prior to a student starting school, this section should be changed to reflect that requirement.

Students participating in athletic activities are required to provide the school with a physical examination form signed by the student’s ***[insert approved health care provider: doctor, physician’s assistant, chiropractor etc.]*** stating that the student is physically fit to perform in athletics prior to the start of the sport. Failure to provide proof of a physical examination causes the student to be ineligible to participate in the athletic activity. Students that cannot afford a physical examination should contact ***[insert administrator]***.

***IASB NOTE:*** Some school districts may provide physical examination services. If this is the case, language reflective of the district’s practice should be included here.

Administration of Medication

Students may need to take prescription or non-prescription medication during school hours. Medication will be administered after a student’s parent or guardian has provided a signed and dated written request that medication be administered. In some cases, students who have demonstrated competency in administering their own medication may do so after receipt of a written and signed statement by the student’s parent or guardian. However, a student with asthma, respiratory disease, or other airway constricting diseases must be allowed to carry and self-administer their medication without showing competency as long as the school is presented with a written approval signed by both the parent or guardian and the prescribing physician. Students are not permitted to abuse their self-administered prescriptions. Those who have been found to be abusing self-administration may have the option of self-administration withdrawn if medically advisable and lawful.

Medication is held ***[insert district’s secure holding place and office location]*** and distributed by ***[insert school employee]***. Medication must be in the original container, with original label, and an instruction sheet or parental authorization that includes the student's name, medication name, directions for use and dosage, times and duration of administration, contact information of the pharmacy (if applicable), date of the prescription (if applicable), name of the physician (if applicable), potential side effects, and emergency number of the parents.

***IASB NOTE:*** Iowa law requires that school districts must allow students with asthma, airway constricting diseases or respiratory diseases to carry and self-administer their medication as long as the parents and prescribing physician report and approve the prescription in writing. School districts should adopt a consent form, typically included

in policy. IASB provides a sample consent form, **507.2E1 -** Authorization- Asthma, Airway Constricting, or Respiratory Distress Medication Self-Administration Consent Form.

## Student Illness or Injury at School

A student that becomes ill or is injured at school must notify their teacher or another employee as soon as possible. In the case of a serious illness or injury, the school shall attempt to notify the parents according to the information on the student’s emergency contact form. If the student is too ill to remain in school, the student will be released to the student’s parents or, with the parents’ permission, to another person directed by the parents.

While the school is not responsible for treating medical emergencies of an ill or injured student, employees may administer emergency or minor first aid if possible. The school will contact emergency medical personnel, if necessary, and attempt to notify the parents where the student may have been transported for treatment.

## Communicable and Infectious Diseases

Students who have an infectious or communicable disease are allowed to attend school provided they are able to do so, and their presence does not create a substantial risk of illness or transmission to other students or employees. The health risk to others in the school district environment will be determined on a case-by-case basis by the student’s physician, a physician chosen by the school district, or public health officials. Infectious or communicable diseases include but are not limited to mumps, measles, chicken pox, etc.

***IASB NOTE****:* Iowa Department of Health and Human Services provides a list of reportable diseases on their website: [Reportable Diseases | Health & Human Services (iowa.gov)](https://hhs.iowa.gov/public-health/center-acute-disease-epidemiology/epi-manual/reportable-diseases).

Health Screenings

Throughout the year, ***[insert school district]*** sponsors health screenings for ***[insert district’s list of health screening items]***. Parents are notified prior to the screening and may opt out through a written, signed note.

***IASB NOTE:*** Health screenings may include vision hearing, scoliosis, height, and weight.

## Sexual Abuse and Physical Abuse of Students by School Employees

***[Insert school district]*** does not tolerate physical or sexual abuse of students, including inappropriate and intentional sexual behavior, by employees. Students who are physically or sexually abused by an employee should notify their parent or guardian, and report to a principal or other trusted school employee. A report may also be made directly to the Level 1 investigator.

The Iowa Department of Education has established procedures adopted by the district for investigating allegations. The procedure requires the district to identify the Level 1 investigator and Level 1 investigator alternative. ***[Insert district]***’s Level 1 investigator is ***[insert district’s designated Level 1 investigator]*** and can be contacted at ***[insert location and contact***

***information]***. ***[Insert district]***’s Level 1 investigator alternative is ***[insert district’s designated Level 1 investigator alternative]***. Allegations will be handled promptly and confidentially to the maximum extent possible.

***IASB NOTE:*** The district must publish the Level 1 investigator and Level 1 investigator alternative in the student handbook, publish it annually in the local newspaper, and post it in all school facilities. This is required by Iowa law.

***IASB NOTE:*** The Iowa Department of Education provides further information on their website and through their published Chapter 102 Manual: [*Chapter 102 Level I Investigator Manual | Iowa Department of Education* (educateiowa.gov)](https://educateiowa.gov/documents/chapter-102-level-i-investigator-manual).

## Health Education List

***[Insert school district]*** provides the following age-appropriate and research-based materials and resources: ***[Insert school district’s health education list]***

***IASB NOTE:*** Per Iowa law, districts are required to include a list of age-appropriate and research-based materials and resources that may be used by parents to educate their children in recognizing unwanted physical and verbal sexual advances and other related topics as described in [256.9(46)(a).](https://www.legis.iowa.gov/docs/code/256.9.pdf) The Iowa Department of Education is required to develop and make available to school districts examples of age-appropriate and research-based materials and lists of resources. This list is titled “Health Education List” by the Iowa Department of Education and can be found here: [Health Education List (iowa.gov)](https://educate.iowa.gov/media/7684/download?inline=)

***IASB NOTE:*** The health education list must be printed in the student handbook and made available on the district website as required by Iowa law. Districts may want to consider including a direct link to the list in addition to the available printed copy in the student handbook.

Emergency Drills

Periodically the school holds emergency drills for fire, tornado, and other threats or disasters. At the beginning of each semester students are notified by their teachers of the emergency drill procedures. Additionally, the procedures and proper exit areas are posted in each room.

Students are expected to remain quiet and orderly during a drill or an emergency. Fire alarms and other calls to alarm should be taken very seriously. Students who pull the fire alarm or call in false alarms, will be disciplined up to and including suspension or expulsion. Additionally, depending on the situation, they may be reported to local law enforcement authorities.

***IASB NOTE:*** Iowa law requires schools to perform a total of eight fire and tornado drills each year. At least two drills of each type (fire and tornado) must be performed prior to December 31 and at least two drills of each type (fire and tornado) must be performed after January 1.

Physical Restraint and Seclusion of Students

Corporal punishment, mechanical restraint and/or prone restraint is prohibited in all schools by Iowa law. Employees are prohibited from administering corporal punishment, mechanical restraint and/or prone restraint.

That said, trained district employees and others may have to use behavior management interventions, physical restraint and/or seclusion of students. The school uses the least restrictive behavioral interventions appropriate for the situation.

Physical restraint or seclusion may be used for the following reasons:

* To prevent or terminate an imminent threat of bodily injury to the student or others; or
* To prevent serious damage to property of significant monetary value or significant nonmonetary value or importance; or
* When the student’s actions seriously disrupt the learning environment or when physical restraint or seclusion is necessary to ensure the safety of the student or others; and
* When less restrictive alternatives to seclusion or physical restraint would not be effective, would not be feasible under the circumstances, or have failed in preventing or terminating the imminent threat or behavior; and
* When the physical restraint or seclusion complies with all applicable laws.

All physical restraints and seclusions will be conducted and documented in accordance with the adopted policy and state law ***[insert Physical Restraint and Seclusion of Students policy number]***

# STUDENT SCHOLASTIC ACHIEVEMENT

## Conferences and Student Progress

Students receive progress reports in the form of report cards at the end of ***[insert school district’s grading period: quarter, trimester, semester etc.]***. Students who have concerns about their grades should talk to their teachers to determine how they can improve performance. Teachers will notify parents and students should the student be doing poorly in the class.

Students who receive an incomplete in a class must complete the class within ***[insert number of days]*** prior to the start of the next ***[insert district’s grading period: quarter, trimester, semester etc.]***. Extensions may be granted by the teacher. Failure to finish an incomplete may result in a failing grade and/or loss of credit.

If parents have any concerns or questions about their child’s progress, they may contact ***[insert school employee and contact information]***. Additionally, parent-teacher conferences are regularly scheduled and held ***[insert conference times and location].*** Individual conferences are also available to parents with ongoing concerns. They are held outside of regular school hours and can be scheduled through ***[insert employee and contact information]***.

***IASB NOTE:*** If conferences are not used, that language should be removed from this portion of the handbook.

***IASB NOTE:***Some districts have more detailed grading/testing rules or progressive performance improvement plans, these details may be included in this section.

***IASB NOTE:*** Districts often allow teachers to individually determine homework assignments and requirements. However, some districts may include general requirements in the student handbook such as an agreed upon number of chances a

student has to complete late homework. Should this be the case, that information should be included in this section.

***IASB NOTE*:** Should a district use a learning management system that aids parents and students in tracking and monitoring student progress, details regarding the system should be included in this section.

## Testing/Survey Programs

Students undergo standardized testing annually. These tests are used to determine academic progress for individual students, for groups of students, and for the school district and to comply with state law. Students may be excused from testing for certain reasons by contacting ***[insert school administrator]***.

***IASB NOTE:*** The Iowa Department of Education lists all federal and state required student assessments on their website: [*Required Student Assessments | Iowa Department of Education (educateiowa.gov)*](https://educateiowa.gov/pk-12/student-assessment-pk-12/required-student-assessments). Districts may opt to list specific standardized tests given. Certain survey or testing programs are established and maintained to evaluate ***[insert school district]***’s educational program and to assist in providing services to students and their families.These programs include surveys, marketing surveys, analysis, or evaluations. ***[insert school district]*** will provide notification, information and/or request permission prior to surveys being administered in accordance with state and/or federal law.

***IASB NOTE:***Districts may add more detailed procedures for granting requests from a parent or guardian or adult student for a detailed review of the survey or testing program in accordance with state and/or federal laws.

***IASB NOTE:***Districts must provide notice about policies regarding surveys or information used for marketing material.

## Health Education Program for Students

***[Insert district]*** provides instruction in health education in compliance with the Iowa Department of Education’s Human Growth and Development Education requirements adapted appropriately for each grade level.

Upon request, parents may review the health education curriculum prior to their use. Parents who object to the health education instruction in human growth and development may file a written request that the student be excused from the instruction. Written requests must include a proposed alternative activity or study that is subject to the approval of the ***[insert school administrator]***. Parents who wish to review or file a written request must contact ***[insert school administrator].***

***IASB NOTE*:** Iowa law gives parents the right to review curriculum and excuse their child from human growth and development instruction. While parents may request curriculum changes and it is important to listen and take into consideration constructive input and criticism, it is not the district’s duty to implement changes upon a parent’s request. It is a good idea to communicate this to parents when listening to curriculum change suggestions.

***IASB NOTE:*** Districts must notify parents of the health education curriculum, instructions for reviewing the material prior to their use in the classroom, and procedures for parents to have their child excused.

## Class Hours and Adding/Dropping Classes

Students must be registered for at least ***[insert number]*** hours per ***[insert school district’s grading period: quarter, trimester, semester etc.]*** unless prior permission is granted by ***[insert administrator]***.

Students who wish to add or drop a class must do so within ***[insert number of days]*** after the start of the ***[insert school district’s grading period: quarter, trimester, semester etc.]***. The ***[insert school employee]***’s permission is necessary to add or drop a class.

## Study Hall

While in study hall, students are expected to conduct themselves as they would in class. Students must bring enough work to occupy themselves for the entirety of the study hall duration. Once in study hall, students are allowed to leave with permission through ***[insert excuse requirements i.e. pre-approved hall passes, dismissal from study hall monitor, letter from school employee etc.]***.

***IASB NOTE*:** Some districts allow for open campus during study hall periods. Details regarding this procedure should be included here.

## Student Honors and Awards

***[insert school district]*** provides honors/awards in the following categories ***[insert honors/awards types such as academic excellence, attendance, community service, etc.]***. To be eligible for academic awards or honors a student must ***[insert eligibility requirements].*** Honors and awards will be presented to students every ***[insert timeframe]***.

Students transferring into the district are eligible for honors and awards. For further information regarding eligibility for transfer student, contact ***[insert administrator].***

***IASB NOTE*:** Because schools offer different, specific types of honors/awards at various times throughout the year, schools may choose to list different, specific requirements for each honor/award and include the timeframe for each.

***IASB NOTE:*** If the school district restricts eligibility for honors/awards because of transfer status, the school district should adopt a policy that explains that eligibility for transfer student is contingent on the transfer student attending the school district for a minimum amount of time or other requirements.

***IASB NOTE:***Other considerations include:

* Whether an early graduate is eligible for awards.
* Whether awards can be taken away from students due to disciplinary reasons.
* Whether the school district offers letters, pins, letter jackets, etc.
* Whether the school district has a procedure to follow in case of a tie.

## Academic Eligibility for Extracurricular Activities

For students to be and remain eligible for extracurricular activities, they must be participating in the minimum number of class hours ***[insert number of hours]*** and remain in good academic standing. For a student to remain in good academic standing ***[Insert school district]*** requires ***[insert district’s requirements to be considered in good academic standing]***.

***IASB NOTE:*** Some districts may also house these standards in the “good conduct rule” of the “Student Conduct” section of this handbook. If these standards are housed elsewhere in the handbook, eliminate this section to avoid overlapping language. Other items to consider when drafting this section of the handbook are:

* Whether all extracurricular activities are treated the same (band, vocal, athletics, etc.).
* Whether extracurricular activities that are graded or receive academic credit are treated differently than those which are not.
* Whether eligibility requirements are in effect year-round or only during the duration of the activity or during the semester prior to the activity.
* At what time students passing the required number of classes are eligible, and begin participating (i.e. at semester end, trimester end, quarter end, etc.).

## Postsecondary Enrollment Options

***[Insert school district]*** provides students in grades nine through 12 with opportunities to receive class or vocational-technical credits that count toward graduation requirements for successfully completed courses at community colleges, private colleges, state universities or otherpost-secondary educational institutions. Students are able to access such services through the ***[insert district offerings: Advanced Placement Program, Postsecondary Enrollment Options Program, Concurrent Enrollment Program]***.

Students and parents should be aware of these opportunities and may contact ***[insert school administrator]*** for more information, application forms, and other enrollment procedures.

***IASB NOTE:*** Schools must make students and parents aware of these options as required by Iowa law.

Early Graduation

**Option 1**

Students who meet the graduation requirements set by the board prior to the end of their senior year may apply to ***[insert administrator]*** for early graduation. Students must apply at least ***[insert deadline timeframe]*** prior to the completion of the graduation requirements.

***IASB NOTE*:** School districts must give notice of the option to graduate early. Schools are not allowed to limit when a student can graduate as long as the student meets graduation requirements as set forth by the board.

**Option 2**

Students who meet the graduation requirements set by the board prior to the end of their senior year may apply to ***[insert administrator]*** for early graduation. Students must apply at least ***[insert deadline timeframe]*** prior to the completion of the graduation requirements.

A student who graduates early is considered an alumnus of the school and no longer a student. This means early graduation students will not be allowed to participate in school activities, including senior activities, except for graduation ceremonies.

***IASB NOTE:*** School districts must give notice of the option to graduate early. Schools are not allowed to limit when a student can graduate as long as the student meets graduation requirements as set forth by the board.

***IASB NOTE:***The second paragraph in this option is not required by law. However, schools may decide to limit student participation for students who graduate early.

## Graduation

**Option 1**

Students who are in good standing and who meet the graduation requirements set forth by the board in ***[insert board policy name and number]*** are allowed to participate in the graduation ceremony and in senior activities. It is possible that students who are serving discipline at the time of graduation ceremony or other senior activities will not be allowed to participate. Students are not required to participate in the graduation ceremony.

**Option 2**

Students who are in good standing and who meet the graduation requirements set forth by the board are allowed to participate in the graduation ceremony and in senior activities. Students must meet the following requirements in order to graduate ***[insert graduation requirements].***  It is possible that students who are serving discipline at the time of graduation ceremony or other senior activities will not be allowed to participate. Students are not required to participate in the graduation ceremony.

# STUDENT ACTIVITIES

## Assemblies

Throughout the year the ***[insert school district]*** sponsors school assemblies. Students attend assemblies unless, for disciplinary reasons, the privilege is taken away or the student will not be attending for certain excused reasons ***[insert reasons if any]***. Students who are not participating in assemblies must report to ***[insert room number]***.

## Field Trips

In certain classes, field trips and excursions are authorized and may be taken as an extension of the classroom to contribute to the achievement of the educational goals of the school district. If a field trip is required for a course, students are expected to attend the field trip. Absences in other classes or school activities due to attendance on field trips or excursions are considered excused absences.

All field trips require parent permission. Prior to attending a field trip, students must ***[insert district’s field trip release requirements].***

## Student Government

Student council provides for student activities, serves as a training experience for student leaders, gives students a share in the management of the school, develops high ideals for 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.

Elections for student council are held ***[insert timeframe and location]***. Students who decide they would like to run for a student council or other officer position should contact ***[insert student council advisor]*** for more information regarding qualification, expectations, roles of an elected official, the election process and other relevant information. Students who decide to participate in the election by voting will ***[insert voting process]***.

***IASB NOTE:*** If your district has rules regarding removal from office due to violation of the “good conduct rule” in the “Student Conduct” section of this handbook or other rules this can be included here.

## Student Organizations

**Option 1**

***[Insert school district]*** recognizes curriculum related and noncurriculum related student organizations. These student organizations may use school facilities for their meetings during non-instructional time at the approval of ***[insert administrator]***. Meetings will not interfere with the orderly conduct of the education program or other school district operations.

**Curriculum Related Organizations**

***[Insert school district]***’s curriculum related student organizations include ***[insert list]***. School employee(s) monitor approved meetings and may interact with the curriculum related student organizations. Approval of a proposed curriculum related organization is made on a case-by-case basis, ***[may insert consideration items here].*** Final determination is at the discretion of ***[insert administrator]*** and approval of the board.

***IASB NOTE*:** Administrators who make the decision whether to approve a curriculum related student organization or not, should have an internal process in place on how to establish a curriculum related student organization.

**Noncurriculum Related Organizations**

***[insert school district]***’s student initiated, noncurriculum related organizations are limited to student participation only. Attendance is voluntary. School employee(s) are assigned to monitor approved meetings but will not participate or assist in any way. Should a student(s) want to establish a noncurriculum related organization they should contact ***[insert administrator]*** for more information.

***IASB NOTE:*** Some schools will require or allow for school administration to ask for parent permission to determine voluntariness of a student attending noncurriculum

related organizations. This information is typically located in the district’s policy. If this requirement exists, it is a good idea to reflect this language in the student handbook.

***IASB NOTE*:** Should a school recognize noncurriculum related organizations, it is important that schools allow additional noncurriculum organizations to be organized, students equal access to noncurriculum school organizations, and noncurriculum organizations equal access to school facilities and other resources as protected by the federal Equal Access Act.

**Option 2**

***[Insert school district]*** recognizes curriculum related student organizations. These student organizations may use school facilities for their meetings during non-instructional time at the approval of ***[insert administrator]***. Meetings will not interfere with the orderly conduct of the education program or other school district operations. School employee(s) monitor approved meetings and may interact with the curriculum-based student organizations. ***[insert school district]***’s curriculum related student organizations include ***[insert list]***.

***IASB NOTE*:** Administrators who make the decision whether to approve a curriculum related student organization or not, should have an internal process in place on how to establish a curriculum related student organization.

## Buses and Vehicles Used for Activities

Students who ride a district bus or vehicle for activities must ride to the event on the district transportation. Students ride home on the district bus or vehicle unless prior arrangements have been made with the pre-approval of the ***[insert administrator or school employee]*** and parent, or the student’s parents personally appear and request from the ***[insert administrator or school employee]*** to transport the student home.

Students are to conduct themselves in an orderly manner fitting to their age and maturity level on district transportation. Students who fail to behave appropriately will be subject to disciplinary measures. ***[insert other disciplinary procedures or details if any]***.

***IASB NOTE*:** Some schools may charge a fee to students who ride the activity bus. If this is the case, language reflecting that practice should be included here.

***IASB NOTE:***Some schools may allow for more flexibility, for example, teammates receiving rides from other teammates parents without pre-approval. If this is the case, adjust this section accordingly.

## Student Funds and Fundraising

Students may raise funds for school activities upon approval of the ***[insert administrator]*** at least ***[insert timeframe]*** prior to the fundraising event. Funds raised remain in the control of the school district and the board. Curriculum related student organizations must have the approval of the ***[insert administrator]*** prior to spending the money raised. Classes that wish to donate a gift to the school district should discuss potential gifts with the ***[insert administrator]*** prior to selecting a gift.

***IASB NOTE:*** Districts sometimes require board approval of certain student-led fundraisers. Districts may decide to include that distinction here.

## Dances

School-sponsored dances must be approved by ***[insert administrator]*** at least ***[insert timeframe]*** prior to the dance date. School district policies, rules, and regulations apply to students as well as nonstudents during school dances. Students and nonstudents violating any of the above will be removed from the dance and school grounds. All dances must end by ***[insert dance end time]. [insert any other rules or procedures for school sponsored dances].***

***IASB NOTE:*** School districts may want to include other rules or procedures for school-sponsored dances. Items to consider include but are not limited to:

* Whether dances are limited to certain grades, for example, Senior only dances.
* Whether students are allowed to bring dates that are not students who are enrolled in the district and any limitations that may be associated such as age limitations.
* Whether students subject to certain discipline measures may attend dances.
* Whether early graduates are allowed to attend school dances or senior prom.

Student Participation in Non-School Athletics

**Option 1**

***[Insert school district]*** prohibits students who participate in school-sponsored athletics from participating in non-school sponsored athletics during the same season.

**Option 2**

***[Insert school district]*** allows students who participate in school-sponsored athletics to participate in non-school sponsored athletics during the same season. Students who participate in non-school sponsored athletics during the same season must give deference to the school-sponsored athletic activity, ensuring outside participation will not conflict with the school-sponsored athletic activity.

**Option 3**

***[Insert school district]*** allows students who participate in school-sponsored athletics to participate in non-school sponsored athletics during the same season, as long as the season occurs outside of the regular school year. Students who participate in non-school sponsored athletics during the same season must give deference to the school-sponsored athletic activity, ensuring outside participation will not conflict with the school-sponsored athletic activity.

**Option 4**

***[Insert school district]*** allows students who participate in school-sponsored athletics to participate in non-school sponsored athletics during the same season with prior approval by ***[insert school administrator]***. Students who participate in non-school sponsored athletics during the same season must give deference to the school-sponsored athletic activity, ensuring outside participation will not conflict with the school-sponsored athletic activity.

# STUDENT RECORDS AND INSTRUCTIONAL MATERIALS

## Student Records; Family Educational Rights and Privacy Act Notice (FERPA)

Under the Family Educational Rights and Privacy Act (FERPA) student records containing personally identifiable information, except for directory information, are considered education records and are confidential. For a complete copy of ***[insert school district]***’s policy on education records and other related information and procedures ***[insert who to contact to obtain a copy and where a copy of the policy may be accessed, e.g. administrative office].***

FERPA affords parents and students over the age of 18 (eligible students) certain rights with respect to a student’s education records. These rights are:

1. Right to inspect and review the student’s education record.
2. Right to seek amendment(s) 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. Right to 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.
3. The right to file a complaint with the US Department of Education concerning alleged failures by the district to comply with the law. Complaints should be made to the following:

Student Privacy Policy Office

US Department of Education

400 Maryland Avenue

Washington, DC 20202-8520

[File a Complaint | Protecting Student Privacy (ed.gov)](https://studentprivacy.ed.gov/file-a-complaint)

***IASB NOTE:*** The information in this section acts as notice of parent and eligible student FERPA rights. It must be distributed annually in some form, not necessarily in the handbook, as required by federal law.

***IASB NOTE:*** This notice should be made available in the parents’ or eligible students’ native language.

***IASB NOTE:***If the district collects personal information from students for the purposes of marketing or selling that information, the school district must annually notify parents and eligible students.

***IASB NOTE:***Some districts will include information regarding sharing information with juvenile justice agencies. Boards must adopt a policy regarding sharing information with juvenile justice agencies before this practice can occur. Should a district adopt this policy language, it should also be included in this section. IASB provides sample language in sample policy **506.01** – *Education Records Access.*

## Student Directory Information

Under FERPA, there is certain information that is contained in a student’s education files that may be released to the public without prior consent from the parent or eligible student. This

information is called directory information and is generally not considered harmful or invasive. Directory information includes ***[insert information that district has designated as “directory information”]***.

Parents and eligible students may restrict the disclosure of directory information by making the request in writing. Written requests should be turned into ***[insert administrator]*** *by* **[insert timeframe]** *of the current school year*.

***IASB NOTE:*** As required by federal law annual notice must be given to parents and eligible students regarding their right to restrict disclosure of directory information and the period of time they have in which to make that request in writing.

Student Photos

***[Insert district]*** allows for school photos to be taken by a commercial photographer. Prior to students’ photos being taken, students and students’ parents will be notified and ***[insert consent procedures].***

Photos taken will be included in the yearbook and ***[may insert student publications, e.g. newspaper]***, unless parents or students request otherwise.

## Student Disclosure of Identity

Students may make a request to a licensed employee to accommodate gender identity, name, or pronoun that is different than what was assigned to the student in the student’s registration forms or records. Should a student make this request, licensed employees are required to report the request to ***[insert administrator]****.* ***[insert administrator]***will contact the student’s parents/guardian regarding the request. These procedures must also be applied to nicknames.

## Student Legal Status

If a student’s legal status, such as a student’s name or the student’s custodial arrangement, should change, the parent must notify the district. These changes are important to keep up-to-date to ensure that the school district is maintaining a current and accurate student record.

## School Library

***[Insert school district]*** maintains a school library for use by employees and students during the school day. Materials maintained in the library are consistent with all applicable laws and board policy. All parents and guardians of students enrolled in the district have access to the online catalog on the district website.

The library is open during the school day from ***[insert timeframe].*** Students using the library are expected to use classroom decorum and follow all school district policies, rules, and regulations. The library staff reserves the right to send any student who is creating a disturbance back to the classroom.

Library materials may be checked out for up to ***[insert check out timeframe]*** and at that time must either be renewed or returned. Students who wish to check out library materials must ***[insert procedures]***. Students are allowed to check out ***[insert number]*** of library materials at a time unless given explicit written permission from the librarian to check out more. Overdue

library materials ***[insert procedure for overdue books].*** Lost or stolen library materials ***[insert procedure for lost or stolen books]***.

Requests from parents or guardians to prohibit their enrolled student from accessing specific library material must be directed to the school principal.

***IASB NOTE:*** Districts vary in how they approach overdue or lost/stolen library materials. It is up to the district whether the district wants to implement fees or fines for overdue books or lost/stolen books or both. Should a district decide to implement fines or fees, consider the following:

* Review the “fines and fees” portions of this handbook and any policy to maintain consistency in language and practice.
* Whether the fees/fines increase.
* Whether the fees/fines may be excused for reasons or decreased for reasons.
* Whether the fees/fines have any further consequences if left unpaid.

## Inspection of Instructional Materials

Parents and other members of the school district community may view the instructional materials used by the students upon request. Copies may be obtained according to board policy ***[insert board policy number(s)]***. Tests and assessment materials are only available for inspection with the consent of the ***[insert administrator]***. Persons wishing to view instructional materials or to express concerns about instructional materials should contact ***[insert administrator and contact information]***.

Should a parent or other members of the school district community have any objections regarding instructional materials, they may contact ***[insert administrator and contact information]*** who will provide all necessary forms, or they may access the objection forms through the school district’s policy ***[insert policy and associated forms].***

***IASB NOTE*:** IASB offers the following sample policies and forms to assist districts in forming their objection process: **605.3** - Objection to Instructional and Library Materials, **605.3E1** - Instructions to the Reconsideration Committee, **605.3E2** - Reconsideration of Instructional and Library Materials Request Form, **605.3E3** - Sample Letter to Individual Challenging Instructional Materials, **605.3E4** - Request to Prohibit a Student from Checking Out Specific Library Materials **605.3E5** - Request to Prohibit a Student from Accessing Specific Instructional Materials, **605.3R1** -Reconsideration of Instructional and Library Materials Regulation

# MISCELLANEOUS

## Student Guidance and Counseling Program

***[Insert school district]*** maintains a guidance program that provides certain services that assist students with their personal, educational and career development. Confidentiality is maintained by the employees involved in the guidance program to the extent the law allows.

## Visitors/Guests

Visitors are welcome to ***[insert district]*** under certain circumstances. Visitor parking is located ***[insert location].*** All visitors must check in ***[insert office and location].*** The check-in process includes ***[insert check in requirements]***. If a student wishes to bring a guest to school, the student must receive prior permission from ***[insert administrator]*** ***[insert amount of time]*** prior to the visit.

***IASB NOTE:*** District’s check-in requirements vary. Some requirements to consider include but are not limited to*:*

* Identification requirements and verification
* Check-in/out sheets
* Electronic visitor management systems
* Badges or passes
* Time limitations
* Other limitations (e.g. no visitors during standardized testing times, no children or infants etc.)
* Notifying employees of a visit (e.g. prior arrangements with a student’s teacher)
* Students that may be visiting from other buildings

## School Nutrition Program and Free and Reduced Lunch

***[Insert School District]*** operates a school nutrition program out of the school cafeteria. Students may either bring their own meals or purchase meals through the school. To receive school meals students must ***[insert lunch and breakfast procedure].*** Free and reduced lunch is available to those who qualify and may require those services. For more information and forms contact ***[insert administrator].***

***IASB NOTE:*** Some districts may offer a la carte, vending, and other food services. If this is the case any information regarding these offerings should be included here.

***IASB NOTE*:** The law requires that districts provide notice of free and reduced meals twice annually to all families of the availability, eligibility criteria and application procedures for free or reduced meals.

## Buses and Other School District Vehicles

Buses and other school district vehicles (“vehicles”) are primarily used to transport students to and from school. Appropriate classroom conduct is to be observed by students while riding the vehicle except for ordinary, appropriate conversation. Students are responsible to the driver, chaperone and/or sponsor while on the school district vehicle, loading, or unloading or leaving the vehicle. The driver may discipline the student and may notify the principal of inappropriate conduct. All people riding school district vehicles to and from the school, extracurricular activities, or any other destination must comply with the law and school district policies, rules, and regulations. Bus and vehicle specific rules are as follows ***[insert district bus and other school district vehicle rules].***

***IASB NOTE:*** Vehicle specific rules to consider include but are not limited to:

* Designated loading spots will be identified before and after arrival.
* Vehicles must be at a complete stop prior to entering or exiting.
* Bodies must remain in the vehicle.
* Riders must not throw or extend objects about the vehicle or from the vehicle.
* Aisles must be clear.
* The emergency door is to be used for emergencies only.
* Assigned seating may be implemented.
* Riders are to remain seated and/or buckled at all times while the vehicle is in motion.
* To open windows, permission must first be obtained from the driver.

District Owned Recording Devices

The ***[insert School District]*** Board of Directors has authorized the use of recording devices on school district owned property to the extent permitted by law. The recording devices will be used to enhance safety and security within the educational environment. Students, employees, and parents are hereby notified that the content of the recording may be used in a student or employee disciplinary proceeding. The content of the recordings may be considered confidential student records and may be retained with other student records. Recordings may be routinely recorded over and only be retained if necessary for use in a student or employee disciplinary proceeding or other matter as determined necessary by the administration. Parents may request to view the recording of their child.

## Drivers Education

**Option 1**

***[Insert school district]*** provides drivers education at ***[insert location]***. This is provided by the school and will be taught by current school employees. For more information on location, dates, and registration please contact ***[insert administrator].***

**Option 2**

***[Insert school district]*** provides drivers education through ***[insert company or organization]***. This is a private driver education provider. For more information on location, dates, and registration please contact ***[insert contact information].***

***IASB NOTE:*** Should a district not provide drivers Education services, this section may be eliminated.

## Parent-Teacher Association/Organization and Booster Clubs

***[Insert school district]*** has parent-teacher associations/organizations and booster clubs that may be run and funded separately from the district. Should a parent be interested, or a student require services, contact ***[insert administrator]*** for more information.

***IASB NOTE:*** Some schools do not have parent teacher associations/organizations and/or booster clubs or may have one over the other. If this is the case, either remove this section in its entirety or alter the language to reflect what your district maintains.

***IASB NOTE:***Some districts may want to include more information in the student handbook although often this information is housed in a separate handbook specific to parent-teacher association/organization and booster clubs. If this is the case, consider the following items:

* + How parents may join.
	+ The role of the association/organization.
	+ When meetings are held.
	+ Short explanation of the association/organization and provided services.

School Announcements

Announcements are made ***[insert time and/or frequency]***. Students are responsible for knowing the content of the announcements. Students who wish to have an item included in the announcements must receive permission from ***[insert administrator]***.

***IASB NOTE*:** Some districts may have additional procedures for announcements such as written approval, requiring advance notice to student announcement addition, whether an announcement can be related to a non-school activity, etc.

## Lost and Found

***[Insert school district]***maintains a lost and found located ***[insert location]****.* Items placed in lost and found will be maintained for ***[insert amount of time]****,* after which items will be ***[insert procedure for removing items]***. Items of higher value will be kept ***[insert location]****.*

## Artificial Intelligence

Use of Artificial Intelligence (AI) in research and graded work by students must include proper source citations. Copyright protections must be strictly adhered to. Students who fail to comply with these requirements may face discipline as stated in relevant district policies.

Prior to using AI tools, classroom teachers will inform the students how AI tools may be used to engage in and complete educational tasks and assignments. Classroom teachers are trained in the use of AI tools and how to implement them appropriately in the classroom. Classroom teachers will establish appropriate parameters for AI tool usage and will monitor student use of AI tools as appropriate. Students are expected to abide by their classroom teachers’ rules.

Students will not use AI tools to access or create information that is discriminatory, constitutes bullying or harassment, shares confidential or personally identifiable information of others, or access or create material that is harmful to minors, obscene, or child pornography. Any violation may result in the loss of access to the AI tool, and further discipline as appropriate.

***IASB NOTE:***Generally, AI is an umbrella term and is already in use in nearly all districts through other resources such as classroom management software. AI can also be used in the context of student learning and prepare modern learners for the future. School districts should determine whether Artificial Intelligence (AI) will be used as a tool in the educational context of student use.

***IASB NOTE:***IASB provides sample policy and accompanying regulations that further detail AI and its usage. Refer to policy number **605.8** - Artificial Intelligence in the Education Environment. and accompanying regulation **605.8R1** – Artificial Intelligence in

the Education Environment Regulation. If your district has adopted these policies, be sure the language is consistent between the student handbook and adopted policies.

## Citizenship

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

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

# ELEMENTARY SCHOOL RULES

***IASB NOTE:*** There are certain items in this handbook that do not apply to the elementary level. Should the district maintain a separate handbook for elementary school level, inapplicable sections may be removed, and these additional sections added. Otherwise, the handbook functions as a completed handbook, with elementary school specific rules as an additional section*.*

## Admission and Attendance

Kindergarten students must be five years of age and first grade students must be six years of age by September 15 of the current school year to be considered for admission and admitted. Under certain circumstances, children five years of age, in the judgment of the school board, may not be admitted into kindergarten. These circumstances include maturity level, physical or mental inability to attend due to a physical or mental condition, or whose presence in the school has been found to be injurious to the health of other pupils. Special education programs and services will be provided for all children requiring special education.

## Communications To and From the School

When sending a note or money to the school, the student should receive clear instruction from the parents about who the appropriate person is to receive the note or money. The district will not be responsible for money that may be lost or stolen when sent to school with a student. Additionally, the school regularly sends notes and papers home with students. Parents need to remind their child to notify them of notes or papers from school. Parents are responsible for knowing the contents of the notes or papers sent home.

***IASB NOTE*:** If the elementary school maintains a parent newsletter this may be mentioned here. Additionally, if a district uses electronic systems that inform parents in similar ways that a note or paper might, that information should be mentioned here.

## Recess and Playground Rules

Students are expected to attend recess outside unless they have a note from a health practitioner, or a written excuse approved by ***[insert administrator]*** that would excuse a student’s outdoor participation. In certain cases of inclement weather, recess will not be held

outside but will be held ***[insert indoor recess locations]***. Otherwise, students are expected to come dressed appropriately according to expected weather conditions to attend recess outdoors. Recess is typically held ***[insert amount of time and frequency]*** per day. School employees who supervise recess are to be obeyed in the same manner that students are expected to obey their classroom teacher.

The playground is a place for safe, respectful play. The playground is located ***[insert location]*** and is limited to ***[insert playground parameters].*** Should an item fall outside of the playground parameters, students are expected to remain within the playground parameters and ***[insert district practice].*** Should a student become injured or fall ill, school employees supervising recess must be notified and ***[insert next steps for an injured student].***

***[Insert school district]*** expects all students to play in such a manner that facilitates safety and respect. Physical fighting will result in immediate removal from the playground and other disciplinary measures may be enforced. Behavior rules on the playground are as follows ***[insert behavior rules]***. Consequences for violating behavior rules include but are not limited to ***[insert consequences]***.

***IASB NOTE:*** Behavior rules to consider include but are not limited to:

* Play must occur in designated playground areas only.
* Objects must not be thrown unless designated for such use.
* All playground equipment must be used in the way it was intended.
* No fighting will be tolerated.

***IASB NOTE:*** Potential consequences to consider include but are not limited to:

* Write ups.
* Loss of recess time.
* Removal from the playground.
* Office referrals.
* Other disciplinary measures including and up to, detention or suspension.

***IASB NOTE:*** Consider whether toys or other play items from home will be allowed to be used during recess time. If yes, it is good practice to inform students and parents that toys and other play items from home are the sole responsibility of the student who brought them.

## Outside Food/Treats

**Option 1**

***[Insert school district]*** does not allow for outside food/treats to be brought to a classroom by a student.

**Option 2**

***[Insert school district]*** allows for outside food/treats to be brought to a classroom by a student. If a student would like to bring outside treats, they must first notify and receive permission from ***[insert school employee and/or administrator]***. All outside food/treats must ***[insert requirements].***

***IASB NOTE:*** Elements to consider when drafting requirements include but are not limited to:

* Types of food/treats allowed.
* Nutritional or allergy restrictions.
* Whether homemade food/treats are allowed and if so, what precautions will be taken.
* Whether food/treats are required to be prepackaged.

## School Parties

***[Insert school district]*** holds classroom parties throughout the year. These include but are not limited to ***[insert school parties]***. Students who do not wish to participate in the parties may be silent or excused by ***[insert school employee]***.

***IASB NOTE:*** School districts may celebrate holidays as long as the celebrations remain secular and do not advocate or sponsor a certain religion or belief. Students should be allowed to excuse themselves from participation.

## Show and Tell or Sharing Time

***[Insert school district]*** allows for students in certain classrooms to bring approved or designated items from home to share and discuss with the class during a designated “Show and Tell” or “Sharing Time” as determined by the classroom teacher. Students, and not the school district, are responsible for all items brought to the school.

***IASBNOTE:*** Other elements districts may want to consider when drafting this portion of the handbook include but are not limited to:

* Whether pets are part of the allowed items.
* If pets are allowed, what is the acceptable means of transportation? (i.e. will a pet be allowed to travel via school bus?).
* Whether items must be kept in a designated area.

## Student Crossing

***[Insert school district]*** uses crossing guards to assist students in crossing to and from school grounds. Crossing guards are located ***[insert locations]*** and students should use these locations when crossing to and from school grounds. Students must obey orders or directions of the crossing guards.

# ACKNOWLEDGMENT OF RECEIPT

I acknowledge that I have received or can access a copy of the ***[insert district name]***’s Student Handbook available at ***[website address and/or location]***. I understand the student handbook contains important information. I acknowledge I am expected to be familiar with the contents. I also understand that I should consult ***[insert name and position title]*** with any questions I have about the contents of the student handbook.

I understand that the employee handbook is a general source of information and may not include every possible situation that may arise.

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Parent’s Signature Date

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Parent's Name (Printed)