

| Approved 7/1/93

Reviewed 2/13/12

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ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

## STUDENT HARASSMENT INVESTIGATION PROCEDURES

Students who feel that they have been harassed should:

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

### COMPLAINT PROCEDURE

A student who believes that the student has been harassed will notify the building principal, the designated investigator. The alternate investigator is the superintendent. The investigator may request that the student complete the Harassment Complaint form and turn over evidence of the harassment, including, but not limited to, letters, tapes, or pictures. Information received during the investigation is kept confidential to the extent possible.

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

### INVESTIGATION PROCEDURE

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

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

### RESOLUTION OF THE COMPLAINT

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

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

#### POINTS TO REMEMBER IN THE INVESTIGATION

- Sensitive information should be handled in a manner to limit unnecessary disclosure. Complaints must be taken seriously and investigated.
- No retaliation will be taken against individuals involved in the investigation process.
- Retaliators will be disciplined up to and including suspension and expulsion.

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#### CONFLICTS

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

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ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS



STUDENT HARASSMENT COMPLAINT FORM

Name of complainant: \_\_\_\_\_

Position of complainant: \_\_\_\_\_

Date of complaint: \_\_\_\_\_

Name of alleged harasser: \_\_\_\_\_

Date and place of incident or incidents: \_\_\_\_\_

Description of misconduct: \_\_\_\_\_

Name of witnesses (if any): \_\_\_\_\_

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

Any other information: \_\_\_\_\_

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

Signature \_\_\_\_\_

Date \_\_\_\_\_

STUDENT HARASSMENT WITNESS DISCLOSURE FORM

Name of witness: \_\_\_\_\_

Position of witness: \_\_\_\_\_

Date of testimony, interview: \_\_\_\_\_

Description of incident witnessed: \_\_\_\_\_

\_\_\_\_\_

Any other information: \_\_\_\_\_

\_\_\_\_\_

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

Signature \_\_\_\_\_

Date \_\_\_\_\_

## STUDENT BEHAVIOR AND DISCIPLINE

Students are expected to conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others, in order to maintain a favorable environment for learning. Students must assume the consequences for failing to meet the standards of good conduct. It is the policy of the Board of Directors to expect and require responsible behavior of all students in their dealings with school staff members, other students and visitors in the schools. District staff members, parents and students are charged with the responsibility to cooperate in developing mature, responsible individuals capable of self-control.

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The goal of the District is to ensure the right of all students to a safe and productive educational environment in which they may learn the skills and attitudes necessary to develop and to mature as responsible adults accountable for their own actions. The school environment should encourage academic, social and emotional maturation and should promote the dignity and worth of each student.

Students shall be accorded basic rights, including the right to freedom of expression, so long as it does not disrupt the school environment or infringe on the rights of others. Students have the right to be treated fairly and courteously and to expect personal information to be treated confidentially.

Rules relating to student behavior and discipline shall apply to all students while they are on school owned, leased or operated premises or vehicles, including chartered or contracted vehicles, while they are participating in or attending District events and activities, and while they are away from school if their conduct directly affects the good order and management of the District.

Students are expected to conduct themselves taking into account the rights and welfare of others. Students are expected to:

- A. have regular and responsible attendance;
- B. respect the rights and property of others;
- C. abide by all federal, state and local laws and the rules, regulations and directives of the District;
- D. be courteous and respectful to others;
- E. refrain from possessing, using or distributing tobacco products, alcoholic beverages, controlled substances not validly prescribed, substances which are look-alikes for such products, and apparatus for ingesting such substances; and
- F. refrain from possessing, using or distributing guns, knives, weapons, incendiary devices, other dangerous objects and items that are look-alikes for such objects.

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The administration may adopt and implement rules and regulations to implement this policy. The rules and regulations shall be communicated to staff, students and parents.

The Board of Directors authorizes the following types of sanctions for breach of District policies, rules, regulations and directives:

*Denial or withdrawal of privileges.* Licensed staff members may impose this sanction. Classified staff members may deny or withdraw privileges while students are under their supervision.



*Ineligibility for participation in extra-curricular activities.* This sanction may be imposed by the administration.

*Temporary Removal.* Temporary removal from class and review of expected behavior with the student.

*Removal from class.* The administration may remove a student from a class with loss of credit for the class for the balance of a semester for serious offenses or when other sanctions have failed to improve the student's conduct.

*Probation.* Conditional attendance may be imposed by the administration during a trial period while other disciplinary sanctions are suspended. Breaches of conduct during the probationary period will result in further discipline.

*Work Detail/Community Service at School.* This sanction may be imposed with supervision by the administration.

*Detention.* Licensed staff members may impose detentions, which are a requirement that a student remain after school, come to school early, or come to school on Saturday. The student shall be required to do school work during a detention period. The length of the detention shall be within the discretion of the licensed employee.

*In-School Suspension.* The administration may temporarily remove a student from one or more classes while under supervision for up to ten (10) consecutive school days. The student shall be required to do school work and shall be ineligible to participate in all school competitions during the period of in-school suspension.

*Out-of School Suspension.* The administration may impose out-of-school suspensions for up to ten (10) consecutive school days. The Board of Directors may impose out-of-school suspensions for periods in excess of 10 consecutive school days, which may be for longer than the balance of the school year. During an out-of-school suspension, the student is excluded from school and from participating in or attending all school activities for a designated period of time. Out-of-school suspensions shall be used only for serious or for repeated violations of school rules. Students shall remain enrolled in the District and shall be given an opportunity to complete course work with credit during the period of suspension.

*Expulsion.* Only the Board shall have authority to expel a student, and only the Board of Directors may readmit the student. During an expulsion, the student is excluded from school and from participating in or attending all school activities for a period of time set by the Board, which may be for longer than the balance of a school year. Expulsions will be used only for unusually serious misconduct or after other sanctions have failed to improve the student's conduct. During a period of expulsion, the student generally will not be given an opportunity to complete course work for credit. However, a student who is expelled may be offered alternative educational opportunities. A student who is eligible for special education shall continue to receive a free appropriate public education.

*Referral to other agencies.* The administration shall determine whether a matter shall be referred to other agencies. In particular, possession or use of weapons



and the use or possession of alcoholic liquor, wine, beer, or any controlled substance on school property shall be reported to local law enforcement officials.

*Restitution.* The student may be required to make restitution for damaged, lost, or destroyed property.

The type and duration of the sanction shall be determined by giving consideration to the age of the student, the seriousness of the offense, extenuating circumstances, and the student's prior disciplinary record.

Corporal punishment is prohibited in the District. Corporal punishment is defined as the intentional physical punishment of a student, including such actions as shoving, pinching, spanking, paddling or slapping a student.

School personnel may exercise reasonable and appropriate physical restraint to quell a disturbance or to prevent an act that threatens physical harm to any persons, to obtain possession of a weapon or other dangerous object within a student's control, to protect property, or to remove a disruptive student from class, from school premises or from school-sponsored activities. Reasonable force is that force and no more, which a reasonable person, in like circumstances, would judge to be necessary to prevent an injury or loss. In determining the reasonableness of the force used, the following factors shall be considered:

- The nature of the misconduct of the student, if any;
- The size and physical, mental and psychological condition of the student;
- The instrumentality used in making physical contact;
- The motivation of the employee in initiating the contact; and
- The extent and nature of injury to the student resulting from the contact.

When physical restraint is used, it shall be reported to the building principal. Incidental, minor and reasonable physical contact may be used to maintain order and control.

In order to provide safe and efficient transportation for all students riding in school vehicles, students must conduct themselves in a reasonable manner at all times. Students shall not obstruct the aisles or doors, harass the driver or other passengers, move about the vehicle, push or shove while entering or exiting, or engage in any other misconduct prohibited by District rules or rules of the driver. The administration shall adopt rules and regulations relating to conduct on school vehicles and disciplinary procedures for misconduct on school vehicles. If the administration suspends transportation privileges for up to ten (10) consecutive school days, the procedures for suspension shall apply. The procedures for long term suspensions and expulsions shall apply to suspension of transportation privileges in excess of ten (10) consecutive school days if alternative transportation is not provided.

The administration shall adopt rules and regulations relating to conduct of students participating in child care programs sponsored by the District. The privilege of participating in childcare programs may be withdrawn by the administration for breach of these rules and regulations.



Appeals of disciplinary actions may be taken by using the Student Complaint procedures. The appeal shall not stay the operation of the punishment while the appeal is pending.

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## PROCEDURES FOR SUSPENSION OF A STUDENT

An administrator may impose an in-school or out-of-school suspension for a period of time not to exceed ten (10) consecutive school days. The student shall be told orally and/or in writing of the charges against the student. If the student denies the charges, the student shall be given an opportunity to explain his/her side of the story and shall be given an explanation of the evidence against the student. If the administrator finds it advisable, the student may be allowed to confront witnesses against the student and/or call witnesses on behalf of the student; however, the administrator shall not be obligated to compel persons to give statements.

There need be no delay between the time of notice of the charges and the student's opportunity to respond. The notice to the student and the informal hearing must generally precede the imposition of the suspension. However, students whose presence poses a continuing danger to persons or property or an ongoing threat of disrupting school may be immediately removed from school with the above procedures to be followed as soon as practicable.

A written notice of the suspension shall be mailed or delivered to the student's parent or guardian.

A written report of each student suspension shall be submitted to the superintendent of schools and to the board president within a period of forty-eight (48) hours of the final decision to suspend. Such reports shall include an explanation of the reasons for the suspension.

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## EXPULSIONS AND LONG TERM SUSPENSIONS

The Board of Directors, following a recommendation of the Superintendent or his/her designee, may suspend a student for a period of time to be determined by the Board or may expel a student from school. The suspension or expulsion may exceed the balance of the school year.

Written notice of the charges prompting the administrative recommendation and notice of the District policy, rule or regulation alleged to have been violated or a statement that the recommendation is for repeated violations of District rules shall be mailed or delivered personally to the parent or guardian and to the President of the Board. The notice shall also give the time and place for a hearing before the Board of Directors. The hearing shall be scheduled for a time within ten (10) school days after the notice has been mailed or delivered. However, there may be a mutual agreement to extend the time for holding the hearing.

The hearing shall be before a majority of the members of the Board. The student may be accompanied to the hearing or be represented by parents, guardians, legal counselor or other representative of the student's choice and at the student's sole expense. The administration and/or the Board may also be advised by legal counsel or other representatives of their choice.

The hearing shall follow the outline as set out below as nearly as possible:

1. The administration shall present evidence in support of the recommendation. The student shall have the opportunity to cross-examine any witnesses called by the administration.
2. The student may present evidence to refute the recommendation. The administration shall have the opportunity to cross-examine any witnesses called by the student.
3. The parties may present rebuttal evidence.
4. The administration may make a brief closing statement.
5. The student may make a brief closing statement.

The hearing shall be administrative in nature and shall not be governed by formal rules of evidence or procedure. The Board of Directors shall not be required to compel the attendance of witnesses to give testimony at the hearing. If any participant at the hearing conducts himself/herself in a disruptive manner, the Board may exclude the participant and proceed with the hearing.

The hearing shall be in closed session of the Board of Directors unless an open session is requested by the student or the student's parent or guardian if the student is a minor. In the event an open session is requested, it shall be deemed a waiver of confidentiality of any information regarding the student used at the hearing.

If the student or his/her representative fails to appear at the hearing, or if the student desires to make no response, the administration shall nevertheless submit evidence in support of the recommendation.

A transcript and/or tape recording shall be made of the hearing.

At the conclusion of the hearing, the Board shall consider all relevant evidence introduced at the hearing and shall make a decision. The Board shall then meet in open session and

by roll call vote entered in the minutes, make a decision on the merits. The Board may adopt, modify, or deny the administration's recommendation. Written findings of fact and conclusions of law shall be sent to or personally delivered to the parent or guardian or student or his/her representative within five (5) days of the decision.

At the time of suspension or expulsion, the Board may determine whether the student should have access to alternative programs or whether the student should be excluded from all programs of the District.

A student may be readmitted to school following a suspension or expulsion by the Board of Directors only upon action by the Board of Directors. The Board of Directors may set conditions for readmission at the time of suspension or expulsion.

A student or parent has the right to appeal the Board's decision as provided in Chapter 290 of the *Code of Iowa*.

If the student has been identified as a child requiring special education, the Board shall not suspend or expel the student without complying with requirements of law relating to special education. In such cases, a meeting shall be held to determine if the behavior is a manifestation of the student's disability and to determine if the IEP is appropriate or if an alternative placement is advisable. A student eligible for special education shall not be expelled or have a long-term suspension imposed if the behavior is a manifestation of the disability. If the behavior is not a manifestation of the disability, a long-term suspension or expulsion may be considered, but an appropriate alternative program shall be provided. The Board shall be provided appropriate special education records when considering the suspension or expulsion recommendation.

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FINES - FEES - CHARGES

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

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

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## STUDENT FEE WAIVER AND REDUCTION PROCEDURES

The board recognizes that while certain fees charged students are appropriate and authorized, certain students and their families are not financially able to pay the fees. The school district will grant full waiver, partial waiver or temporary waiver depending upon the circumstances and the student or student's parents' ability to meet the financial criteria.

### A. Waivers

1. Full Waiver. A student will be granted a full waiver of fees charged by the school district if the student or student's parents meet the financial eligibility criteria for free meals under the Child Nutrition program, Family Investment Program, Supplemental Security Income guidelines or transportation assistance under open enrollment. Students in foster care are also eligible for a full waiver.
2. Partial Waiver. A student will be granted a partial waiver of fees charged by the school district if the student or the student's parents meet the financial eligibility criteria for reduced price meals offered under the Child Nutrition program. A partial waiver shall be based on the same percentage as the reduced price meals.
3. Temporary Waiver. A student may be eligible for a temporary waiver of fees charged by the school district in the event the student's parents are facing financial difficulty. A temporary waiver may be applied for at any time throughout the school year and shall not extend beyond the end of the school year.

B. Application. Parents or students eligible for a fee waiver shall make an application on the form provided by the school district. Applications may be made at any time but must be renewed annually.

C. Confidentiality. The school district will treat the application and application process, as any other student record and student confidentiality and access provisions will be followed.

D. Appeals. Denials of a waiver may be appealed to the superintendent.

E. Fines or charges assessed for damage or loss to school property are not fees and will not be waived.

F. Notice. The school district will annually notify parents and students of the waiver. The following information will be included in registration materials and printed in the district newsletter.

Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), Supplemental Security Income (SSI), transportation assistance under open enrollment or who are in foster care are eligible to have their student fees waived or partially waived. Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees. Parents or students who believe they may qualify for temporary financial hardship should contact the superintendent at registration time for a waiver form. This waiver does not carry over from year to year and must be completed annually.



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ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

## GOOD CONDUCT RULE

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

In order to be eligible for participation in school activities, students are required to comply with the rules and requirements set forth in the ADM Student Activities Handbook, including, but not limited to the ADM Activities Eligibility Requirements and the Activity Code.

Eligible students will have an opportunity to participate in a school activity unless the activity is not offered, the student violates any provision of the ADM Student Activities Handbook or other applicable disciplinary rule or policy, or the activity is an intramural or interscholastic athletic activity. Students will have a comparable opportunity to participate in intramural or interscholastic athletic activities and to reap the benefits of school activities. However, comparable opportunity does not guarantee boys and girls will be allowed to play on each other's teams when there are athletic activities available that will allow both boys and girls to reap the benefits of school activities, which are the promotion of additional interests and abilities in the students.

The superintendent must approve student activity events, unless they involve unusual travel and expense, in which case the board will take action. The events must not disrupt the educational program or other school district operations.

It shall be the responsibility of the superintendent to develop administrative regulations for each school activity. These regulations shall include, but not be limited to, when physical examinations will be required, how and when parents will be informed about the risk of the activity, forms and procedures for a waiver of liability for the parent and student in certain activities, and proof of insurance on the student participating in certain activities. Students wanting to participate in school activities must meet all requirements set out by the school district for participation in the activities.

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## CORPORAL PUNISHMENT

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

- Using reasonable and necessary force, not designed or intended to cause pain, in order to accomplish any of the following:
  - to quell a disturbance or prevent an act that threatens physical harm to any person;
  - to obtain possession of a weapon or other dangerous object within a pupil's control;
  - for the purpose of self-defense or defense of others as provided for in Iowa Code Section 704.3;
  - for the protection of property as provided for in Iowa Code Section 704.4 or 704.5;
  - to remove a disruptive pupil from class or any area of school premises or from school-sponsored activities off school premises;
  - to protect a student from the self-infliction of harm; or
  - to protect the safety of others.
  - Using incidental, minor or reasonable physical contact to maintain order and control.

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

1. the size and physical, mental and psychological condition of the student;
2. the nature of the student's behavior or misconduct provoking the use of physical force;
3. the instrumentality used in applying the physical force;
4. the extent and nature of resulting injury to the student, if any;
5. the motivation of the school employee using physical force.

The requirements of 281 Iowa Admin. Code chapter 103, including provisions for parental notification, shall be followed.

It shall be the responsibility of the superintendent to develop administrative regulations regarding this policy.

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Code No. 504.1

## STUDENT GOVERNMENT

The student council provides for student activities, serves as a training experience for both leaders and followers, promotes the common good, gives students a share in the management of the school, develops high ideals of personal conduct, acts as a clearing

house for student activities, seeks to interest students in school affairs and helps solve problems that may arise.

The principal, in conjunction with the students and certificated personnel, shall set forth the guidelines for the student government's elections, operations, and other elements of the government.

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ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS



## STUDENT ORGANIZATIONS

Secondary school student-initiated non-curriculum-related groups and student curriculum-related groups, upon receiving permission from the principal, may use school facilities for group meetings during non-instructional time.

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

Curriculum-related Organizations. It shall also be the responsibility of the building principal to determine whether a student group is curriculum-related. Any of the following questions will be answered affirmatively if the group is curriculum-related:

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

Secondary school curriculum-related student organizations may use the school facilities for meetings and other purposes before and after the instructional school day. School district personnel may interact with curriculum-related organizations.

Non-curriculum-related Organizations. Student-initiated non-curriculum-related organizations shall be provided access to meeting space and school facilities.

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

School district personnel shall not participate in the meeting or assist in planning, criticizing or encouraging attendance. Non-school persons cannot direct, conduct, control or regularly attend activities or meetings of these non-curriculum-related student-initiated groups. If these guidelines and all regulations of the Federal Equal Access Law are not complied with, the non-curriculum-related group may lose the opportunity to use district facilities.

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## STUDENT PUBLICATIONS

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

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

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

Persons, other than students, who believe they have been aggrieved by student expression in a student-produced official school publication, shall follow the grievance procedure outlined in board policy 214.1. Students who believe their freedom of expression in a student-produced official school publication has been restricted shall follow the grievance procedure outlined in board policy 502.6.

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

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## STUDENT PUBLICATIONS CODE

### A. Official school publications defined.

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

### B. Expression in an official school publication.

1. No student shall express, publish, or distribute in an official school publication material, which is:

- a. obscene;
- b. libelous;
- c. slanderous; or
- d. encourages students to:
  - 1) commit unlawful acts
  - 2) violate school rules;
  - 3) cause the material and substantial disruption of the orderly and efficient operation of the school or school activity;
  - 4) disrupt or interfere with the educational program;
  - 5) interrupt the maintenance of a disciplined atmosphere; or 6) infringe on the rights of others.

2. The official school publication shall be produced under the supervision of a faculty advisor.

### C. Responsibilities of students.

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

### D. Responsibilities of faculty advisors.

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

### E. Liability.

Student expression in an official school publication shall not be deemed to be an expression of the school district. The school district, the board, and the school district employees or officials are not liable in any civil or criminal action for any student expression made or published by students, unless the school district employees or officials have interfered with or altered the content of the student expression. The liability, if any, is only to the extent of interference or alteration of the speech or expression.

### F. Appeal procedure.

1. Students who believe they have been unreasonably restricted in their exercise of expression in an official student publication shall seek review of the decision through the student grievance procedure, under board policy 502.6.



2. Persons who believe they have been aggrieved by a student produced official student publication shall file their complaint through the citizen grievance procedure, under board policy 309.

G. Time, place and manner restrictions on official school publications.

1. Official student publications may be distributed in a reasonable manner, on or off school premises.

2. Distribution in a reasonable manner shall not encourage students to:

- a. commit unlawful acts;
- b. violate school rules;
- c. cause the material and substantial disruption of the orderly and efficient operation of the school or school activity;
- d. disrupt or interfere with the educational program;
- e. interrupt the maintenance of a disciplined atmosphere; or
- f. infringe on the rights of others.

*Needs dates of 504.3*

## STUDENT SOCIAL EVENTS

The principal shall approve school-sponsored social events. They shall be under the control and supervision of school personnel. The hours and activities of the event shall be reasonable and in keeping with board policy.

School-sponsored social events are open to the students enrolled in the attendance center involved. Others, such as alumni, out-of-town students, or other grade level students may attend with the prior permission of the building principal.

Student behavior and the behavior of school personnel, particularly certificated personnel's behavior, shall be in keeping with the behavior required during regular school hours.

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

| Approved 7/1/93 Reviewed 2/13/12 Revised 3/14/07

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## STUDENT PERFORMANCES

Students, as part of the educational program, may participate in contests or other public and private events approved by the superintendent that will be of benefit to the student and the educational program. Performance at such events is a privilege.

Students who fail to abide by this policy and the administrative regulations supporting it may be subject to disciplinary measures. Students, who perform at such events, serve as ambassadors of the school district and must conduct themselves in the same manner as required in the regular school day.

Students will be allowed to perform in these events only with proper permission and supervision and when the events do not disrupt the educational program or other school district operations. The superintendent must approve the events, unless it involves unusual travel and expense, in which case the board will take action.

It shall be the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy. In developing the administrative regulations, these guidelines should be followed:

- Performances by student groups below the senior high school level should be allowed only on a very limited basis;
- All groups of students should have an opportunity to participate; and
- Extensive travel by one (1) group of students as a result of the requests should be discouraged.

It shall be within the discretion of the superintendent to determine whether the event will benefit the educational program and the participating students. Contests or other performances by students unapproved by the superintendent shall be the responsibility of the parent and the student.

| Approved 7/1/93 Reviewed 2/13/12 Revised 4/13/98

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STUDENT FUNDRAISING

| Students may raise funds for school-sponsored events with prior permission of the building principal. Fundraising by students for events other than school-sponsored is allowed. Collection boxes for non-school-sponsored organization, however, must have prior approval from the building principal before being placed on school property.

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

| Approved 7/1/93 Reviewed 2/13/12 Revised 4/13/98

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STUDENT WORK/INTERN PROGRAMS

Coordination of educational programs and local businesses can benefit the school district community. When mutually acceptable arrangements can be made between a local business and the board, secondary students may work for a local business to obtain school credit.

Such programs must be compatible with the educational program and have the approval of the board.

It shall be the responsibility of the superintendent to pursue such arrangements with local business.

| Approved 7/1/93 Reviewed 2/13/12 Revised 4/13/98

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## STUDENT ACTIVITY PROGRAM

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

Students will have an opportunity to participate in a school activity unless the activity is not offered, the activity is an intramural or interscholastic athletic activity, or the student is not eligible to participate for disciplinary or other reasons provided by law or District policy. If the activity is an intramural or interscholastic athletic activity, students of the opposite sex will have a comparable opportunity for participation. Comparable opportunity does not guarantee boys and girls will be allowed to play on each other's teams when there are athletic activities available that will allow both boys and girls to reap the benefits of school activities, which are the promotion of additional interests and abilities in the students.

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The superintendent must approve student activity events unless they involve unusual travel expense, in which case the board will take action. The events must not disrupt the education program or other school district operations.

It shall be the responsibility of the superintendent to develop administrative regulations for each school activity. These regulations shall include, but not be limited to, when physical examinations will be required, how and when parents will be informed about the risk of the activity, academic requirements, and proof of insurance on the student participating in certain activities. Students wanting to participate in school activities must meet the requirements set out by the school district for participation in the activity.

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| Approved 1/12/98 Reviewed 2/13/12 Revised 2/13/12



## ASSIGNMENT OF COURSES

Students shall take a predetermined number of and types of courses to graduate. Where students have a choice in course offerings, the school district will try to allow each student to take the course of their choice. Courses with limited space will be allocated to those who first apply for the course or need it for graduation.

It shall be the responsibility of the superintendent to develop the course offerings for each year for all grades. The superintendent shall make a recommendation to the board annually upon request as to which courses shall be offered.

| Approved 7/1/93 Reviewed 2/13/12 Revised 4/13/98

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## STUDENT PROGRESS REPORTS AND CONFERENCES

Students shall receive a progress report at the end of each nine (9) week grading period. Students, who are doing poorly, and their parents, shall be notified prior to the end of the semester in order to have an opportunity to improve their grade. The board encourages the notification of students who have made marked improvement prior to the end of the semester.

Regular parent-teacher conferences will be held to keep the parents informed of their students' progress. Parent-teacher conferences are held at designated times in the school year. The first conference is scheduled at the end of the first nine-week period of the school year. The second conference is scheduled for the latter part of February or the first part of March. Parents may see any staff members during those conference periods.

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Parents, teachers, or principals may request a conference for students in grades preschool through twelve (12) at any time if they feel the circumstances warrant it. Students are encouraged to discuss the student's progress or other matters with the student's teacher.

Approved 7/1/93 Reviewed 2/13/12 Revised 2/13/12

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## STUDENT PROMOTION - RETENTION - ACCELERATION

Students will be promoted to the next grade level at the end of each school year, based on the student's achievement, age, maturity, emotional stability, and social adjustment.

The retention of a student will be determined based upon the judgment of the certificated staff and principal. When it becomes evident a student in grades prekindergarten (K) through eight (8) may be retained in a grade level for an additional year, the parents will be informed. It shall be within the sole discretion of the board to retain students in their current grade level.

Students in grades nine (9) through twelve (12) will be informed of the required coursework necessary to graduate each year. When it becomes evident a student in these grades will be unable to meet the graduation requirements, the parents will be informed as soon as possible.

It shall be within the sole discretion of the board to deny graduation to a student.

Approved 7/1/93 Reviewed ~~2/13/12~~ 2/13/12

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STUDENT HONORS AND AWARDS

The school district shall provide a program that established honors and awards including, but not limited to, academic letters, scholarships and good citizenship awards to assist students in setting goals. Students shall be made aware of honors and awards and the action necessary on the part of the student to achieve them. Students who have not attended an accredited school for at least two of their high school years shall not be eligible for scholastic awards such as top ten percent, valedictorian, salutatorian, class rank, etc. At least one (1) semester of attendance must be successfully completed at Adel DeSoto Minburn. It shall be the responsibility of the superintendent to develop the administrative regulations regarding this policy.

Approved 7/1/93 Reviewed 2/13/12 Revised 4/9/07

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ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

## TESTING PROGRAM

A comprehensive testing program is established and maintained to evaluate the education program of the school district and to assist in providing guidance or counseling services to students and their families.

No student is required, as part of any program, to submit to a survey, analysis or evaluation that reveals information concerning:

- political affiliations or beliefs of the student or student's family;
- mental or psychological problems of the student or the student's family;
- sex behavior or attitudes;
- illegal anti-social, self-incriminating or demeaning behavior;
- critical appraisals of other individuals with whom respondents have close family relationships;
- legally recognized, privileged and analogous relationships, such as those of lawyers, physicians and ministers;
- religious practices, affiliations or beliefs of the student or student's parent; or
- income, (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

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

It is the responsibility of the board to review and approve the evaluation and testing program.

| Approved 7/1/93

Reviewed 2/13/12

Revised 12/9/02

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## GRADUATION REQUIREMENTS

Students must successfully complete the courses required by the board and Iowa Department of Education in order to graduate.

It is the responsibility of the superintendent to ensure that students complete grades one (1) through twelve (12) and that high school students complete 44 credits prior to graduation.

The following credits will be required for a regular diploma:

Language Arts 8 credits  
 Science 6 credits  
 Mathematics 6 credits  
 Social Studies 7 credits  
 Computer 1 credit  
 P.E. 1 credit

The required courses of study will be reviewed by the board annually.

Graduation requirements for special education students will be in accordance with the prescribed course of study as described in their Individualized Education Program (IEP).

Students attempting to earn an ADM Honors Diploma must meet the following criteria:

Required to successfully complete the following courses:

- Physics
- AP English Literature and Composition I or 2
- American Literature
- 4 years of Math
- 3 years of a foreign language, 4 years strongly encouraged
- Overall grade point average of at least a 3.5
- Earn 52 credits

Class of 2016 and beyond Criteria:

Required to successfully complete the following courses:

- Physics
- AP English Literature and Composition I or 2
- American Literature
- 4 years of Math
- 4 years of a foreign language
- 1 AP Social Studies Course
- Overall grade point average of at least a 3.5
- Earn 52 credits

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## GRADUATION REQUIREMENTS ISSUANCE

In lieu of taking all credits at Adel DeSoto Minburn, the following options exist:

1. A student who has dropped out of the Adel DeSoto Minburn High School or who has failed to earn any credits for one or more semesters or who is attempting to graduate early may earn up to six credits (required and elective) through the Adult High School Diploma Program of Des Moines Area Community College, or other pre-approved program.
2. A student who has failed one or more required courses may earn credit for the failed course(s) through successfully retaking the course(s) or other pre-approved program.
3. A student who transfers from an accredited education program may be granted credit for courses previously taken.
4. Students who transfer into Adel DeSoto Minburn High School from non-accredited educational programs (including "home school") will be required to earn 44 Adel DeSoto Minburn High School credits as designated by board policy if they desire to receive an Adel DeSoto Minburn diploma. Some of these credits may be earned by performance testing for credit.
5. A student in a pre-approved alternative school program may transfer additional correspondence courses with approval of the principal.

| Approved 5/8/95

Reviewed 2/13/12

Revised 2/15/10

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## EARLY GRADUATION

Students may graduate prior to the completion of grade twelve (12) if the course work required for graduation under board policy "Graduation Requirements" has been fulfilled.

In such cases, the student must have the approval of the board and a recommendation by the superintendent and the principal. The student shall be allowed to participate in graduation exercises.

| Approved 7/1/93 Reviewed 2/13/12 Revised 4/13/98

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## COMMENCEMENT

Students who have met the requirements for graduation will be allowed to participate in the commencement proceedings, provided they will abide by the proceedings organized by the administration. Students must adhere to the traditional graduation dress code, including the chosen cap and gown and appropriate attire beneath.

Failure of a student to participate in commencement will not be reason for withholding the student's final progress report or diploma certifying the student's completion of high school.

A student not possessing the required credits for graduation will not take part in graduation exercises. A student not yet having sufficient credits for graduation may request special permission from the principal to take part in the graduation exercises with their class but will not receive a diploma. Special permission will be considered only if, in the sole discretion of the principal, the student is very close to meeting the graduation requirements and submits a plan to obtain those credits during the upcoming summer. If a student who does not participate in graduation exercises due to insufficient credits obtains enough credits later to receive a diploma, it will be sent to them upon verification by the superintendent and notification to the board. If a student so desires, they may wait and participate with a later class but not both classes.

| Approved 7/1/93 Reviewed 2/13/12 Revised 4/9/07

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STUDENT PERFORMANCE TESTING FOR CLASSROOM CREDIT

In meeting the needs of regularly enrolled students, the board may grant credit by performance testing for coursework that is ordinarily included in the school curriculum. Students wishing to receive credit by testing shall have the approval of the building principal prior to taking the test. Testing for credit may only be utilized prior to the deadline for adding/dropping a course. For an honors or AP course, testing out will not be available unless the student has a Personalized Education Plan.

| Approved 7/1/93 Reviewed 2/13/12 Revised 4/9/07

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## PERFORMANCE TESTING PROCEDURE

Most teachers use semester tests for the purpose of performance testing, requiring a mastery level score of 78%. Some have incorporated the submission of a portfolio as part of the assessment. The portfolio would include samples of the student's work. For example, one or more writing samples may be required in a language arts course in addition to taking the semester test.

Multiple course credit may be earned by demonstrating mastery in certain courses which are sequential and in which the learning is progressive from one course to the next. Courses which currently meet this criterion are listed below; however, the list may change from year to year.

Demonstrating Master in:

Algebra II  
English II  
Both Chemistry & Physics  
Auto. Advanced Accounting  
Results in Credit for:  
Algebra II & Algebra I  
English II & English I  
Chemistry, Physics & Physical Science  
Auto. Advanced Accounting & Accounting

Based on the evaluation of performance, a portfolio and/or a written test, it is possible that multiple art credits could be awarded.

Based on an oral proficiency exam and/or a written exam, it is possible that multiple foreign language credits could be awarded.

| Approved 7/1/93 Reviewed 2/13/12 Revised 4/9/07

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## ADM ALTERNATIVE PROGRAM GRADUATION REQUIREMENTS

Students must successfully complete the courses required by the board in order to graduate with a Level II Diploma. Students must successfully complete each grade level, grade one (1) through grade twelve (12), and complete the required course of study prior to graduation as determined by the board and by the Iowa Department of Education.

It shall be the responsibility of the superintendent to ensure that students complete grades one (1) through twelve (12) and that high school students complete 34\* credits prior to graduation. At least six (6) of the 34 credits must be successfully completed while attending ADM.

\*Level II Diploma credit requirements:

Language Arts	8 credits
Science	6 credits
Mathematics	6 credits
Social Studies	7 credits
Electives	7 credits

Students at the learning center are not required to take physical education.

Graduation requirements for special education students will be in accordance with the prescribed course of study as described in their Individualized Education Program (IEP). Each student's IEP will include a statement of the projected date of graduation at least eighteen (18) months in advance of the projected date and the criteria to be used in determining whether graduation will occur. Prior to the special education student's graduation, the IEP team shall determine whether the graduation criteria have been met.

High school courses offered in grade eight (8) may receive high school credit.

The board will review the required courses of study annually.

Approved 2/14/05

Reviewed 3/12/12

Revised 1/11/10



## ADM ALTERNATIVE PROGRAM GRADUATION REQUIREMENTS ISSUANCE

- A. Students enrolled in the Alternative Program may receive credits toward an ADM Level II Diploma:
1. Credits earned while attending ADM High School
  2. Transferring credits from an accredited education program for courses previously taken.
  3. Completing the requirements of courses taken through the Adult High School Diploma Program of the Des Moines Area Community College, or other pre-approved program.
  4. Completing the requirements of courses provided by another accredited organization or institution as long as they are approved in advance by the Principal of ADMHS. These could include on-line, ICN or ILO courses, computer based instruction, and other correspondence courses.
- B. Students who transfer into the Adel DeSoto Minburn Alternative Program from a non-accredited educational program (including "home school") will be required to earn 34 credits as designated by board policy if they desire to receive an Adel DeSoto Minburn Alternative Program diploma. Some of these credits may be earned by performance testing for credit.
- C. Students in the Alternative Program will not be eligible for academic honors at ADM High School, and their grades will not be used in determining overall grade point average or class rank.
- D. Other guidelines:
- Students would only be eligible to be considered for the Level II Diploma after completing the 10th grade unless significant circumstances as determined by the at-risk team necessitate earlier eligibility.
  - A request must be made in writing by the parent and/or student with parent signature stating the reasons. The at-risk team will make a recommendation, with the final decision being made by the principal and superintendent.
  - The Level II Diploma will not be allowed for students graduating early. This is to allow the student to be able to graduate with their class.
  - An alternative and/or reduced schedule may be allowed.
  - Considerations for varying schedules and courses counted for graduation may be given for students that have a substantial disruption in his/her life.
  - Students earning a Level II Diploma will be eligible to participate in ADM graduation ceremonies.
  - The diploma will indicate ADM Level II Diploma.

ADM ALTERNATIVE PROGRAM GRADUATION REQUIREMENTS ISSUANCE

Approved 2/14/05

Reviewed 3/12/12

Revised 1/11/10

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS



## STUDENT RECORDS ACCESS

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

Parents and eligible students will have access to the student's records during the regular business hours of the school district. An eligible student is a student who has reached eighteen (18) years of age or is attending an institution of postsecondary education at the post high school level. Parents of an eligible student are provided access to the student records only with the written permission of the eligible student unless the eligible student is defined as a dependent by the Internal Revenue Code. In that case, the parents may be provided access without the written permission of the student. A representative of the parents or eligible student, who has received written permission from the parents or eligible student, may inspect and review a special education student's records. Parents, other than parents of an eligible student, may be denied access to a student's records if the school district has a court order stating such or when the district has been advised under the appropriate laws that the parents may not access the student records. Parents may inspect an instrument used for the purpose of collection of student personal information prior to the instrument's use.

A student record may contain information on more than one student. Parents will have the right to access the information relating to their student or to be informed of the information, but shall not have the right to access information relating to another student. Eligible students shall also have the right to access the information relating to them or be informed of the information.

Parents and eligible students will have a right to access the student's records upon request without unnecessary delay and in no instance more than forty-five (45) calendar days after the request is made. Parents, an eligible student, or an authorized representative of the parents of a student with an IEP shall have the right to access the student's records prior to an Individualized Education Program (IEP) meeting or hearing.

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

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

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



parents or the eligible student of the decision in writing.

If the school district determines that amendment of the student's record is not appropriate, it will inform the parents or the eligible student of their right to a hearing before the hearing officer provided by the school district.

If the parents and the eligible students request to amend the student record is further denied following the hearing, the parents or the eligible student are informed that they have a right to place an explanatory letter in the student record commenting on the school district's decision or setting forth the reasoning for disagreeing with the school district. Additions to the student's records will become a part of the student record and be maintained like other student records. If the school district discloses the student records, the explanation by the parents will also be disclosed.

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

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

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



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

School officials may access student records only to the extent necessary to perform their professional responsibilities with regard to the student(s) whose records are being accessed. School officials include persons employed by the district as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, AEA employees, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or student assistance team or assisting another school official in performing his or her tasks.

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

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

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

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

The school district may share any information with the agencies contained in a student's permanent record, which is directly related to the juvenile justice system's ability to effectively serve the student. Prior to adjudication, information contained in the permanent record may be disclosed by the school district to the parties without parental consent or court order. Information contained in a student's permanent record may be disclosed by the school district to the agencies after adjudication only with parental



consent or a court order. Information shared pursuant to the agreement is used solely for determining the programs and services appropriate to the needs of the student or student's family or coordinating the delivery of programs and services to the student or student's family.

Information shared under the agreement is not admissible in any court proceedings, which take place prior to a disposition hearing, unless written consent is obtained from a student's parent, guardian or legal or actual custodian

Confidential information shared between the school district and the agencies will remain confidential and will not be shared with any other person, unless otherwise provided by law.

Information shared under the agreement is not admissible in any court proceedings, which take place prior to a disposition hearing, unless written consent is obtained from a student's parent, guardian or legal or actual custodian. The school district may discontinue information sharing with an agency if the school district determines that the agency has violated the intent or letter of the agreement.

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

The school district will provide training or instruction to employees about parents' and eligible students' rights under this policy. Employees shall also be informed about the procedures for carrying out this policy. It is the responsibility of the building principal to annually notify parents and eligible students of their right to inspect and review the student's records. The notice is given in a parents' or eligible student's native language.

Should the school district collect personal information from students for the purposes of marketing or selling that information, the school district will annually notify parents of such activity.

The notice shall include a statement that the parents have a right to file a complaint alleging the school district failed to comply with this policy. Complaints are forwarded to Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, Washington, DC 20202-4605.

Approved 7/1/93 Reviewed 2/13/12 Revised 2/13/12

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## USE OF STUDENT RECORDS REGULATION

Student records are all official records, files and data directly related to students, including all material incorporated into each student's cumulative record folder and intended for school use or to be available to parties outside the school or school system specifically including, but not necessarily limited to: dates of attendance; academic work completed; level of achievement (grades, standardized test scores); attendance data; scores on standardized intelligence, aptitude and psychological tests; interest inventory results; health data; family background information; teacher or counselor ratings and observations, and verified reports of serious or recurrent behavior patterns. The intent of this regulation is to establish procedures for granting requests from parents for access to the child's records, use of the data, and procedures for its transmittal within forty-five calendar days.

### A. Access to Records

1. The parent or legal guardian of a student will have access to these records upon written request to the board secretary.

The parent or legal guardian will, upon written request to the board secretary, have the opportunity to receive an interpretation of the records, have the right to question the data, and, if a difference of opinion is noted, shall be permitted to file a letter in the cumulative folder stating the dissenting person's position. If further challenge is made to the record, the normal appeal procedures established by school policy will be followed.

A student eighteen (18) years or older has the right to determine who, outside the school system, has access to the records. Parents of students who are eighteen (18) years or older but still dependents for income tax purposes may access the student's records without prior permission of the student.

2. School officials having access to student records are defined as having a legitimate educational interest. A school official is a person employed by the school district as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school district has contracted to perform a special task (such as an attorney, auditor, AEA employee, medical consultant or therapist); or a parent or student serving on an official committee, such as disciplinary or grievance committee or student assistance team, or assisting another school official in performing his or her tasks.

### B. Release of Information Outside the School

1. To release student records to other school(s) in which the student intends to enroll, the parents, legal guardian or eligible student must be notified of the transfer and the kinds of information being released unless the school district annually notifies parents that the records will be sent automatically. They will receive a copy of such information if it is requested in writing at a reasonable cost and shall have the opportunity to challenge the records.

2. Student records may be released to official education and other government agencies only if allowed by state or federal law.

3. To release student records to other persons or agencies, written consent shall be given by the parent, legal guardian or a student of majority age. This consent form will state which records shall be released, to whom they shall be released, and the reason for the release. A copy of the specific records being released will be made available to the person signing the release form if requested.

4. Before furnishing student records in compliance with judicial orders or pursuant to any lawfully issued subpoena, the school district will make a reasonable attempt to notify in advance the parents, legal guardian or eligible student.

5. Student records may be shared with juvenile justice agencies with which the school district has an interagency agreement. This information is shared without prior parental consent. The agreement is a public document available for inspection.

#### C. Hearing Procedures

1. Upon parental request, the school district will hold a hearing regarding the content of a student's records, which the parent believes to be inaccurate, misleading, or in violation of the privacy rights of students.

2. The hearing will be held within a reasonable time after receipt of the parent or eligible student's request. The parent or eligible student will receive reasonable advance notice of date, time and place of the hearing.

3. The hearing officer may be an employee of the school district so long as the employee does not have a direct interest in the outcome of the hearing.

4. The parents or eligible student will be given a full and fair opportunity to present evidence relevant to the issues. An individual of their choice at their own expense may represent the parent or eligible student.

5. The hearing officer will render a written decision within a reasonable period after the hearing. The decision will be based upon evidence presented at the hearing and must include a summary of the evidence and the reasons for the decision.

6. The parents may appeal the hearing officer's decision to the superintendent within ten (10) days if the superintendent does not have a direct interest in the outcome of the hearing.

7. The parents may appeal the superintendent's decision, or the hearing officer's decision if the superintendent was unable to hear the appeal, to the board within ten (10) days. It is within the discretion of the board to hear the appeal.

| Approved 7/1/93 Reviewed 2/13/12 Revised 4/13/98

Miriam Van Heukelem 2/6/12 11:32 PM

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Miriam Van Heukelem 2/7/12 10:09 AM

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## STUDENT RECORDS CHECKLIST

	Copy to Parent Upon Request	Parent Sig. Required**	User Must Sub. Written Req. *	No Parent Sig. Required	Parent Notify in Advance	Parent Notify of Release	Req. Made Part of Stud. Rec.	Sche. Hearing Foll. b/wrtn. decision t/Par.	
Subpoena or Judicial Order				X	X				Lawfully Issued
Student Financial Aid				X					Written Request
School or Staff in Same School System				X					No Written Request Necessary
Other School System Where Student Plans to Enroll	X		X	X		X	X		506.1E2
United States Comptroller General			X	X			X		506.1E2
Dept. of Health, Education and Welfare Secretary			X	X			X		506.1E2
National Institute of Education			X	X			X		506.1E2
Iowa Dept. of Education Official			X	X			X		506.1E2
Parent Inspection of Student Educational Records	X	X							506.1E5
Parent Request for Hearing to Challenge Record		X						X	506.1E4
Parent Authorization for School to Release Information	X	X							506.1E3
Notification of Transfer of Student Records	X			X					506.1E6

\*Such written request shall be available for inspection by the parent or student and the school official responsible for record maintenance.

\*\*When a student has attained the age of 18 years or is attending an institution of post-secondary education, the permission or consent required of the rights accordrd to the parent of the student shall thereafter be required of and accorded only to the student.

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS



# REQUEST OF NONPARENT FOR EXAMINATION OR COPIES OF STUDENT RECORDS

The undersigned hereby requests permission to examine the Adel DeSoto Minburn Community School District's official student records of:

\_\_\_\_\_  
(Legal Name of Student)

\_\_\_\_\_  
(Date of Birth)

-----  
The undersigned requests copies of the following official student records of the above student:  
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The undersigned certifies that they are (check one):

- a. An official of another school system in which the student intends to enroll. ( )
- b. An authorized representative of the Comptroller General of the United States. ( )
- c. An authorized representative of the Secretary of the U.S. Department of Education. ( )
- d. An administrative head of an education agency as defined in Section 408 of the Education Amendments of 1974. ( )
- e. An official of the Iowa Department of Education. ( )
- f. A person connected with the student's application for, or receipt of, financial aid (SPECIFY DETAILS ABOVE). ( )
- g. A representative of a juvenile justice agency with which the school district has an interagency agreement. ( )

The undersigned agrees that the information obtained will only be redisclosed consistent with state or federal law without the written permission of the parents of the student, or the student if the student is of majority age.

Signature \_\_\_\_\_ Title \_\_\_\_\_  
Agency \_\_\_\_\_ Date \_\_\_\_\_  
Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_  
Phone Number \_\_\_\_\_

APPROVED:

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Title \_\_\_\_\_

## AUTHORIZATION FOR RELEASE OF STUDENT RECORDS

The undersigned hereby authorizes Adel DeSoto Minburn Community School District to release copies of the following official student records:

\_\_\_\_\_  
\_\_\_\_\_

concerning \_\_\_\_\_  
(Full legal name of student) (Date of birth)

\_\_\_\_\_  
(Name of last school attended) (Years of attendance)

The reason for this request is \_\_\_\_\_  
\_\_\_\_\_

My relationship to the child is \_\_\_\_\_

Copies of the records to be released are to be furnished to:

- ( ) the undersigned  
( ) the student  
( ) other (please specify) \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone Number \_\_\_\_\_



REQUEST FOR HEARING ON CORRECTION OF STUDENT RECORDS

To \_\_\_\_\_ Address \_\_\_\_\_  
Board Secretary (Custodian)

I believe certain official student records of my child, \_\_\_\_\_,  
(Full legal name of student) \_\_\_\_\_, (School name)  
are inaccurate, misleading or in violation of privacy rights of my child.

The official education records which I believe are inaccurate, misleading or in violation  
of the privacy or other rights of my child are:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The reason I believe such records are inaccurate, misleading or in violation of the  
privacy or other rights of my child is:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

My relationship to the child is \_\_\_\_\_

I understand that I will be notified in writing of the time and place of the hearing; that I  
will be notified in writing of the decision, and I have the right to appeal the decision by so  
notifying the hearing officer in writing within ten (10) days after my receipt of the  
decision or a right to place a statement in my child's record stating I disagree with the  
decision and why.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone Number \_\_\_\_\_



REQUEST FOR EXAMINATION OF STUDENT RECORDS

To \_\_\_\_\_ Address \_\_\_\_\_  
Board Secretary (Custodian)

The undersigned desires to examine the following official education records

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

of \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
(Full legal name of student) (Date of birth) (Grade)

My relationship to the student is \_\_\_\_\_

Check one:

\_\_\_\_\_ I do  
\_\_\_\_\_ I do not

desire a copy of such records. I understand that a reasonable charge may be made for the copies.

\_\_\_\_\_  
(Parent signature)

Date \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Phone Number \_\_\_\_\_

APPROVED

Signature \_\_\_\_\_  
Title \_\_\_\_\_  
Date \_\_\_\_\_

NOTIFICATION OF TRANSFER OF STUDENT RECORDS

To \_\_\_\_\_ Date \_\_\_\_\_  
( Parent or Guardian)

Street Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Please be notified that copies of the Adel DeSoto Minburn Community School District's official student records concerning

\_\_\_\_\_  
(Full legal name of student)

have been transferred to:

\_\_\_\_\_  
(School district name) (Address)

upon the written statement that the student intends to enroll in said school system.

If you desire a copy of such records furnished, please check here \_\_\_\_\_ and return this form to the undersigned. A reasonable charge will be made for the copies.

If you believe such records transferred are inaccurate, misleading or otherwise in violation of the privacy or other rights of the student, you have the right to a hearing to challenge the contents of such records.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title



LETTER TO PARENT REGARDING RECEIPT OF A SUBPOENA

Date

Name

Address

City, State, Zip

Dear \_\_\_\_ (Parent) \_\_\_\_:

This letter is to notify you that the Adel DeSoto Minburn Community School District has received a \_\_\_\_ (subpoena or court order) \_\_\_\_ requesting copies of your child's permanent records. The specific records requested are \_\_\_\_.

The school district has until \_\_\_\_ (date on subpoena or court order) \_\_\_\_ to deliver the documents to \_\_\_\_ (requesting party on subpoena or court order) \_\_\_\_\_. If you have any questions, please do not hesitate to contact me at \_\_\_\_ (phone number) \_\_\_\_\_.

Sincerely,

(Principal or Superintendent)