

**SOUTH PAGE COMMUNITY SCHOOL
DISTRICT POLICY MANUAL
BOARD OF DIRECTORS
Series 500**

- 500 Objectives for Equal Educational Opportunities for Students
- 501 Student Attendance
 - 501.1 Resident Students
 - 501.2 Nonresident Students
 - 501.3 Compulsory Attendance
 - 501.4 Entrance – Admissions
 - 501.5 Attendance Center Assignment
 - 501.6 Student Transfer In
 - 501.7 Student Transfers Out or Withdrawals
 - 501.8 Attendance Records
 - 501.9 Chronic Absenteeism and Truancy
 - 501.9E1 Request for Remote Learning Form
 - 501.9R1 Chronic Absenteeism and Truancy Regulation
 - 501.10 Truancy - Unexcused Absences
 - 501.10R1 Truancy – Unexcused Absences Regulation
 - 501.10R1 Option II
 - Truancy – Unexcused Absences Regulation
 - 501.10R1 Option III
 - Truancy - Unexcused Absences Regulation
 - 501.11 Student Release During School Hours
 - 501.12 Pregnant Students
 - 501.13 Students of Legal Age
 - 501.14 Open Enrollment Transfers – Procedures As A Sending District
 - 501.15 Open Enrollment Transfers – Procedures As A Receiving District
 - 501.16 Homeless Children and Youth
- 502 Student Rights and Responsibilities
 - 502.1 Student Appearance
 - 502.2 Care of School Property/Vandalism
 - 502.3 Student Expression and Student Publications
 - 502.3R Student Expression and Student Publications Regulation
 - 502.4 Student Complaints and Grievances
 - 502.5 Student Lockers
 - 502.6 Weapons
 - 502.7 Student Substance Use
 - 502.8 Search and Seizure
 - 502.8E1 Search and Seizure Checklist
 - 502.8R1 Search and Seizure Regulation
 - 502.9 Interviews of Students By Outside Agencies
 - 502.10 Use of Motor Vehicles

- 503 Student Discipline
 - 503.1 Student Conduct
 - 503.1R1 Student Suspension
 - 503.2 Expulsion
 - 503.3 Fines – Fees – Charges
 - 503.3E1 Standard Fee Waiver Application
 - 503.3R1 Student Fee Waiver and Reduction Procedures
 - 503.4 Good Conduct Rule
 - 503.4R1 Student Good Conduct Rule – District Regulations
 - 503.5 Corporal Punishment, Mechanical Restraint and Prone Restraint
 - 503.6 Physical Restraint and Seclusion of Students
 - 503.6E1 Use of Physical Restraint and/or Seclusion Documentation Form
 - 503.6E2 Debriefing Letter to Guardian of Student Involved In An Occurrence Where Physical Restraint and/or Seclusion Was Used
 - 503.6E3 Debriefing Meeting Document
 - 503.6R1 Use of Physical Restraint and Seclusion With Students
 - 503.7 Student Disclosure of Identity
 - 503.7E1 Report of Student Disclosure of Identity
 - 503.7E2 Request to Update Student Identity
 - 503.8 Discipline of Students Who Make Threats of Violence or Cause Incidents of Violence – Student Threats of Violence and Incidents of Violence
 - 503.8R1 Discipline of Students Who Make Threats of Violence or Cause Incidents of Violence – Student Threats of Violence and Incidents of Violence Regulation
 - 503.9 Student Use of Personal Electronic Devices
 - 503.9R1 Student Use of Personal Electronic Devices - Regulation
- 504 Student Activities
 - 504.1 Student Government
 - 504.2 Student Organizations
 - 504.4 Student Performances
 - 504.5 Student Fundraising
 - 504.5E1 Fundraising Approval Form
 - 504.5R1 Student Fundraising
 - 504.5SR1 Student Fundraising Regulation
 - 504.6 Student Activity Program
- 505 Student Scholastic Achievement
 - 505.1 Student Progress Reports and Conferences
 - 505.2 Student Promotion – Retention – Acceleration
 - 505.3 Student Honors and Awards
 - 505.4 Testing Program
 - 505.5 Graduation Requirements
 - 505.5R1 Specific Course Requirements
 - 505.6 Early Graduation
 - 505.7 Commencement
 - 505.8 Parental Involvement
 - 505.8R1 Parent and Family Engagement Building-Level Regulation

- 506 Student Records
 - 506.1 Student Records Access
 - 506.1E1 Request of Non-Parent for Examination or Copies of Student Records
 - 506.1E2 Authorization for Release of Student Records
 - 506.1E3 Request for Hearing on Correction of Student Records
 - 506.1E4 Request for Examination of Student Records
 - 506.1E5 Notification of Transfer of Student Records
 - 506.1E6 Letter to Parent Regarding Receipt of a Subpoena
 - 506.1E7 Juvenile Justice Agency Information Sharing Agreement
 - 506.1E8 Annual Notice
 - 506.1R1 Use of Education Records
 - 506.2 Student Directory Information
 - 506.2E1 Authorization for Releasing Student Directory Information
 - 506.2R1 Use of Directory Information
 - 506.3 Student Photographs
 - 506.4 Student Library Circulation Records
- 507 Student Health and Well-Being
 - 507.1 Student Health and Immunization Certificates
 - 507.2 Administration of Medication to Students
 - 507.2E1 Authorization-Asthma or Airway Constricting Medication Self-Administration New Consent Form
 - 507.2E2 Parental Authorization and Release Form for the Administration of Prescription Medication to Students
 - 507.2E3 Parental Authorization and Release Form for Independent Self-Carry and Administration of Prescribed Medication or Independent Delivery of Health Services by the Student
 - 507.2E4 Parental Authorization and Release Form for the Administration of Voluntary School Stock of Over-The-Counter Medication to Students
 - 507.3 Communicable Diseases – Students
 - 507.4 Student Illness or Injury at School
 - 507.5 Emergency Plans and Drills
 - 507.6 Student Insurance
 - 507.7 Custody and Parental Rights
 - 507.8 Student Special Health Services
 - 507.8R1 Special Health Services Regulation
 - 507.9 Wellness Policy
 - Nutrition Education and Promotion
 - Nutrition Guidelines for Foods Sold and Not Sold on Campus
 - Plan for Measuring Implementation
 - 507.9R1 Nutrition Goals
- 508
 - 508.1 Class or Student Group Gifts
 - 508.2 Open Night

OBJECTIVES FOR EQUAL EDUCATIONAL OPPORTUNITIES FOR STUDENTS

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

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

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

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

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

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

Inquiries by students regarding compliance with equal educational opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, are directed to the Affirmative Action Coordinator by writing to the Superintendent, South Page Community School District, College Springs, Iowa 51637; or by telephoning 712-582-3212.

OBJECTIVES FOR EQUAL EDUCATIONAL OPPORTUNITIES FOR STUDENTS

Inquiries by students regarding compliance with equal educational opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, may also be directed in writing to the Director of the Region VIT office of Civil Rights, U.S. Department of Education 8930 Ward Parkway, Suite 2037, Kansas City, MO. 64114 (816) 268-0550 or Iowa Dept. of Education, Grimes State Office Bldg., Des Moines, LA. (515) 281-5294. This inquiry or complaint to the federal or state office may be done instead of, or in addition to, an inquiry or complaint at the local level.

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

Approved 11/14/2011

Reviewed 2/6/2023

Revised 2/6/2023

RESIDENT STUDENTS

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

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

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

Legal Reference:

Lakota Cons. Ind. School v. Buffalo Center-Rake Comm. School, 334 N.W.2d 704 (Iowa 1983).

Mt. Hope School Dist. v. Hendrickson, 197 N.W. 47 (Iowa 1924).

Oshel v. Creston Comm. School Dist., DPI Admin. Doc. 570 (1981).

33 D.P.I. Dec. Rule 80 (1984).

Iowa Code §§ 257.6; 282.2, .6, .7; 285.4 (2003).

Cross Reference: 100 Legal Status of the School Board
501 Student Attendance

Approved 11/14/2011

Reviewed 2/6/2023

Revised 2/6/2023

NONRESIDENT STUDENTS

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

Resident students whose families move from the school district after the start of a semester and who wish to complete the semester in their former resident school district will be permitted to attend. Students who plan to open enroll to their former resident district for the next school year may do so without approval of the board.

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

Nonresident students who are eligible to attend an Iowa public school and who have evidence they will become legal residents of the school district prior to October 1 may be allowed to attend without the payment of tuition.

Legal Reference: Lakota Cons. Ind. School v. Buffalo Center-Rake Comm. School, 334 N.W.2d 704 (Iowa 1983).
 Mt. Hope School Dist. v. Hendrickson, 197 N.W. 47 (Iowa 1924).
 Qshel v. Creston Comm. School Dist., DPI Admin. Doc. 570 (1981).
 Iowa Code §§ 257.6; 282.1, .2, .6, .7, .24 (2003).

Cross Reference: 501 Student Attendance

Approved 08/07/2023

Reviewed 08/07/2023

Revised 02/06/2023

COMPULSORY ATTENDANCE

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

- * have completed the requirements for graduation in an accredited school or have obtained a high school equivalency diploma;
- * are excused for sufficient reason by any court of record or judge;
- * are attending religious services or receiving religious instruction;
- * are unable to attend school due to legitimate medical reasons;
- * has an individualized education program that affects the child's attendance;
- * has a plan under Section 504 of the Federal Rehabilitation Act, 29 U.S.C. § 794, that affects the child's attendance;
- * are attending an approved or probationally approved private college preparatory school;
- * are attending an accredited nonpublic school; or,
- * are receiving independent private instruction; or
- * are receiving competent private instruction.

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

The building principal will investigate the cause for a student's truancy. If the building principal is unable to secure the truant student's attendance, the principal should discuss the next step with the school board. If after school board action, the student is still truant, the building principal will refer the matter over to the county attorney.

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

Legal Reference: Iowa Code §§ 239.5B; 259A; 279.10-.11; ch. 299; 299A

Cross Reference:

- 501 Student Attendance
- 601.1 School Calendar
- 604.1 Competent Private Instruction

ENTRANCE - ADMISSIONS

Children in the school district community will be allowed to enroll in the school district's regular education program beginning at age five. The child must be age five on or prior to September 15 to participate in the school district's kindergarten program. The child must be age six on or prior to September 15 to begin the first grade of the education program.

Before the student may enroll in the district's education program, the board will require evidence of age and residency in the form of a birth certificate or other evidence of age. It is within the discretion of the superintendent to determine what is satisfactory evidence for proof of age.

Prior to enrollment, the child must provide the administration with their health and immunization certificate. Failure to provide this information within the time period set by the superintendent is the reason for suspension, expulsion or denying admission to the student.

Legal Reference:

Iowa Code § § 139A.8; 144.45(5); 282.1, .3, .6

Cross Reference:

501 Student Attendance
507.1 Student Health and Immunization Certificates

Approved 11/14/2011

Reviewed 2/6/2023

Revised 2/6/2023

ATTENDANCE CENTER ASSIGNMENT

The board will have complete discretion to determine the boundaries for each attendance center, to assign students to the attendance centers.

Parents or guardians of siblings in the same grade level academically in grades kindergarten through grade five may request the siblings be placed in the same or different classrooms. In order to be valid, the request must be made in writing and submitted to the school principal at the time of registration for classes, or within fourteen days after the children's first day of attendance during the school year. If a valid request is received by the school principal, the request must be honored. While a parent or guardian may make a placement request that siblings be placed together or apart, the district administration retains complete discretion to select the classroom teacher(s) to which siblings are assigned. If after the initial grading period following the placement of siblings in the same or different classrooms the school principal determines the placement is disruptive to the class; the principal may assign one or more of the siblings to different classrooms.

It is the responsibility of the superintendent to make a recommendation to the board annually regarding the assigned attendance center for each student. In making the recommendation, the superintendent will consider the geographical layout of the school district, the condition and location of the school district facilities, the location of student population, possible transportation challenges, financial condition of the school district and other factors deemed relevant by the superintendent or the board.

Legal Reference: Iowa Code §§ 279.11; 282.7-8
Cross Reference: 501 Student Attendance

Approved 11/14/2011

Reviewed 2/6/2023

Revised 2/6/2023

STUDENT TRANSFER IN

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

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

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

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

Legal Reference: 20U.S.C. 1232g
Iowa Code 139.9; 282.1, .3; .4; 299A

Cross Reference: 501 Student Attendance
505.3 Student Honors and Awards
507 Student Health and Well-Being
604.1 Competent Private Instruction

Approved 11/14/2011

Reviewed 2/6/2023

Revised 2/6/2023

STUDENT TRANSFERS OUT OR WITHDRAWALS

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

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

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

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

Legal Reference: 20 U.S.C. § 1232g (1994).
Iowa Code §§ 274.1; 299.1-.1 A; 299A.11

Cross Reference: 501 Student Attendance
506 Student Records
604.1 Competent Private Instruction

Approved 11/14/2011

Reviewed 2/6/2023

Revised 2/6/2023

ATTENDANCE RECORDS

As part of the school district's records, the daily attendance of each student is recorded and maintained on file with the permanent records of the board secretary.

It is the responsibility of the principals to ensure that such reports are filed with the board secretary or their designee as, the custodian of district records.

Legal Reference: Iowa Code § 294.4; 299. 281 I.A.C. 12.3(4).

Cross Reference: 501 Student Attendance

506 Student Records

Approved 02/06/2023

Reviewed 04/14/2025

Revised 04/14/2025

CHRONIC ABSENTEEISM AND TRUANCY

The district believes that traditional, in-person school attendance leads to the greatest learning opportunities for students. Students who are present in school and engaged active learners take greater ownership over their educational outcomes. For this reason, it is the priority of the district to foster regular student attendance throughout the school year and reduce barriers to regular attendance for students in the district.

Chronic absenteeism/absences means any absence from school for more than ten percent of the 177 days in the semester established by the district.

Truant/truancy means a child of compulsory attendance age who is absent from school for any reason for at least twenty percent of the 177 days in the semester.

Chronic absenteeism and truancy does not apply to the following students who:

- have completed the requirements for graduation in an accredited school or has obtained a high school equivalency diploma;
- are excused for sufficient reason by any court of record or judge;
- are attending religious services or receiving religious instruction;
- are attending a private college preparatory school accredited or probationally accredited;
- are excused under *Iowa Code* §299.22; and
- are exempt under *Iowa Code* §299.24.

Students are subject to disciplinary action for truancy including suspension and expulsion. It is within the discretion of the principal to determine, in light of the circumstances, whether a student may make up work missed because of truancy. Student receiving special education services will not be assigned to in-school suspension unless the goals and objectives of the student's Individualized Education Program are capable of being met.

It is the responsibility of the superintendent, in conjunction with the designated school officials, to develop administrative regulations regarding this policy. The administrative regulations will indicate the disciplinary action to be taken for truancy.

Legal Reference: 34 C.F.R. sec. 300
28 C.F.R. Pt. 35
Iowa Code §§ 294.4; 299
281 I.A.C. 12.3(4).

Cross Reference: 501 Student Attendance
503 Student Discipline
504 Student Activities
506 Student Records

REQUEST FOR REMOTE LEARNING FORM

Date: _____

Student Name: _____

Attendance Center: _____

Parent/Guardian: _____

I, _____ (Parent/Guardian) am requesting accommodation for my child, _____ (Student Name) to participate in remote learning opportunities and am required to meet with the administration.

I understand that the district will do their utmost to accommodate my child's learning needs, but that some learning opportunities may need to be modified in a remote environment. The provision of special education and accommodations for students who have individualized education programs (IEPs) or Section 504 plans will be determined by each respective IEP or Section 504 team.

I understand that in order for my child to continue to participate in mandatory learning, his/her remote attendance will be taken, assessments administered, and grades will be counted toward my child's cumulative grade average. I understand that any devices, technology, or materials given to my child to facilitate remote learning are the property of the district and must be returned at the end of the remote learning period.

I am requesting that remote learning opportunities begin on _____ (date) and continue until [_____(date) or the declared public emergency is dismissed].

(Parent/Guardian) _____

(Date) _____

Request approved by: _____ (School official)

(Date) _____

Note: This form is to be utilized by parents/guardians of a student who, during the course of a declared public emergency, believe that further attendance by the student at traditional in person school would be detrimental to the health or safety of the student or the student's family member residing with the student. This form is not necessary when the school building is closed to traditional in person learning and remote learning opportunities are already available to students. It is only to be utilized during a public emergency declared by state or local officials when traditional in person learning continues to be held.

CHRONIC ABSENTEEISM AND TRUANCY

Daily, punctual attendance is an integral part of the learning experience. The education that goes on in the classroom builds from day to day and absences can cause disruption in the educational progress of the absent student. Irregular attendance or tardiness by students not only limits their own studies, but also interferes with the progress of those students who are regular and prompt in attendance. Attendance is a shared responsibility that requires cooperation and communication among students, parents and the school.

This regulation is divided into two sections: Section I addresses legal requirements related to chronic absenteeism and truancy and Section II addresses additional academic, disciplinary and extracurricular consequences students face due to chronic absenteeism and truancy. It is important for students to recognize that chronic absenteeism and truancy impacts all these facets of their educational experience.

SECTION 1 – Legal Requirements

Chronic Absenteeism

When a student meets the threshold to be considered chronically absent, the school official will send notice by mail or e-mail to the county attorney where the district's central office is located. The school official will also notify the student, or if a minor, the student's parent, guardian or legal or actual custodial via certified mail that includes information related to the student's absences from school and the policies and disciplinary processes associated with additional absences.

[Use italicized language below if the county attorney and the board agree to the number of absences that will lead to the threshold letter, and the italicized language must appear in the student handbook].

School officials will send notice when the student's absences meet the threshold, but before the student is deemed chronically absent.

School Engagement Meeting

If a student is absent from school for at least fifteen percent of the *[days or hours]* in the grading period, the school official will attempt to find the cause of the absences and start and participate in a school engagement meeting. All of the following individuals must participate in the school engagement meeting:

- The student;
- The student's parent, guardian or legal or actual custodian if the student is an unemancipated minor; and
- A school official.

The purpose of the meeting is to understand the reasons for the student's absences and attempt to remove barriers to the student's ongoing absences; and to create and sign an absenteeism prevention plan.

Absenteeism Prevention Plan

The absenteeism prevention plan will identify the causes of the student's absences and the future responsibilities of each participant. The school official will contact the student and student's

CHRONIC ABSENTEEISM AND TRUANCY

parent/guardian at least once per week for the remainder of the school year to monitor the performance of the student and the student's parent/guardian under the plan. If the student and student's parent/guardian do not attend the meeting, do not enter into a plan or violate the terms of the plan, the school official will notify the county attorney.

SECTION II – Academic and Disciplinary Requirements

[select either option I or option II below within this section]

Option I

Students who are absent with a reasonable excuse, as determined by the principal, will be assigned to *[supervised study hall, detention, early bird school, Saturday school, in-school suspension, or other appropriate disciplinary sanction]*. Reasonable excuses include illness, family emergencies, recognized religious observances and school-sponsored or approved activities. Reasonable excuses may also include family trips or vacations approved by the building principal if the students work is finished prior to the trip or vacation. *[Supervised study hall, detention, early bird school, Saturday school, in-school suspension, or other appropriate disciplinary sanction]* will be assigned on a two-for-one basis.

A student who is unexcused for one or more classes for less than a whole school day, will be assigned to *[supervised study hall, detention, early bird school, Saturday school, in-school suspension, or other appropriate disciplinary sanction]* for the next ____ days during the class period(s) missed. If a student is unexcused for a whole day of classes, he or she will spend the next two days in *[Supervised study hall, detention, early bird school, Saturday school, in-school suspension, or other appropriate disciplinary sanction]*. Parents are expected to telephone the school office to report a student's absence prior to ____ a.m. on the day of the absence. Students with unexcused absences may also be referred to the at-risk coordinator.

School work missed because of absences must be made up within two times the number of days absent, not to exceed ____ 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 work missed due to any absence and will receive full credit for make-up work handed in on time. Teachers will not have attendance or grading practices that are in conflict with this provision.

Option II

Students are required to be in attendance, pursuant to board policy for ____ days per school year unless their absences have been excused the principal for illness (absences of five or more consecutive days due to illness requires a doctor's note), family emergencies, doctor or dental appointment, may also include family trips or vacations approved by the building principal if the student's work is finished prior to the trip or vacation. Absences that do not fall within the categories listed above will be considered unexcused unless approved by the principal. Parent are expected to telephone the school office to report a student's absence prior to ____ a.m. on the day of the absence.

CHRONIC ABSENTEEISM AND TRUANCY

If a student accumulates _____ unexcused absences in a class, he or she may lose credit for the class if the student was previously warned at _____ unexcused absences that two more may result in loss of credit. Prior to imposing the loss of credit in one or more classes, the principal will provide the student an opportunity for an informal hearing.

School work missed because of absences must be made up within two times the number of days absent, not to exceed _____ days. The time allowed for make-up work may be extended at the discretion of the classroom teacher.

Students will remain in class until the *[hearing panel, principal, superintendent]* makes a decision regarding loss or restoration of credit. Full credit is awarded to all assignments and tests submitted that meet the teacher's specifications until a decision regarding credit has been made.

If a student loses credit, this will be recorded in the student's record as an "AD" [administrative drop], "AW" [administrative withdrawal], or *[substitute a term not to include an F for failure or anything that looks like that]*.

A student who loses credit due to excessive absences is assigned to *[Supervised study hall, in-school suspension]* for the period(s) in which the course(s) meets or the student may be reassigned to another class or location. A student who, after a hearing before the board, loses credit in all courses due to unexcused absences, will not be allowed to participate in any school activities until the following semester. However, the student is eligible to participate in practice if all other eligibility criteria have been met.

The administration and guidance staff will make reasonable efforts to advise and counsel and may impose discipline upon any student approaching _____ unexcused absences. Such advice, discipline and counseling is in addition to the requirements listed in Section I of this regulation and includes, but is not limited to, oral or written notices to the student and his or her parents, conferences with the student and parents, written contracts, or loss of non-academic privileges such as extracurricular activities, open campus, late arrival, early dismissal, or *[others as added by the district]*

TRUANCY - UNEXCUSED ABSENCES

Regular attendance of the students at school is essential for students to obtain the maximum opportunities from the education program. Parents and students alike are encouraged to ensure an absence from school is a necessary absence. Students shall attend school unless excused by the principal of their attendance center.

Truancy is the failure to attend school for the minimum number of days established in the school calendar by the board. Truancy is the act of being absent without a reasonable excuse. These absences shall include, but not limited to, tardiness, shopping, hunting, concerts, preparation or participation in parties and other celebrations and employment. Truancy will not be tolerated by the board.

Students are subject to disciplinary action for truancy including suspension and expulsion. It is within the discretion of the principal to determine, in light of the circumstances, whether a student may make up work missed because of truancy. Students receiving special education services will not be assigned to supervised study hall or in school suspension unless the goals and objectives of the student's Individualized Education Program are capable of being met. Excessive absenteeism will result in admin recommending a student be retained. If a student misses a quarter of school (45 days) for any reason there will be a retention meeting.

It shall be the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy. The administrative regulations shall indicate the disciplinary action to be taken for truancy.

Legal Reference: Iowa Code 294.4; 299 (2005).
281 I.A.C. 12.3(4).

Cross Reference: 206.3 Secretary

410.3 Truancy Officer

501 Student Attendance

503 Student Discipline

504 Student Activities

506 Student Records

TRUANCY - UNEXCUSED ABSENCES REGULATION

Daily, punctual attendance is an integral part of the learning experience and is required of all students to receive the maximum benefit of the educational program. The habit of good attendance established early is one which helps a person be successful throughout his or her lifetime. More and more, employers, colleges and vocational schools expect good attendance and are checking student attendance records. They are aware that good and prompt attendance indicates dependability in a student.

The education that goes on in the classroom builds from day to day and as a result, absences always cause some disruption in the educational progress of the absent student. Students who are absent may not understand what the teacher is currently presenting, and may also become discouraged with the double burden of keeping current and making up missed work. In order to maintain interest and understanding in the instructional program, students should not expect to be absent any more than is absolutely necessary. Irregular attendance or tardiness by students not only limits their own studies, but also interferes with the progress of those students who are regular and prompt in attendance. Attendance is a shared responsibility that requires cooperation and communication among students, parents and school.

Students who are absent without a reasonable excuse, as determined by the principal, will be assigned to supervised study hall, detention, early bird school, Saturday school, in-school suspension, or other appropriate disciplinary sanction. Reasonable excuses include illness, family emergencies, recognized religious observances and school sponsored or approved activities. Reasonable excuses may also include family trips or vacations if the student's work is finished prior to the trip or vacation. Supervised study hall, detention, early bird school, Saturday school, in-school suspension, or other appropriate disciplinary sanction will be assigned on a two-for-one basis.

A student, who is unexcused for one or more classes for less than a whole school day, will be assigned to supervised study hall, detention, early bird school, Saturday school, in-school suspension or other appropriate disciplinary sanction for the next 2 days during the class period(s) missed. If a student is unexcused for a whole day of classes, he or she will spend the next two days in supervised study hall, detention, early bird school, Saturday school, in-school suspension or other appropriate disciplinary sanction. Parents are expected to telephone the school office to report a student's absence prior to 10 a.m. on the day of the absence. Students with unexcused absences may also be referred to the at-risk coordinator.

In the event the student has not completed all of the student's assignments while in supervised study hall/in-school suspension, the student will remain out of class and in supervised study hall/in-school suspension, until caught up in every class.

School work missed because of absences must be made up within two times the number of days absent, not to exceed 10 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 will receive full credit for make-up work handed in on time. Teachers will not have attendance or grading practices that are in conflict with this provision.

TRUANCY - UNEXCUSED ABSENCES REGULATION

Students are required to be in attendance, pursuant to board policy, for __ days per school year unless their absences have been excused by the principal for illness (absences for five or more consecutive days due to illness require a doctor's note), family emergencies, doctor or dental appointment, recognized religious observances and school sponsored or approved activities. Reasonable excuses may also include family trips or vacations if the student's work is finished prior to the trip or vacation. Absences that do not fall within the categories listed above will be considered unexcused unless approved by the principal. Parents are expected to telephone the school office to report a student's absence prior to ____ a.m. on the day of the absence.

If a student accumulates ____ unexcused absences in a class, he or she may lose credit for the class. Prior to imposing the loss of credit in one or more classes, the principal will provide the student an opportunity for an informal hearing.

School work missed because of absences must be made up within two times the number of days absent, not to exceed ____ days. The time allowed for make-up work may be extended at the discretion of the classroom teacher.

Students will remain in class until the [*hearing panel, principal, superintendent*] makes a decision regarding loss or restoration of credit. Full credit is awarded to all assignments and tests submitted that meet the teacher's specifications until a decision regarding credit has been made.

If a student loses credit, that fact is recorded in the student's record as an ("*AD*" [*administrative drop*], "*AW*" [*administrative withdrawal*], or [*substitute a term not to include an F for failure or anything that looks like that*]).

A student who loses credit due to excessive absences is assigned to [*supervised study hall, in-school suspension*] for the period(s) in which the course(s) meets or the student may be reassigned to another class or location. A student who, after a hearing before the board, loses credit in all courses due to unexcused absences, will not be allowed to participate in any school activities until the following semester. However, the student is eligible to practice if all other eligibility criteria have been met.

The administration and guidance staff will make reasonable efforts to advise and counsel and may impose discipline upon any student approaching _____ unexcused absences. Such advice, discipline and counseling includes, but is not limited to, oral or written notices to the student and his or her parents, conferences with the student and parents, written contracts, or loss of non-academic privileges such as extracurricular activities, open campus, late arrival, early dismissal, or [*others as added by individual school districts*].

TRUANCY - UNEXCUSED ABSENCES REGULATION

A. Absences

1. Parents are expected to notify the school prior to ____ a.m. regarding a student's absence on the day of the absence. All absences must be reported within one day of the absence to be considered excused.

Students absent from school for any reason may be required by the school to submit a written explanation or specific reason for their absence, the specific days of times they were absent, verification by the doctor or dentist where appropriate, and a signature of the parent.

2. Acceptable reasons for a student's absence from school are limited to the following:

- a. religious observances;
- b. extended illness, hospitalization or doctor's care;
- c. death in the family or family emergency; and
- d. court appearance or other legal situation beyond the control of the family.

3. Classes missed because of attendance at a school-sponsored trip or activity will not be considered an absence. However, the student will be required to make up work missed.

4. Suspensions from class [*either in-school suspensions or out-of-school suspension*] will be treated as school-initiated student absences and will not count toward the days absent. However, the student will be required to make up work missed.

5. School work missed because of absences must be made up within two times the number of days absent, not to exceed ____ days. The time allowed for make-up work may be extended at the discretion of the classroom teacher.

B. Tardiness

1. A student is tardy when the student initially appears in the assigned area any time after the designated starting time.

2. All incidents of class tardiness will be the responsibility of the teacher. Teachers will emphasize the importance of being on time and explain the classroom rules and procedures for tardies. The tardy sanctions should be consistently applied and sequential. Sanctions may include, but are not limited to, warning, assigned detention, parent contact and referral to the (title).

TRUANCY - UNEXCUSED ABSENCES REGULATION

C. Truancy

1. A student is truant when the student is absent from school or an assigned class or classes without school permission.
2. Work missed because of truancy must be made up the same as work for all other absences.
3. Incidents of truancy will be recorded as part of a student's attendance record and will count toward the absences per semester. The (title) will also determine what, if any, disciplinary action is appropriate including, but not limited to, warning, detention, in-school suspension or administrative referral.

II. Excessive Absenteeism

Excessive absenteeism is any absence beyond ____ days or individual class meetings per semester.

A. When a student has been absent from school or a class ____ times during a given semester, the student's parent will be contacted via telephone or mail regarding the student's attendance. The classroom teacher or building administrator will initiate the ____-day notification process.

B. When a student has been absent from school/class ____ or more times during a semester, the teacher or the (title) will inform the (title) of the student's status. The (title) will notify the student and parent of the excessive absences and initiate appropriate sanctions.

III. Application of Sanctions

A. Excessive absences will result in the following:

1. If a student is absent _____ days from any given class, the student will be dropped from that class. The student will receive no credit for the class.
2. If a student is absent ____ days in ____ or more individual classes, the student will be dropped from the regular school program and referred to (title) pursuant to the district's plan for at-risk students.

IV. Appeals

A. First level of appeal

1. When notified that the student has missed ____ (days or class periods), the parent should contact the teacher and principal to discuss the student's attendance and prevent any further absences.

TRUANCY - UNEXCUSED ABSENCES REGULATION

2. When notified that the student has exceeded ____ absences and that the student will be dropped from a class or school, the student and parent may file a written appeal with the (title) within ____ school days of the notification. Sanctions imposed under this policy will be final unless a written appeal is submitted to the (title).

3. Written appeals will be referred to the (title).

4. The student will remain in the class or in school pending completion of the appeals process.

5. The informal appeals hearing will be scheduled within __ school days after the appeal is filed. The (title) will consider the following in reaching a decision:

a. absences caused by religious holidays, documented chronic or extended illness, hospitalization, family death or emergency, emergency medical or dental care, court appearances or other legal situations beyond the control of the family, school-related class or program activities;

b. attendance history of the student;

c. extenuating circumstances particular to the student;

d. educational alternatives to removal from class or school; or

e. the total educational program for the individual student.

6. The decision of the (title) will be reached within one day of the hearing. The parent will be notified of the decision in writing.

B. Second Level of Appeal

Students and parents seeking a review of the (title) decision regarding sanctions rendered under this attendance policy may do so by filing a written request for review with the (title) within five days after the (title) decision. The (title) will determine an agreeable time, place and date for the review and notify the student and parent. At the conclusion of the review, the (title) will affirm, reverse or modify the (title) decision.

C. Appeal to Board of Directors

Students and parents may appeal the superintendent's decision by filing a written request for review by the board within five days with the board secretary. It is within the discretion of the board to determine whether to hear the appeal. If the appeal is accepted, the board secretary will determine an agreeable time, place and date for the review and notify the interested persons. At the conclusion of the review, the board may affirm, reverse or modify the superintendent's decision.

STUDENT RELEASE DURING SCHOOL HOURS

Students will be allowed to leave the school district facilities during school hours only with prior authorization from their parents, unless the parent appears personally at the student's attendance center to arrange for the release of the student during school hours, or with the permission of the principal.

Approved reasons for release of a student during the school day will include, but not be limited to, illness, family emergencies, medical appointments, religious instruction, classes outside the student's attendance center, employment for which the student has been issued a work permit and other reasons determined appropriate by the principal.

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

Legal Reference: Iowa Code § 294.4 (2005).
281 I.A.C. 12.3(4).

Cross Reference: 501 Student Attendance
503 Student Discipline
504 Student Activities
506 Student Records

Approved 11-14-2011

Reviewed 2/6/2023

Revised 2/6/2023

PREGNANT STUDENTS

The board encourages pregnant students to continue to attend the education program as long as they are physically able to do so. The pregnant student may notify the principal or the guidance counselor as soon as she is aware of the pregnancy. The school may require that a pregnant student provide the principal with a written note from her doctor relative to special conditions that might exist and specific suggestions as to how long the student may continue to attend classes. If the student is unable to attend school because of her pregnancy, the student may be excused and arrangements made to continue her studies during her absence. The student will resume classes upon the recommendation of her physician.

Legal Reference:

Iowa Code 216; 279.8; 280.3 (2005)

Cross Reference:

501	Student Attendance
604.2	Individualized Instruction

Approved 11/14/2011

Reviewed 02/06/2023

Revised 2/6/2023

STUDENTS OF LEGAL AGE

Students who have attained legal age may continue the education program without payment of tuition as long as they are eligible to attend an Iowa public school and are residents of the school district.

Parents will be allowed to access and view the student's records without written permission from the student if the student is still a dependent for tax purposes. In most cases, with the discretion of the principal or the superintendent, the student will be able to make decisions and sign documents rather than requiring parental permission or signature.

Legal Reference: 20 U.S.C. § 1232g (1994).
Iowa Code §§ 22; 282.2, .6, .7; 285.4; 599.1; 622.10 (2005).
281 I.A.C. 12.3(6).

Cross Reference: 501 Student Attendance
506 Student Records

Approved 11/14/2011

Reviewed 2/6/2023

Revised 2/6/2023

OPEN ENROLLMENT TRANSFERS - PROCEDURES AS A SENDING DISTRICT

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

Parents requesting open enrollment out of the school district for their student will notify the sending and receiving school district in accordance with district practice. The notice is made on forms provided by the Department of Education. The forms are available at the central administration office.

Parents of children who will begin kindergarten and prekindergarten children enrolled in special education programs and included in the district's basic enrollment will file in the same manner set forth above.

The receiving district will approve or deny open enrollment requests according to the timelines established by law. The parents may withdraw the open enrollment request prior to the board's approval of the application. The receiving district's superintendent will notify the parents and sending school district by mail within five days of the school district's action to approve or deny the open enrollment request.

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

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

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

Legal Reference: Iowa Code §§ 139.9A.8; 274.1; 279.11; 282.1, .3, .8, .18; 299.1 (2005).
281 I.A.C. 17. 1990 Op. Att'y Gen. 75.

Cross Reference: 501.15 Open Enrollment Transfers - Procedures as a Receiving District

Approved 1/14/2011

Reviewed 2/6/2023

Revised. 2/6/2023

OPEN ENROLLMENT TRANSFERS - PROCEDURES AS A RECEIVING DISTRICT

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

The superintendent will take action on the open enrollment request at the next regular board meeting.

The superintendent will notify the sending school district and parents within five days of the school district's action to approve or deny the open enrollment request.

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

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

Students in grades nine through twelve open enrolling into the school district will be eligible for participation in interscholastic athletics, at the varsity level, in accordance with applicable law.

Parents of students whose open enrollment requests are approved by the board or superintendent are responsible for providing transportation to and from the receiving school district without reimbursement. The board will not approve transportation into the sending district.

OPEN ENROLLMENT TRANSFERS - PROCEDURES AS A RECEIVING DISTRICT

An open enrollment request into the school district from parents of a special education student is reviewed on a case-by-case basis. The determining factors for approval of such an open enrollment request will be whether the special education program available in the school district is appropriate for the student's needs and whether the enrollment of the special education student will cause the class size to exceed the maximum allowed. The area education agency director of special education serving the school district will determine whether the program is appropriate. The special education student will remain in the sending district until the final determination is made. For children requiring special education, the receiving district will complete and provide to the resident district the documentation needed to seek Medicaid reimbursement for eligible services.

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

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

Legal Reference: Iowa Code §§ 139.9; 274.1; 279.11; 282.1, .3, .8, .18; 299.1 (2005). 281 I.A.C. 17

Cross Reference:

- 501.6 Student Transfers In
- 501.7 Student Transfers Out or Withdrawals
- 501.14 Open Enrollment Transfers - Procedures as a Sending District
- 606.6 Insufficient Classroom Space

Approved 11/14/2011

Reviewed 2/6/2023

Revised 2/6/2023

HOMELESS CHILDREN AND YOUTH

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

The term "homeless children and youth" means individuals who lack a fixed, regular, and adequate nighttime residence. The term includes:

- Children and youth who are:
 - Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason (sometimes referred to as "doubled up");
 - Living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations;
 - Living in emergency or transitional shelters; or
 - Abandoned in hospitals.
- Children and youth who have a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings;
- Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- Migratory children who qualify as homeless because they are living in circumstances described above.

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

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

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