Mandatory and Annual Review Policy Listing

On the following pages is a list of mandatory policies cited in IASB's *Policy Reference Manual* (PRM). Mandatory policies are those policies for which a law, court case, or administrative rule requires **school districts and Area Education Agencies** to have a policy on a particular topic. Not all policies in the PRM are mandatory. Boards are required to review each policy at least every five years.

For a few select policies, a particular law or rule requires the board to review the policy language annually. These policies are also cited below.

Note that for mandatory policies, if the policy also has accompanying exhibits and/or regulation(s), these are also considered mandatory because they are considered necessary parts of the policy.

References to "I.C." mean *Iowa Code*. References to "I.A.C." *mean Iowa Administrative Code*.

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Policy Number	Policy Title	Mandatory	Mandatory for AEAs	Legal Citation	Annual Board Review Required
102	Equal Educational Opportunity	Yes	Yes	42 USC 2000e	No
102.E1	Annual Notice	Yes	Yes	42 USC 2000e	No
102.E2	Continuous Notice	Yes	Yes	42 USC 2000e	No
102.E3	Section 504 Notice	Yes	Yes	42 USC 2000e	No
102.E4	Complaint Form	Yes	Yes	42 USC 2000e	No
102.E5	Witness Disclosure Form	Yes	Yes	42 USC 2000e	No
102.E6	Disposition of Complaint Form	Yes	Yes	42 USC 2000e	No
102.R1	Regulation	Yes	Yes	42 USC 2000e	No
103	Long Range Needs Assessment	Yes	No	281 I.A.C. 12.8(1)	Yes
103.R1	Long Range Needs Assessment Regulation	Yes	No	281 I.A.C. 12.8(1)	Yes
104	Anti-Bullying/Anti-Harassment	Yes	No	I.C. 279.82; 280.28; 281 I.A.C. 12.3(11)	No
104.E1	Complaint Form	Yes	No	I.C. 279.82; 280.28; 281 I.A.C. 12.3(11)	No
104.E2	Witness Disclosure Form	Yes	No	I.C. 279.82; 280.28; 281 I.A.C. 12.3(11)	No
104.E3	Disposition of Complaint Form	Yes	No	I.C. 279.82; 280.28; 281 I.A.C. 12.3(11)	No
104.R1	Investigation Procedures	Yes	No	I.C. 279.82; 280.28; 281 I.A.C. 12.3(11)	No
106	Discrimination and Harassment Based on Sex Prohibited	Yes	No	34 C.F.R. 106.8; 281 I.A.C. 12.3(6)	No
215	Board of Director's Records	Yes	Yes	I.C. 22.3A	No
302.1	Superintendent Qualifications, Recruitment, Appointment	Yes	No	281 I.A.C. 12.4	No

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Policy Number	Policy Title	Mandatory	Mandatory for AEAs	Legal Citation	Annual Board Review Required
303.2	Administrator Qualifications, Recruitment, Appointment	Yes	No	281 I.A.C. 12.4	No
401.1	Equal Employment Opportunity	Yes	Yes	42 U.S.C. 2000e; I.C. 279.69; 281 I.A.C. 95.3	No
401.6	Limitations to Employment References	Yes	Yes	281 I.A.C. 12.3(12)	No
401.12	Employee Use of Cell Phones	Yes, if district provides phones	Yes	Internal Revenue Comment Not. 2009-46	No
401.12R1	Regulation	Yes	Yes	Internal Revenue Comment Not. 2009-46	No
401.14	Employee Expression	Yes	No	I.C. 279.73	No
402.2	Child Abuse Reporting	Yes	Yes	I.C. 280.17; I.C. 232.69(h)	No
402.3	Abuse of Students by School District Employees	Yes	Yes	I.C. 280.17; 281 I.A.C. 12.3(12);	No
403.5	Substance-Free Workplace	Yes	Yes	34 C.F.R. pt. 85	No
403.5 E1	Substance-Free Workplace Notice to Employees	Yes	Yes	34 C.F.R. pt. 85	No
403.5R1	Substance-Free Workplace Regulation	Yes	Yes	34 C.F.R. pt. 85	No
403.6	Drug and Alcohol Testing Program	Yes	No	49 C.F.R. 382	No
403.6E1	Notice to Employees	Yes	No	49 C.F.R. 382	No
403.6E2	Acknowledgement Form	Yes	No	49 C.F.R. 382	No
403.6E3	Drug and Alcohol Testing Program and Pre-Employment Testing Consent	Yes	No	49 C.F.R. 382	No
405.2	Licensed Employee Qualifications, Recruitment, Selection	Yes	No	281 I.A.C. 12.4	No
405.6	Licensed Employee Assignment	Yes	No	I.C. 280.14	No

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Policy Number	Policy Title	Mandatory	Mandatory for AEAs	Legal Citation	Annual Board Review Required
408.1	Licensed Employee Professional Development	Yes	No	I.C. 279.74; 284.6	No
409.3	Employee Family & Medical Leave	Yes	Yes	24 C.F.R. 825	No
409.3E1	Notice to Employees	Yes	Yes	29 C.F.R. 825	No
409.3E2	Request Form	Yes	Yes	29 C.F.R. 825	No
409.3R1	Regulation	Yes	Yes	29 C.F.R. 825	No
409.3R2	Definitions	Yes	Yes	29 C.F.R. 825	No
411.2	Classified Employee Qualifications, Recruitment, Selection	Yes	No	281 I.A.C. 12.4	No
411.5	Classified Employee Assignment	Yes	No	I.C. 280.14	No
501.3	Compulsory Attendance	Yes	No	I.C. 299.1; 281 I.A.C. 12.3(6)	No
501.8	Student Attendance Records	Yes	No	281 I.A.C. 12.3(4)	No
501.9	Chronic Absenteeism & Truancy	Yes	No	I.C. 299.1	No
501.14	Open Enrollment Transfers – Sending District	Yes	No	I.C. 282.18	No
501.15	Open Enrollment Transfers – Receiving District	Yes	No	I.C. 282.18	No
501.16	Homeless Children & Youth	Yes	Yes	42 U.S.C. 11431	No
502.3	Student Expression & Student Publications	Yes	No	I.C. 279.73	No
502.3R1	Student Expression and Student Publications Code Regulation	Yes	No	I.C. 279.73	No
502.6	Weapons	Yes	Yes	18 U.S.C. 921; 281 I.A.C. 12.3(6)	No
502.7	Student Substance Use	Yes	No	I.C. 279.9; 281 I.A.C. 12.3(6)	No
502.8	Search & Seizure	Yes	No	281 I.A.C. 12.3(6)	No
502.8E1	Checklist	Yes	No	281 I.A.C. 12.3(6)	No
502.8R1	Regulation	Yes	No	281 I.A.C. 12.3(6)	No
503.1	Student Conduct	Yes	No	I.C. 279.66; 281 I.A.C. 12.3(6)	No

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Policy Number	Policy Title	Mandatory	Mandatory for AEAs	Legal Citation	Annual Board Review Required
503.1R1	Student Suspension	Yes	No	I.C. 279.66; 281 I.A.C. 12.3(6)	No
503.2	Expulsion	Yes	No	281 I.A.C. 12.3(6)	No
503.3	Fines-Fees-Charges	Yes	No	281 I.A.C. 18.2	No
503.3E1	Standard Fee Waiver Application	Yes	No	281 I.A.C. 18.2	No
503.3R1	Student Fee Waiver & Reduction Procedures	Yes	No	281 I.A.C. 18.2	No
503.4	Good Conduct Rule	Yes	No	281 I.A.C. 12.3(6)	No
503.5	Corporal Punishment, Mechanical Restraint, Prone Restraint	Yes	No	281 I.A.C. 12.3(6)	No
503.6	Physical Restraint & Seclusion of Students	Yes	No	281 I.A.C. 12.3(6)	No
503.6E1	Documentation Form	Yes	No	281 I.A.C. 12.3(6)	No
503.6E2	Debriefing Letter	Yes	No	281 I.A.C. 12.3(6)	No
503.6E3	Debriefing Meeting Document	Yes	No	281 I.A.C. 12.3(6)	No
503.6R1	Use of Physical Restraint and Seclusion with Students	Yes	No	281 I.A.C. 12.3(6)	No
503.8	Discipline of Students who make Threats of Violence or Cause incidents of Violence	Yes	No	I.C. 279.65A; 281 I.A.C. 12.3(6)	No
503.8R1	Regulation	Yes	No	I.C. 279.65A; 281 I.A.C. 12.3(6)	No
503.9	Student Use of Personal Electronic Devices		No	I.C. 256.9	No
503.9R1	Regulation		No	I.C. 256.9	No
503.11	Disruptive Behavior	Yes		I.C. 279.65B	No
503.11R1	Disruptive Behavior - Building Level Policy	Yes		I.C. 279.65B	No
503.11R2	Disruptive Behavior – Students with an I.E.P.	Yes		I.C. 279.65B	No
504.2	Student Organizations	Yes	No	I.C. 280.14	No
504.6	Student Activity Program	Yes	No	281 I.A.C. 36.8	No
505.1	Student Progress Reports & Conferences	Yes	No	281 I.A.C. 12.3(6)	No
505.4	Testing Program	Yes	Yes	20 U.S.C. 1232h	No
505.5	Graduation Requirements	Yes	No	I.C. 256.11; 281 I.A.C. 12.3(5)	No

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505.6	Early Graduation	Yes	No	281 I.A.C. 12.5(22); 12.3(5)	No

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Policy Number	Policy Title	Mandatory	Mandatory for AEAs	Legal Citation	Annual Board Review Required
505.8	Parent & Family Engagement Districtwide Policy	Yes	No	20 U.S.C. 6318	Yes
505.8R1	Building Level Regulation	Yes	No	20 U.S.C. 6318	Yes
506.1	Education Records Access	Yes	Yes	34 C.F.R. pt. 99; 281 I.A.C. 12.3(4)	Yes
506.1E1	Request of Nonparent	Yes	Yes	34 C.F.R. pt. 99; 281 I.A.C. 12.3(4)	Yes
506.1E2	Release Records	Yes	Yes	34 C.F.R. pt. 99; 281 I.A.C. 12.3(4)	Yes
506.1E3	Request for Hearing	Yes	Yes	34 C.F.R. pt. 99; 281 I.A.C. 12.3(4)	Yes
506.1E4	Examination of Records	Yes	Yes	34 C.F.R. pt. 99; 281 I.A.C. 12.3(4)	Yes
506.1E5	Transfer of Records	Yes	Yes	34 C.F.R. pt. 99; 281 I.A.C. 12.3(4)	Yes
506.1E6	Receipt of Subpoena	Yes	Yes	34 C.F.R. pt. 99; 281 I.A.C. 12.3(4)	Yes
506.1E7	Juvenile Justice Agency Information Sharing Agreement	Yes	Yes	34 C.F.R. pt. 99; I.C. 280.25	Yes
506.1E8	Annual Notice	Yes	Yes	34 C.F.R. pt. 99; 281 I.A.C. 12.3(4)	Yes
506.1R1	Regulation	Yes	Yes	34 C.F.R. pt. 99; 281 I.A.C. 12.3(4)	Yes

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Policy Number	Policy Title	Mandatory	Mandatory for AEAs	Legal Citation	Annual Board Review Required
506.2	Student Directory Information	Yes	Yes	34 C.F.R. pt. 99	Yes
506.2E1	Release	Yes	Yes	34 C.F.R. pt. 99	Yes
506.2R1	Use of Information	Yes	Yes	34 C.F.R. pt. 99	Yes
506.4	Student Library Circulation Records	Yes	Yes	34 C.F.R pt. 99	Yes
507.2	Administration of Medication to Students	Yes	Yes	281 I.A.C. 14.1	No
507.2E1	Parental Authorization Administer	Yes	Yes	281 I.A.C. 14.1	No
507.2E2	Parental Authorization - Administer	Yes	Yes	281 I.A.C. 14.1	No
507.2E3	Parental Authorization – Self-Administer	Yes	Yes	281 I.A.C. 14.1	No
507.2E4	Parental Authorization – OTC/Stock Medication	Yes	Yes	281 I.A.C. 14.1	No
507.8	Student Special Health Services	Yes	No	I.C. 256.7(24)	No
507.8R1	Regulation	Yes	No	I.C. 256.7(24)	No
507.9	Wellness	Yes	No	42 U.S.C. 1758(b)	No
507.9R1	Regulation	Yes	No	42 U.S.C. 1758(b)	No
601.1	School Calendar	Yes	No	I.C. 299.1; 281 I.A.C. 12.1	No
602.1	Curriculum Development	Yes	Yes	20 U.S.C. 1232h(c)(1)(c)(i); 281 I.A.C. 12.8(1)	No
602.2	Curriculum Implementation	Yes	Yes	20 U.S.C. 1232h(c)(1)(c)(i); 281 I.A.C. 12.8(1)	No

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Policy Number	Policy Title	Mandatory	Mandatory for AEAs	Legal Citation	Annual Board Review Required
602.3	Curriculum Evaluation	Yes	Yes	20 U.S.C. 1232h(c)(1)(c)(i); 281 I.A.C. 12.8(1)	No
603.3	Special Education	Yes	Yes	20 U.S.C. 1413(a)(1); 281 I.A.C. 41.109	No
603.5	Health Education	Yes	No	281 I.A.C. 12.5	No
603.5E1	Student Excuse Form	Yes	No	281 I.A.C. 12.5	No
603.6	Physical Education	Yes	No	281 I.A.C. 12.5	No
603.7	Career Education	Yes	No	281 I.A.C. 12.5	No
604.6	Instruction at a Post-Secondary Educational Institution	Yes	No	I.C. 256.121; 261E.3	No
604.11	Appropriate Use of Online Learning Platforms	Yes	Yes	20 U.S.C. 6777	No
605.2	Instructional & Library Materials Inspection & Display	Yes	No	I.C. 279.77; 281 I.A.C. 12.3(10)	No
605.3	Objection to Library & Instructional Materials	Yes	No	I.C. 279.77; 281 I.A.C. 12.3(10)	No
605.3E1	Instruction to Reconsideration Committee	Yes	No	I.C. 279.77; 281 I.A.C. 12.3(10)	No
605.3E2	Reconsideration Request	Yes	No	I.C. 279.77; 281 I.A.C. 12.3(10)	No
605.3E3	Sample Letter	Yes	No	I.C. 279.77; 281 I.A.C. 12.3(10)	No
605.3E4	Request to Prohibit Library	Yes	No	I.C. 279.77; 281 I.A.C. 12.3(10)	No
605.3E5	Request to Prohibit Instructional	Yes	No	I.C. 279.77; 281 I.A.C. 12.3(10)	No

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Policy Number	Policy Title	Mandatory	Mandatory for AEAs	Legal Citation	Annual Board Review Required
605.3R1	Reconsideration Regulation	Yes	No	I.C. 279.77; 281 I.A.C. 12.3(10)	No
605.4	Technology & Instructional Materials	Yes	No	281 I.A.C. 12.5	No
605.5	School Library	Yes	No	I.C.256.7(24); 281 I.A.C.12.3(10)	No
605.6	Internet – Appropriate Use	Yes	Yes	47 C.F.R. 54.520	No
605.6E1	Permission Letter	Yes	Yes	47 C.F.R. 54.520	No
605.6E2	Violation Notice	Yes	Yes	47 C.F.R. 54.520	No
605.6R1	Regulation	Yes	Yes	47 C.F.R. 54.520	No
605.7	Use of information Resources	Yes	No	281 I.A.C. 12.3	No
605.7R1	Regulation	Yes	No	281 I.A.C. 12.3	No
606.6	Insufficient Classroom Space	Yes	No	I.C. 282.18	No
607.1	Student Guidance & Counseling Program	Yes	No	I.C. 256.7(24)	No
607.2	Student Health Services	Yes	No	I.C. 256.7(24)	No
607.2R1	Regulation	Yes	No	I.C. 256.7(24)	No
704.3	Investments	Yes	Yes	I.C. 11.6; 12B.10	No
705.1	Purchasing-Bidding	Yes	Yes	I.C. 23A.3	No
705.1R1	Suspension and Debarment of Vendors and Contractors Procedures	Yes	Yes	I.C. 23A.3	No
705.1R2	Using Federal Funds in Procurement Contracts	Yes	Yes	I.C. 23A.3	No
705.2	Credit & Procurement Cards	Yes	No	I.C. 279.8	No
706.3	Reductions in Employee Pay	Yes	Yes	29 C.F.R. pt. 541	No
706.3R1	Regulation	Yes	Yes	29 C.F.R. pt. 541	No

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Policy Number	Policy Title	Mandatory	Mandatory for AEAs	Legal Citation	Annual Board Review Required
707.4	Audit	Yes	Yes	I.C. 11.6	No
707.5	Internal Controls	Yes	Yes	I.C. 11.6	No
707.5R1	Regulation	Yes	Yes	I.C. 11.6	No
708	Care, Maintenance & Disposal of District Records	Yes	Yes	I.C. 22.3A	No
710.1	School Nutrition Program	Yes	No	7 C.F.R. pt. 210	No
710.1E1	Notice	Yes	No	7 C.F.R. pt. 210	No
710.1E2	Complaint Form	Yes	No	7 C.F.R. pt. 210	No
710.1R1	Regulation	Yes	No	7 C.F.R. pt. 210	No
710.2	Free or Reduced Cost Meals Eligibility	Yes	No	7 C.F.R. pt. 210	No
710.3	Vending Machines	Yes	No	7 C.F.R. pt. 210	No
710.4	Meal Charges	Yes	No	7 C.F.R. pt. 210	No
711.8	Transportation in Inclement Weather	Yes	No	I.C. 279.8	No
711.10	School Bus Passenger Restraints	Yes	No	281 I.A.C. 43.10(6)	No
802.4	Capital Assets	Yes	Yes	GASB 34	No
802.4R1	Regulation	Yes	Yes	GASB 34	No
802.4R2	Regulation	Yes	Yes	GASB 34	No
804.5	Stock Prescription Medication Supply	Yes	No	281 I.A.C. 14.3	No
804.5E1	Parental Authorization	Yes	No	281 I.A.C. 14.3	No
901	Public Examination of District Records	Yes	Yes	I.C. 22.3A	No
903.2	Community Resource Persons & Volunteers	Yes	No	I.C. 279.66	No
903.3	Visitors to School District Buildings & Sites	Yes	No	I.C. 279.66	No
903.4	Public Conduct on School Premises	Yes	No	I.C. 279.66	No

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Policy Number	Policy Title	Mandatory	Mandatory for AEAs	Legal Citation	Annual Board Review Required
903.5	Distribution of Materials	Yes	No	Bystrom v. Fridley High School, 822 F.2d 747 (8th Cir. 1987)	No
903.5R1	Distribution of Materials Regulation	Yes	No	Bystrom v. Fridley High School, 822 F.2d 747 (8th Cir. 1987)	No
905.2	Nicotine/Tobacco Free Environment	Yes	No	I.C. 279.9	No
905.3	Weapons in the School District	Yes	No	281 I.A.C. 12.3(6)	No

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