

JUVENILE JUSTICE AGENCY INFORMATION SHARING AGREEMENT

Statement of Purpose: The purpose of this agreement is to allow for the sharing of information among the school district and the agencies prior to a student's adjudication in order to promote and collaborate 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.

Identification of Agencies: This agreement is between the Adel DeSoto Minburn Community School District (hereinafter "school district") and (agencies listed) (hereinafter "agencies").

Statutory Authority: This agreement implements Iowa Code §280.25 (2012) and is consistent with 34 C.F.R. 99.38 (2012).

Parameters of Information Exchange:

1. The school district may share any information with the agencies contained in a student's permanent record that is directly related to the juvenile justice system's ability to effectively serve the student.
2. Prior to adjudication, information contained in the permanent record may be disclosed by the school district to the agencies without parental consent or court order.
3. 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.
4. Information shared pursuant to the agreement shall be 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.
5. 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.
6. Information obtained by another party under this agreement shall not be the basis for disciplinary action against a student.
7. This agreement only governs a school district's ability to share information and the purposes for which that information can be used. Other agencies are bound by their own respective confidentiality policies.

Records Transmission: The individual requesting the information should contact the principal of the building in which the student is currently enrolled or was enrolled. The principal will forward the records within ten (10) business days of the request.

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

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

Deleted: 1997 Session

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

Deleted: 1997

Confidentiality: Confidential information shared between the agencies and the school district shall remain confidential and shall not be shared with any other person, unless otherwise provided by law. Information shared under the agreement is not admissible in any court proceedings that take place prior to a disposition hearing, unless written consent is obtained from a student's parent. Agencies or individuals violating the terms of this agreement subject their entity represented and themselves personally to legal action pursuant to federal and state law.

Amendments: This agreement constitutes the entire agreement among the agencies with respect to information sharing. Agencies may be added to this agreement at the discretion of the school district.

Term: This agreement is effective from (September 1 (Year) or other date).

Termination: 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 this agreement.

APPROVED

| | |
|-----------------|--------------------|
| Signature _____ | Address _____ |
| Title _____ | City _____ |
| Agency _____ | State, Zip _____ |
| Date _____ | Phone Number _____ |

| | |
|-----------------|--------------------|
| Signature _____ | Address _____ |
| Title _____ | City _____ |
| Agency _____ | State, Zip _____ |
| Date _____ | Phone Number _____ |

This agreement is optional and can only be used if the board has adopted a policy approving of its use.

Miriam Van Heukelem 2/7/12 10:17 AM
Comment [3]: How long has this agreement been in effect?

Miriam Van Heukelem 2/7/12 10:16 AM
Comment [4]: 506.1E1-7 looked fine and do not require revision. Due to formatting difficulties, I did not include them in this document. They should be reinserted before the board does their reading.

ANNUAL NOTICE

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over eighteen (18) years of age ("eligible students") certain rights with respect to the student's educational records. They are:

1. The right to inspect and review the student's education records within forty-five (45) days of the day the district receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading or in violation of the student's privacy rights. Parents or eligible students may ask the school district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person 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.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (Note: FERPA requires a school district to make a reasonable attempt to notify the parent or eligible student of the records request unless it states in its annual notification that it intends to forward records on request.)

4. The right to inform the school district that the parent does not want directory information, as defined below, to be released. Any student over the age of eighteen (18)

or parent not wanting this information released to the public must make objection in writing to the principal. The objection needs to be renewed annually.

NAME, ADDRESS, TELEPHONE LISTING, DATE AND PLACE OF BIRTH, MAJOR FIELD OF STUDY, PARTICIPATION IN OFFICIALLY RECOGNIZED ACTIVITIES AND SPORTS, WEIGHT AND HEIGHT OF MEMBERS OF ATHLETIC TEAMS, DATES OF ATTENDANCE, DEGREES AND AWARDS RECEIVED, THE MOST RECENT PREVIOUS SCHOOL OR INSTITUTION ATTENDED BY THE STUDENT, PHOTOGRAPH AND LIKENESS (INCLUDING VIDEO RECORDING AND STREAMING VIDEO), AND OTHER SIMILAR INFORMATION.

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave., SW, Washington, DC 20202-4605.

The school district may share any information with the parties 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 parties after adjudication only with parental consent or a court order. Information shared pursuant to the agreement shall be 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. Similarly, information obtained from another agency under this agreement shall not form the basis for disciplinary action taken by the District. This agreement only governs a school district's ability to share information and the purposes for which that information can be used.

The purpose for the sharing of information prior to a student's adjudication is 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 party requesting the information will contact the principal of the building in which the student is currently enrolled or was enrolled. The principal will forward the records within ten (10) business days of the request.

Confidential information shared between the parties and the school district shall remain confidential and shall 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.

STUDENT DIRECTORY INFORMATION

Student directory information is designed to be used internally within the school district. Directory information shall be defined in the annual notice. It may include the student's name; address; telephone number; date and place of birth; major field of study; participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees and awards received; the most recent previous educational agency or institution attended by the student; photograph and other likeness (including video recording and streaming video), and other similar information.

Prior to developing a student directory or to giving general information to the public, parents will be given notice annually of the intent to develop a directory or to give out general information and have the opportunity to deny the inclusion of their child's information in the directory or in the general information about the students.

It shall be the responsibility of the superintendent to provide notice and to determine the method of notice that will inform parents.

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

Miriam Van Heukelem 2/7/12 10:26 AM
Deleted: 4/9/07
Miriam Van Heukelem 2/7/12 10:27 AM
Deleted: 4/13/98

USE OF DIRECTORY INFORMATION

The student handbook or similar publication given to each student which contains general information about the school shall contain the following statement which shall be published a least annually in a prominent place or in a newspaper of general circulation in the school district.

The following information may be released to the public in regard to any individual student of the school district as needed. Any student over the age of eighteen (18) or parent not wanting this information released to the public must make objection in writing by September 1 of the current school year to the principal. The objection needs to be renewed annually.

NAME, ADDRESS, TELEPHONE LISTING, DATE AND PLACE OF BIRTH, MAJOR FIELD OF STUDY, PARTICIPATION IN OFFICIALLY RECOGNIZED ACTIVITIES AND SPORTS, WEIGHT AND HEIGHT OF MEMBERS OF ATHLETIC TEAMS, DATES OF ATTENDANCE, DEGREES AND AWARDS RECEIVED, THE MOST RECENT PREVIOUS SCHOOL OR INSTITUTION ATTENDED BY THE STUDENT, PHOTOGRAPH AND LIKENESS (INCLUDING VIDEO RECORDING AND STREAMING VIDEO), AND OTHER SIMILAR INFORMATION.

DATE _____

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

Miriam Van Heukelem 2/7/12 10:27 AM
Formatted: Centered

Miriam Van Heukelem 2/7/12 10:28 AM
Deleted: 4/9/07

Miriam Van Heukelem 2/7/12 10:28 AM
Deleted: 4/13/98

AUTHORIZATION FOR RELEASING STUDENT DIRECTORY INFORMATION

The Adel DeSoto Minburn Community School District has adopted a policy designed to assure parents and students the full implementation, protection and enjoyment of their rights under the Family Educational Rights and Privacy Act of 1974. A copy of the school district's policy is available for review in the office of the principal of all of our schools.

This law requires the school district to designate as "directory information" any personally identifiable information taken from a student's educational records prior to making such information available to the public.

The school district has designated the following information as directory information: student's name; address; telephone number; date and place of birth; major field of study; participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees and awards received; the most recent previous educational agency or institution attended by the student; photograph and other likeness, and other similar information. You have the right to refuse the designation of any or all of the categories of personally identifiable information as directory information with respect to your student provided that you notify the school district in writing not later than September 1 of the current school year. If you desire to make such a refusal, please complete and return the slip attached to this notice.

If you have no objection to the use of student information, you do not need to take any action.

RETURN THIS FORM

Adel DeSoto Minburn Community School District Parental Directions to Withhold Student/Directory Information for Education Purposes, for the _____ school year.

Student Name _____ Date of Birth _____
School _____ Grade _____
Date _____
(Signature of Parent/Legal Guardian/Custodian of Child)

This form must be returned to your child's school no later than _____.
Additional forms are available at your child's school.

STUDENT PHOTOGRAPHS

The board will permit student "portrait" photographs to be taken on school premises by a commercial photographer as a service to the students and their families.

Parents will be notified prior to the taking of pictures by a commercial photographer for student "portraits". In no case will students be required to have their picture taken or be pressured to purchase pictures.

Students or commercial photographers may take pictures of students upon consent for such things as the yearbook or student newspaper.

It shall be the responsibility of the superintendent, in conjunction with the principal, to develop administrative rules regarding student photographs.

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

Miriam Van Heukelem 2/7/12 10:29 AM
Deleted: 4/9/07

STUDENT LIBRARY CIRCULATION RECORDS

Student library circulation records are designed to be used internally to assist in the orderly administration of the school district libraries. As a general rule, student library circulation records are considered confidential records and will not be released without parental consent. Individuals who may access such records include a student's parents, the student, authorized licensed employees, authorized government officials from the U.S. Comptroller General, the Secretary of Education, the Commissioner and Director of the National Institute of Education, and the Assistant Secretary for Education and State Education Department. Appropriate authorities in a health or safety emergency may access the student's library circulation records without the approval or the notification of the student's parents. Parents may not access records, without the student's permission, of a student who has reached the age of majority or who is attending a post-secondary educational institution unless the student is considered a dependent for tax purposes.

It is the teacher-librarian's responsibility, as the person maintaining the student library circulation records, to approve requests for access to student library circulation records. Students' library circulation records may be accessed during the regular business hours of the school district. If copies of documents are requested, a fee for such copying may be charged.

| Approved 7/1/93 Reviewed 2/13/12 Revised 11/12/07

Miriam Van Heukelem 2/7/12 10:31 AM
Deleted: 11/12/07

STUDENT HEALTH AND IMMUNIZATION CERTIFICATES

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

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

Students enrolling for the first time in the school district shall also submit a certificate of immunization against diphtheria, pertussis, tetanus, poliomyelitis, rubella, Hepatitis B, varicella, and other immunizations required by law. The student may be admitted conditionally to the attendance center if the student has not yet completed the immunization process but is in the process of doing so. Failure to meet the immunization requirement will be grounds for expulsion. Upon recommendation of the Iowa Department of Education and Iowa Department of Public Health, students entering the district for the first time may be required to pass a TB test prior to admission. The district may conduct TB tests of current students.

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

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

Miriam Van Heukelem 2/7/12 10:34 AM

Deleted: 5/14/07

Miriam Van Heukelem 2/7/12 10:34 AM

Deleted: 4/13/98

ADMINISTRATION OF MEDICATION TO STUDENTS

Some students may need prescription and non-prescription medication to participate in their educational program.

Medication shall be administered when the student's parent or guardian (hereafter "parent") provides a signed and dated written statement requesting medication administration and the medication is in the original, labeled container, either as dispensed or in the manufacturer's container.

When administration of the medication requires ongoing professional health judgment, an authorized practitioner shall develop an individual health plan with the student and the student's parent. Students who have demonstrated competence in administering their own medications may self-administer their medication. A written statement by the student's parent shall be on file requesting co-administration of medication, when competence has been demonstrated. By law, students with asthma or other airway constricting diseases may self-administer their medication upon approval of their parents and prescribing physician regardless of competency.

Persons administering medication shall include the licensed registered nurse, physician, persons who have successfully completed a medication administration course, or be an authorized practitioner, including parents. A medication administration course and periodic update shall be conducted by a registered nurse or licensed pharmacist, and a record of course completion kept on file at the agency.

A written medication administration record shall be on file including:

- date;
- student's name;
- prescriber or person authorizing administration;
- medication;
- medication dosage;
- administration time;
- signature and title of the person administering medication; and
- any unusual circumstances, actions, or omissions, including contraindications or potential side effects.

Medication shall be stored in a secure area unless an alternate provision is documented. Emergency protocols for medication-related reactions shall be posted. Medication information shall be confidential information.

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

Miriam Van Heukelem 2/7/12 10:52 AM

Deleted: 2/9/09

Miriam Van Heukelem 2/7/12 10:53 AM

Deleted: 2/9/09

PROCEDURES FOR THE ADMINISTRATION OF MEDICATION

Medication Guidelines

Rules and procedures for dispensing medications to pupils taking prescribed medication during school are listed below.

No medication shall be dispensed to any pupil in the Adel DeSoto Minburn Community School system unless the following prerequisites are met:

1. A licensed medical or osteopathic physician or dentist must prescribe the medication.
2. The parent or guardian must sign a request to have this prescribed medication dispensed to the child according to the written directions of the prescribing physician or dentist.
3. The prescription and the parent's signed request to dispense the medication are to be kept on file in the office from which the medication will be dispensed.
4. The medication shall be maintained in the original prescription container which shall be labeled with: (a) name of pupil, (b) name of medication, (c) directions for use, (d) name of physician or dentist, (e) name and address of pharmacy, and (f) date of prescription.
5. The medication, while at school, shall be kept in a designated place, in a locked drawer or cabinet. When required, refrigeration will be provided.
6. In each building that house a full-time registered nurse, access to the medication shall be under the authority of the nurse.
7. In each building that house a less than full-time registered nurse, access to the medication shall be under the authority of the principal of that building, or a person designated by the principal.
8. A written record will be kept on any medication(s) given at school. This record will include the pupil's name, the name of the medication, the amount of medication to be given, and the time at which it is to be given. After the medication is given, the person dispensing the medication will initial the medication sheet with his/her initials. The record shall be kept each time the medication is given at school, on the appropriate "Medication List" form.
9. At the end of the school year, or at the end of the dispensing time, any remaining medication shall be returned to the pupil's parents or destroyed. This action, if medication is destroyed, should be noted on the pupil's health record. No aspirin will be dispensed at school unless a written "PRN" (dispense appropriately as needed) note from the parent is on file in the school office that will be dispensing the aspirin. These over-the-counter medications must have the student's name written on the original container. The medication must be in the original container (cannot give any medication that is not properly labeled). The note from the parent must be dated and signed by the parent and written directions for giving enclosed. These prescriptions must be renewed at the beginning of each school year, and all previous aspirin prescriptions will be destroyed at the end of each school year.

Miriam Van Heukelem 2/7/12 11:01 AM

Deleted: rn

Miriam Van Heukelem 2/7/12 11:02 AM

Deleted: 9/17/07

Miriam Van Heukelem 2/7/12 11:02 AM

Deleted: 4/13/98

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

→ Code No. 507.2E1

RECORD OF THE ADMINISTRATION OF MEDICATION

Name of Student _____

Parents' Phone Number: _____ Grade: _____

Medication: _____

Date to Begin: _____ Date to End: _____

Dosage: _____ Method: _____ Time: _____

Prescriber or person authorizing administration: _____

Phone #1: _____ Phone #2: _____

Possible Adverse Reaction: _____

Person(s) Authorized to Administer Medication: _____

| Date Given | Time | Dosage Given | Signature of Employee Administering Medication And Title/Position | Comments |
|---------------|-------|-----------------|---|----------|
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |

Miriam Van Heukelem 2/7/12 10:53 AM
Comment [5]: Reviewed 507.2E2 – no revisions required. Not included due to formatting issues, but should be inserted in board packet.

PARENTAL AUTHORIZATION AND RELEASE FORM FOR
THE ADMINISTRATION OF PRESCRIPTION MEDICATION TO STUDENTS

The undersigned are the parent(s), guardian(s), or person(s) in charge of

(student's full legal name), _____

in the _____ grade at the _____

_____ building in the _____ Community School District.

It is necessary that (student's full legal name) _____

receive (name of medication), _____ beginning on

(date) _____ and continuing through (date). _____

_____ I hereby request the _____ Community School District, or its authorized representative, to administer the above-named medication to my child named above and agree to:

1. Submit this request to the principal or school nurse;
2. Personally ensure that the medication is received by the principal or school nurse administering it in the container in which it was dispensed by the prescribing physician licensed pharmacist or is in the manufacturer's container;
3. Personally ensure that the container in which the medication is dispensed is marked with the medication name, dosage, interval dosage, and date after which no administration should be given.

OR

_____ I hereby authorize my child to self-administer his/her medication as he/she has shown the competency to do so. I hereby agree to:

1. Submit this request to the principal or school nurse;
2. Personally ensure that
 - a. the medication is received by the principal or school nurse administering it in the container in which it was dispensed by the prescribing physician or licensed pharmacist or is in the manufacturer's container; or
 - b. the medication will be kept in the student's possession but only with prior written permission from the parent and principal.
3. Personally ensure that the container in which the medication is dispensed is marked with the medication name, dosage, interval dosage, and date after which no administration should be given.

PARENTAL AUTHORIZATION AND RELEASE FORM FOR
THE ADMINISTRATION OF PRESCRIPTION MEDICATION TO STUDENTS

Dated this _____ day of, _____ 20_____.

Name of Student

Parent/Guardian_____ Home Phone Number_____

Alternate Phone No._____

AUTHORIZATION - ASTHMA OR AIRWAY CONSTRICTING MEDICATION
SELFADMINISTRATION
CONSENT FORM

Miriam Van Heukelem 2/7/12 10:53 AM

Deleted: -NEW

Student's Name (Last), (First) (Middle) Birthday School Date

In order for a student to self-administer medication for asthma or any airway constricting disease:

- Parent/guardian provides signed, dated authorization for student medication self-administration.
- Physician (person licensed under chapter 148, 150, or 150A, physician, physician's assistant, advanced registered nurse practitioner, or other person licensed or registered to distribute or dispense a prescription drug or device in the course of professional practice in Iowa in accordance with section 147.107, or a person licensed by another state in a health field in which, under Iowa law, licensees in this state may legally prescribe drugs) provides written authorization containing:
 - purpose of the medication,
 - prescribed dosage,
 - times or special circumstances under which the medication is to be administered,
 - contraindications or side effects.

Miriam Van Heukelem 2/7/12 10:55 AM

Deleted:

- The medication is in the original, labeled container as dispensed or the manufacturer's labeled container containing the student name, name of the medication, directions for use, and date.
- Authorization is renewed annually. If any changes occur in the medication, dosage or time of administration, the parent is to notify school officials immediately. The authorization shall be reviewed as soon as practical.

Provided the above requirements are fulfilled, a student with asthma or other airway constricting disease may possess and use the student's medication while in school, at school-sponsored activities, under the supervision of school personnel, and before or after normal school activities, such as while in before-school or after-school care on school-operated property. If the student abuses the self-administration policy, the ability to self-administer may be withdrawn by the school or discipline may be imposed.

Pursuant to state, the school district or accredited nonpublic school and its employees are to incur no liability, except for gross negligence, as a result of any injury arising from self-administration of medication by the student. The parent or guardian of the student shall sign a statement acknowledging that the school district or nonpublic school is to incur no liability, except for gross negligence, as a result of self-administration of medication by the student as established by Iowa Code § 280.16.

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

Medication Dosage Route Time

Purpose of Medication & Administration/Instructions

Special Circumstances Discontinue/Re-Evaluate/
Follow-up Date

Prescriber's Signature Date

Prescriber's Address Emergency Phone

Miriam Van Heukelem 2/7/12 10:58 AM
Comment [6]: Formatting issue – use
the formatting from your original PDF
document.

- I request the above named student possess and self-administer asthma or other airway constricting disease medication(s) at school and in school activities according to the authorization and instructions.
- I understand the school district and its employees acting reasonably and in good faith shall incur no liability for any improper use of medication or for supervising, monitoring, or interfering with a student's self-administration of medication.
- I agree to coordinate and work with school personnel and notify them when questions arise or relevant conditions change.
- I agree to provide safe delivery of medication and equipment to and from school and to pick up remaining medication and equipment.
- I agree the information is shared with school personnel in accordance with the Family Education Rights and Privacy Act (FERPA).
- I agree to provide the school with back-up medication approved in this form.
- Student maintains self-administration record.

Parent/Guardian Signature Date
(agreed to above statement)

Parent/Guardian Address Home Phone
Business Phone

Self-Administration Authorization Additional Information

COMMUNICABLE DISEASES - STUDENTS

A student shall notify the superintendent or the school nurse when the student learns the student has a communicable disease. Students with a communicable disease will be allowed to attend school provided their presence does not create a substantial risk of illness or transmission to other students or employees. Students with a communicable disease that creates a substantial risk of illness or transmission to others are to be excluded from school for the period of time that their condition may endanger the health of the student or others. A signed permit from a doctor or other evidence may be required for attendance if so designated by the superintendent or superintendent's designee. The term "communicable disease" shall mean an infectious or contagious disease spread from person to person, or animal to person, or as defined by law.

Prevention and control of communicable diseases shall be included in the school district's bloodborne pathogens exposure control plan. The procedures shall include scope and application, definitions, exposure control, methods of compliance, universal precautions, vaccination, post-exposure evaluation, follow-up, communication of hazards to employees and record keeping. This plan shall be reviewed annually by the superintendent and school nurse.

Their personal physician shall determine the health risk to immuno-depressed students. The health risk to others in the school district environment from the presence of a student with a communicable disease shall be determined on a case-by-case basis by the student's personal physician, a physician chosen by the school district or public health officials.

It shall be the responsibility of the superintendent, when the superintendent or school nurse, upon investigation, has knowledge that a reportable communicable disease is present, to notify the Iowa Department of Public Health. Health data of a student is confidential and it shall not be disclosed to third parties.

It shall be the responsibility of the superintendent, in conjunction with the school nurse, to develop administrative regulations stating the procedures for dealing with students with a communicable disease.

It is the responsibility of the superintendent or designee to make all required reports to the state health department, as required by law.

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

Miriam Van Heukelem 2/7/12 11:05 AM

Deleted: A student shall notify the superintendent or the school nurse when the student learns the student has a communicable disease.

Miriam Van Heukelem 2/7/12 11:04 AM

Deleted: 5/14/07

Miriam Van Heukelem 2/7/12 11:08 AM

Deleted: 4/13/98

ATTENDING STUDENTS WITH AIDS/HIV

Epidemiologic studies show that AIDS is a viral infection transmitted via intimate sexual contact or blood-to-blood contact. To date, there is no recorded transmission of AIDS to family member who are non-sexual contacts. There has also been no transmission observed with medical personnel who directly care for and are exposed to AIDS cases. Since there is no evidence of casual transmission by sitting near, living in the same household, or playing together with an individual with AIDS, the following guidelines are recommended for implementation in school systems throughout Heartland AEA.

1. Routine screening of student for AIDS associated virus (HTLV-III/LAV) is not recommended. Screening should not be a requirement for school entry.
2. Children diagnosed as having AIDS associated virus (HTLV-III/LAV), and receiving medical attention are able to attend classes in an unrestricted educational meeting setting. Siblings of infected children are able to attend school without restriction.
3. An appropriate alternative educational plan which may include a more restricted environment should be provided for the child diagnosed as having AIDS or laboratory evidence of infection with the HTLV-III/LAV virus if:
 - A. Cutaneous (skin) eruptions or weeping lesions that cannot be covered or present.
 - B. Inappropriate behavior which increases the likelihood of transmission (i.e., biting or incontinence) is exhibited.
 - C. The child is too ill to attend school.
 - D. Children diagnosed as having AIDS, or with laboratory evidence of infection with the AIDS associated virus (HTLV-III/LAV) that are handicapped and require Special Education in compliance with other policies shall be in the least restrictive program based upon the child's needs.
4. Decisions about education and care for children infected with the AIDS virus should be made by a team including the child's physician, public health care personnel, parents or guardian, or school or AEA and day/foster care workers. *
 - A. Notification of the school should be through the school nurse or person responsible for school health who will notify only those necessary to assure optimal management.
 - B. Notification should be by a process that would maximally provide patient confidentiality. Ideally, this process should be direct person-to-person contact.
 - C. If school authorities believe that a child diagnosed as having AIDS or with laboratory evidence of infection with the AIDS associated virus (HTLV-III/LAV) has evidence of conditions described in #3, then the school authorities can dismiss the child from the class and request authorization from the child's personal physician so that class attendance is within compliance with the school policy.
 - D. If a conflict arises as to the child's management, the case should be referred to the State Department of Health for review to determine the permissibility of attendance.
5. Since the child diagnosed as having AIDS or with laboratory evidence of infection with the AIDS associated virus (HTLV-III/LAV) has a somewhat greater risk of encountering infections in the school setting, the child should be excluded from school if there is an

outbreak of a threatening communicable disease such as chicken pox or measles until he/she is properly treated and/or the outbreak is no longer a threat to child.

6. A more restricted environment is advised for infected preschool-aged children, for children who cannot control their bowels or bladder, for children who display such behavior at biting, and for infected children who have uncoverable, oozing sores. These children should be cared for and educated in settings that minimize the exposure of other children to their blood and body fluids.*

7. District employees shall, when attending any child known to have contagious disease in a communicable state, use precautionary measures as recommended by a licensed physician, which would reasonably protect the employee from exposure. Staff members shall not be allowed the option of serving based on the presence of a communicable disease in a child.

Miriam Van Heukelem 2/7/12 11:13 AM

Deleted: Adel DeSoto Minburn

8. Blood or any other body fluids including vomit and fecal or urinary incontinence in any child should be treated appropriately. It is recommended that gloves be worn when cleaning up any body fluids.

A. Spills should be cleaned up, the affected area washed with soap and water and disinfected with bleach (one part bleach to ten parts water), or another disinfectant.

B. All disposable materials, including gloves and diapers should be discarded into a plastic bag before discarding in a conventional trash system. The mop should also be disinfected with the bleach solution described in 8.A.

C. Toys and other personal non-disposable items should be cleaned with soap and water followed by disinfection with the bleach solution before passing to another person. A normal laundry cycle is adequate for other non-disposable items.

D. Hands should be washed after exposure to blood and body fluids and before caring for another child.

9. In-service education of appropriate school personnel should ensure that proper medical and current information about AIDS is available.

10. The records of children with AIDS should be kept confidential. The number of people who are aware of the child's condition should be kept to the minimum needed to assure proper care of the child and to detect situations such as a bleeding injury that may present a potential for transmission.

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

Miriam Van Heukelem 2/7/12 11:14 AM

Deleted: 5/14/07

Miriam Van Heukelem 2/7/12 11:13 AM

Deleted: 4/13/98

STUDENT INJURY OR ILLNESS AT SCHOOL

Students who become ill or are injured at school will be given first aid. Whenever necessary, parents will be notified by phone and instructions will be requested as to the disposal of the case. When the parent has no telephone or cannot be reached, ^{wa} a District employee shall transport child home, to the hospital, or to a doctor's office.

In cases of emergency, the pupil shall be transported to a hospital or doctor's office by ambulance or other convenient types of transportation. If possible the family physician listed on the office records shall be contacted.

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

Annually, parents shall be required to complete a medical emergency authorization form indicating the procedures to be followed, if possible, in an emergency involving their child.

The superintendent shall be responsible, in conjunction with the school nurse, to develop rules and regulations governing the procedure in the event a student should become ill or be injured at school.

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

Miriam Van Heukelem 2/7/12 11:15 AM

Deleted: the ill or injured a

Miriam Van Heukelem 2/7/12 11:15 AM

Deleted: member of the school staff

Miriam Van Heukelem 2/7/12 11:16 AM

Deleted: 5/14/07

Miriam Van Heukelem 2/7/12 11:16 AM

Deleted: 4/13/98

EMERGENCY PLANS AND DRILLS

Students will be informed of the appropriate action to take in an emergency. Emergency drills for fire, weather and other disasters shall be conducted each school year. Fire and tornado drills shall be conducted regularly during the academic school year with a minimum of two (2) of each before December 31st and two (2) of each after January 1st.

Each attendance center shall develop and maintain a written plan containing emergency and disaster procedures. The plan will be communicated to and reviewed with the employees. The emergency plan shall include:

- assignment of employees to specific tasks and responsibilities;
- instructions relating to the use of alarm systems and signals. If combination visual and auditory warning devices do not exist, the plan shall include specific provisions for warning individuals with hearing impairments;
- information concerning methods of fire containment;
- systems for notification of appropriate persons and agencies;
- information concerning the location and use of fire fighting equipment;
- specification of evacuation routes and procedures;
- posting of plans and procedures at suitable locations throughout the facility;
- evacuation drills which include the actual evacuation of individuals to safe areas;
- an evaluation for each evacuation drill.

Employees shall participate in emergency drills. Licensed employees shall be responsible for instructing the proper techniques to be followed in the drill.

| Approved 7/1/93 Reviewed 2/13/12 Revised 5/14/07

Miriam Van Heukelem 2/7/12 11:17 AM
Deleted: 5/14/07

Code No. 507.6

STUDENT INSURANCE

Students participating in intramural or extracurricular athletics shall be encouraged to have health and accident insurance. The student shall bring written proof of such insurance or provide a written and signed waiver of liability for the school district.

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

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

Whenever a student is injured while under the supervision of a member of the school district staff, the faculty member will file an accident report with the school nurse and the principal's office within 24 hours of the incident.

| Approved 7/1/93 Reviewed 2/13/12 Revised ~~9/19/05~~ 2/13/12

Miriam Van Heukelem 2/7/12 11:18 AM
Deleted: 5/14/07

CUSTODY AND PARENTAL RIGHTS

The District will make every reasonable attempt to maintain a learning environment that is free from disruption and conflict. Families are expected to solve their problems outside of the school environment, and the District will not be responsible for solving such conflicts or problems. The District shall be neutral with respect to any intra-family conflict or disagreement, and will not take the "side" of one family member over another in a

disagreement about custody and parental rights. Valid court orders affecting the status of a family member with respect to a student in the District that have been issued shall be followed by the school district whether the parent or student agrees or disagrees with the order. It shall be the responsibility of the person requesting an action by the school district to inform and show the school district the court order allowing such action. The District will not restrict or limit the rights of a parent or legal guardian unless it has been presented with a valid court order instructing it to do so.

This policy does not forbid school district personnel to listen to a student's problems and concerns.

It shall be the responsibility of the superintendent to ensure that school district personnel remain neutral in a disagreement about custody and parental rights, other than child abuse situations.

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

Miriam Van Heukelem 2/7/12 11:20 AM

Deleted: Disagreements between family members are not the responsibility of the school district.

Miriam Van Heukelem 2/7/12 11:22 AM

Deleted: C

Miriam Van Heukelem 2/7/12 11:23 AM

Deleted: 5/14/07

Miriam Van Heukelem 2/7/12 11:23 AM

Deleted: 4/13/98

DRUG-FREE SCHOOLS AND COMMUNITIES

No student shall distribute, dispense, possess, use or be under the influence of any alcoholic beverage, malt beverage or fortified wine or other intoxicating liquor or unlawfully manufacture, distribute, dispense, possess or use or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid or any other controlled substance, as defined in schedule I through V of section 202 of the Controlled Substances Act (21 U.S.C. §812) and as further defined by regulation at 21 C.F.R. 1300.11 through 1300.15, before, during or after school hours at school or in any other school district location as defined below.

"School district location" means in a school building or on school premises; on a school-owned vehicle or in other school-approved vehicle used to transport students to and from school or school activities; off school property at a school-sponsored or school-approved activity, even or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district.

A student who violates the terms of this policy shall satisfactorily complete a drug abuse assistance or rehabilitation program approved by the school board. If such student fails to satisfactorily complete in such a program, the student shall be suspended or expelled from school, at the discretion of the board.

Sanctions against students shall be in accordance with prescribed school district administrative regulations and procedures.

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

Miriam Van Heukelem 2/7/12 11:24 AM
Deleted: 5/14/07

STUDENT SPECIAL HEALTH SERVICES

The board recognizes that some special education students need special health services during the school day. These students shall receive special health services in conjunction with their individualized education program.

The superintendent, in conjunction with licensed health personnel, shall establish administrative regulations for the implementation of this policy.

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

Miriam Van Heukelem 2/7/12 11:25 AM
Deleted: 5/14/07

SPECIAL HEALTH SERVICES REGULATION

Some students who require special education need special health services in order to participate in the educational program. These students shall receive special health services in accordance with their individualized educational program.

A. Definitions

"Assignment and Delegation": occurs when licensed health personnel, in collaboration with the education team, determine the special health services to be provided and the qualifications of individuals performing the health services. Primary consideration is given to the recommendation of the licensed health personnel. Each designation considers the student's special health service. The rationale for the designation is documented. If the designation decision of the team differs from the licensed health professional, team members may file a dissenting opinion.

"Co-administration": the eligible student's participation in the planning, management and implementation of the student's special health service and demonstration of proficiency to licensed health personnel.

"Educational Team": may include the eligible student, the student's parent, administrator, teacher, licensed health personnel, and others involved in the student's educational program.

"Health Assessment": health data collection, observation, analysis, and interpretation relating to the eligible student's educational program.

"Health Instruction": education by licensed health personnel to prepare qualified designated personnel to deliver and perform special health services contained in the eligible student's health plan. Documentation of education and periodic updates shall be on file at school.

"Individual Health Plan": the confidential, written, preplanned, and ongoing special health service in the educational program. It includes assessment, planning, implementation, documentation, evaluation, and a plan for emergencies. The plan is updated as needed and at least annually. Licensed health personnel develop this written plan with the education team.

"Licensed Health Personnel": includes licensed registered nurse, licensed physician and other licensed health personnel legally authorized to provide special health services and medications.

"Prescriber": licensed health personnel legally authorized to prescribe special health services and medications.

"Qualified Designated Personnel": persons instructed, supervised and competent in implementing the eligible student's health plan.

"Special Health Services": includes, but is not limited to, services for eligible students whose health status (stable or unstable) requires:

- interpretation or intervention;
- administration of health procedures and health care, or
- use of a health device to compensate for the reduction or loss of a body function.

"Supervision": the assessment, delegation, evaluation and documentation of special health services by licensed health personnel. Levels of supervision include situations in which licensed health personnel are:

- physically present.
- available at the same site.
- available on call.

B. Licensed health personnel shall provide special health services under the auspices of the school. Duties of the licensed personnel include the duty to:

- Participate as a member of the education team.
- Provide the health assessment.
- Plan, implement and evaluate the written individual health plan.
- Plan, implement and evaluate special emergency health services.
- Serve as liaison and encourage participation and communication with health service agencies and individuals providing health care.
- Provide health consultation, counseling and instruction with the eligible student, the student's parent and the staff in cooperation and conjunction with the prescriber.
- Maintain a record of special health services. The documentation includes the eligible student's name, special health service, prescriber or person authorizing, date and time, signature and title of the person providing the special health service, and any unusual circumstances in the provision of such services.
- Report unusual circumstances to the parent, school administration and prescriber.
- Assign and delegate to instruct, provide technical assistance and supervise qualified designated personnel.
- Update knowledge and skills to meet special health service needs.

C. Prior to the provision of special health services the following shall be on file:

- Written statement by the prescriber detailing the specific method and schedule of the special health service, when indicated.
- Written statement by the student's parent requesting the provision of the special health service.
- Written report of the preplanning staffing or meeting of the education team.
- Written individual health plan available in the health record and integrated into the IEP or IFSP.

D. Licensed health personnel, in collaboration with the education team, shall determine the special health services to be provided and the qualifications of individuals performing the special health services. The documented rationale shall include the following:

- Analysis and interpretation of the special health service needs, health status stability, complexity of the service, predictability of the service outcome, and risk of improperly performed service.
- Determination that the special health service, task, procedure or function is part of the person's job description.
- Determination of the assignment and delegation based on the student's needs.
- Review of the designated person's competency.

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

- Determination of initial and ongoing level of supervision required ensuring quality services.

E. Licensed health personnel shall supervise the special health services, define the level of supervision and document the supervision.

F. Licensed health personnel shall instruct qualified designated personnel to deliver and perform special health services contained in the eligible individual health plan.

Documentation of instruction and periodic updates shall be on file at school.

G. Parents shall provide the usual equipment, supplies and necessary maintenance for such. The equipment shall be stored in a secure area. The personnel responsible for the equipment shall be designated in the individual health plan. The individual health plan shall designate the role of the school, parents, and others in the provision, supply, storage, and maintenance of necessary equipment.

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

Miriam Van Heukelem 2/7/12 11:30 AM
Deleted: 12/10/07

WELLNESS POLICY

The board promotes healthy students by supporting wellness, good nutrition and regular physical activity as a part of the total learning environment. The school district supports a healthy environment where students learn and participate in positive dietary and lifestyle practices. By facilitating learning through the support and promotion of good nutrition and physical activity, schools contribute to the basic health status of students. Improved health optimizes student performance potential.

The school district provides a comprehensive learning environment for developing and practicing lifelong wellness behaviors. The entire school environment, not just the classroom, shall be aligned with healthy school district goals to positively influence a student's understanding, beliefs and habits as they relate to good nutrition and regular physical activity.

The school district supports and promotes proper dietary habits contributing to students' health status and academic performance. All foods available on school grounds and at school-sponsored activities during the instructional day should meet or exceed the school district nutrition standards. Foods should be served with consideration toward nutritional integrity, variety, appeal, taste, safety and packaging to ensure high-quality meals.

The school district will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced-price meals. Toward this end, the school district may utilize electronic identification and payment systems; provide meals at no charge to all children, regardless of income; promote the availability of meals to all students; and/or use nontraditional methods for serving meals, such as "grab-and-go" or classroom breakfast.

The school district will develop a local wellness policy committee comprised of representatives of the board, parents, leaders in food/exercise authority and employees. The local wellness policy committee will develop a plan to implement and measure the local wellness policy and monitor the effectiveness of the policy. The committee will designate an individual to monitor implementation and evaluate the implementation of the policy. The committee will report annually to the board regarding the effectiveness of this policy.

Specific Wellness Goals

- specific goals for nutrition education, (see Appendix A)
- physical activity, (see Appendix B)
- other school-based activities that are designed to promote student wellness, (see Appendix C)

The nutrition guidelines for all foods available with the objective of promoting student health and reducing childhood obesity include goals for the school district (see Appendix D)

The board will monitor and evaluate this policy by using the Plan For Measuring Implementation process (see Appendix E)

| Approved 9/18/06 Reviewed 2/13/12 Revised 7/12/10

Miriam Van Heukelem 2/7/12 11:32 AM
Deleted: 7/12/10

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

Appendix A

NUTRITION EDUCATION AND PROMOTION

The school district will provide nutrition education and engage in nutrition promotion that:

- is offered at each grade level as part of a sequential, comprehensive, standards-based program designed to provide students with the knowledge and skills necessary to promote and protect their health;
- promotes fruits, vegetables, whole-grain products, low-fat and fat-free dairy products, healthy food preparation methods and health-enhancing nutrition practices.

Appendix B

PHYSICAL ACTIVITY

Physical Education

The school district will provide physical education that:

- Meets the state requirements for time in physical education
 - Is for all students in grades K-12 for the entire school year
 - Is taught by a certified physical education teacher
 - Includes students with disabilities, students with special health-care needs may be provided in alternative educational settings
 - Focuses on educating students for personal fitness and wellness
 - Engages students in physical activity during each class session
 - Assesses students regularly and provides ongoing feedback to students on their personal fitness levels
 - Encourages students to participate in physical activities outside the school day
- Healthy Kids Act 2008
- In 2008, the Iowa Legislature adopted the Healthy Kids Act, which mandated changes to physical activity (PA).
 - The new PA requirement requires elementary students, K-5, to have at least 30 minutes of PA per day at school. This does not have to be physical education (PE). Students can receive their PA through a combination of recess, PE, classroom and other activities.
 - Middle and high school students must have at least 120 minutes of PA per week. But, middle and high school students don't have to complete all of their minutes at school. The students, getting their PA outside of school hours, will enter into an agreement with the school district that the remainder of their minutes, not met at school, will be met outside of school as long as the outside activity includes movement, manipulation or exertion of the body. There is no limit on the number of agreements school districts can have students over their careers.

Appendix C

OTHER SCHOOL-BASED ACTIVITIES THAT PROMOTE STUDENT WELLNESS

Integrating Physical Activity into Classroom Settings

For students to fully embrace regular physical activity as a personal behavior, students need opportunities for physical activity beyond the physical education class. Toward that end, the district will:

- Offer classroom health education that complements physical education by reinforcing the knowledge and self-management skills needed to maintain a physically active lifestyle and reduce time spent on sedentary activities

Communication with Parents

The school district will support parents' efforts to provide a healthy diet and regular physical activity for their children. The school district will:

- Provide nutrient analyses of school menus
- Encourage parents to pack healthy lunches and snacks
- Provide parents ideas for healthy classroom snacks, celebrations/parties, and rewards
- Provide information about physical education and other school-based physical activity opportunities before, during and after the school day
- Include sharing information about physical activity and physical education through the district website, newsletters, other take-home materials, special events or physical education homework.

Appendix D
NUTRITION GUIDELINES FOR ALL FOODS AVAILABLE ON CAMPUS

SCHOOL MEALS

Meals served through the National School Lunch and Breakfast Programs will:

- be appealing and attractive to children;
- be served in clean and pleasant settings;
- meet, at a minimum, nutrition requirements established by local, state and federal law;
- offer a variety of fruits and vegetables

Schools should:

- engage students and parents, through taste-tests of new entrees and surveys, in selecting foods offered through the meal programs in order to identify new, healthful and appealing food choices; and
 - share information about the nutritional content of meals with parents and students.
- Breakfast

To ensure that all children have breakfast, either at home or at school, in order to meet their nutritional needs and enhance their ability to learn, schools will:

- operate the breakfast program, to the extent possible;
- notify parents and students of the availability of the School Breakfast Program, where available.

Free and Reduced-Priced Meals

The school district will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced-price meals. Toward this end, the school district may:

- utilize electronic identification
- promote the availability of meals to all students

Meal Times and Scheduling

The school district:

- should schedule meal periods at appropriate times, e.g., lunch should be scheduled between 11 a.m. and 1 p.m.; should not schedule tutoring, club or organizational meetings or activities during mealtimes, unless students may eat during such activities;
- will provide students access to hand washing or hand sanitizing before they eat meals or snacks.

Qualification of Food Service Staff

Qualified nutrition professionals will administer the meal programs. As part of the school district's responsibility to operate a food service program, the school district will:

- provide staff development programs that include appropriate certification and/or training programs for child nutrition directors, nutrition managers and cafeteria workers, according to their levels of responsibility

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

Foods Sold Outside the Meal (e.g. vending, a la carte, sales)

All foods and beverages sold individually outside the reimbursable meal programs (including those sold through a la carte [snack] lines, vending machines, student stores or fundraising activities) during the school day, or through programs for students after the school day will meet nutrition standards as required by state or federal law. For current state guidelines, see <http://tinyurl.com/iowa-HKA>.

Fundraising Activities

There are two types of fundraising – regulated and other. Regulated fundraisers are those that offer the sale of foods or beverages on school property and that are targeted primarily to PK-12 students by or through other PK-12 students, student groups, school organizations, or through on-campus school stores. Regulated fundraising activities must comply with the state nutrition guidelines. All other fundraising activities are encouraged, but not required, to comply with the state nutrition guidelines if the activities involve foods and beverages.

Snacks

Snacks served during the school day or in after-school care or enrichment programs will make a positive contribution to children's diets and health, with an emphasis on serving fruits and vegetables as the primary snacks and water as the primary beverage. Schools will assess if and when to offer snacks based on timing of meals, children's nutritional needs, children's ages, and other considerations. The school district will disseminate a list of healthful snack items to teachers, after school program personnel and parents.

If eligible, schools that provide snacks through after school programs will pursue receiving reimbursements through the National School Lunch Program.

Food Safety

All foods made available on campus adhere to food safety and security guidelines.

- All foods made available on campus comply with the state and local food safety and sanitation regulations. Hazard Analysis and Critical Control Points (HACCP) plans and guidelines are implemented to prevent food illness in schools. http://www.fns.usda.gov/tn/Resources/servingsafe_chapter6.pdf
- For the safety and security of the food and facility, access to the food service operations are limited to child nutrition staff and authorized personnel.

Appendix E

PLAN FOR MEASURING IMPLEMENTATION

Monitoring

The superintendent will ensure compliance with established school district-wide nutrition and physical activity wellness policies.

In each school:

- the principal will ensure compliance with those policies in the school and will report on the school's compliance to the superintendent; and,
- food service staff, at the school or school district level, will ensure compliance with Nutrition policies within food service areas and will report on this matter to the superintendent or principal.

Policy Review

To help with the initial development of the school district's wellness policies, the school district will conduct a baseline assessment of the school's existing nutrition and physical activity environments and practices.

Assessments will be repeated to help review policy compliance, assess progress and determine areas in need of improvement. As part of that review, the school district will review the nutrition and physical activity policies and practices and the provision of an environment that supports healthy eating and physical activity. The school district will revise the wellness policies and develop work plans to facilitate their implementation.

CLASS OR STUDENT GROUP GIFTS

The board welcomes gifts to the school district from a class or student group. Class gifts to the school district require the recommendation of the principal and the approval of the superintendent. The board encourages students to consult with the superintendent or other certificated personnel prior to selecting a gift for the school district.

| Approved 7/1/93

Reviewed 2/13/12

Revised 4/13/98

Miriam Van Heukelem 2/7/12 11:38 AM
Deleted: 5/14/07

Miriam Van Heukelem 2/7/12 11:38 AM
Deleted:

OPEN NIGHT

In keeping with good community relations, student school activities will not be scheduled on Wednesday night whenever possible. It shall be the responsibility of the building principal to oversee the scheduling of school activities for compliance with this policy.

Further, all middle school activity practices shall end at 5:30 p.m. with students being asked to leave the building by 5:45 p.m. All high school activity practices shall end at 6:45 p.m. with students being asked to leave the building by 7:00 p.m.

| Approved 7/1/93

Reviewed 2/13/12

Revised 4/13/98

Miniam Van Heukelem 2/7/12 11:38 AM
Deleted: 5/14/07

STUDENT TELEPHONE CALLS

Generally, students receiving telephone calls shall not be called to the phone. The administrative office in their attendance center will take a message and forward it to the student. Only in an emergency situation will a student be removed from the classroom or a school activity to receive a telephone call.

Students may, in an emergency situation, use the telephone in the administrative office of their attendance center to make a telephone call to the student's parents. Prior Permission must be obtained from the principal or the principal's secretary.

Approved 7/1/93

2/13/12
Reviewed 5/14/07

Revised 4/13/98

SUPERVISION AFTER SCHOOL EVENTS

To supervise the school facility, there shall be a district employee or a person designated by the school district available while students wait at the school building activity.

It shall be the responsibility of the supervisor to ensure that the students and other individuals in the school building have a valid and clear purpose for being in the facility at that time. If there is no valid and clear purpose for the student or other individual to be in the building, the supervisor shall require them to leave the school building at once. Persons or students who do not leave upon request may be reported to the local law enforcement authorities.

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

| Approved 7/1/93

Reviewed 2/13/12

Revised 4/13/98

Miriam Van Heukelem 2/7/12 11:38 AM
Deleted: 5/14/07

APPLICATION FOR RENEWAL OF COOPERATIVE SPONSORSHIP OF AN ACTIVITY
281--36.20(280)

Your school has been involved in a cooperative program agreement during the 2011-2012 school year. This includes your 2012 summer activities. If you desire to continue this agreement for another year, we will make that extension to your contract upon receipt of the proper signatures below. This **RENEWAL** must be submitted prior to April 30, 2012.

The following school districts hereby apply for **RENEWAL** of our existing cooperative program(s) for the school year **2012-2013**.

SCHOOLS PARTICIPATING

Adm AND Wauke

If more than (2) two schools, please indicate:

| ACTIVITIES SPONSORED BY IHSAA INCLUDE: | |
|--|--------------|
| ACTIVITY | HOST SCHOOL |
| <u>Bowling</u> | <u>Wauke</u> |
| <u>Swimming & Diving</u> | <u>Wauke</u> |
| | |
| | |
| | |

SIGNATURES:

| | | |
|---------------------------------|----------------|--------|
| Board of Education, Chairperson | Superintendent | School |
| Board of Education, Chairperson | Superintendent | School |
| Board of Education, Chairperson | Superintendent | School |
| Board of Education, Chairperson | Superintendent | School |
| Board of Education, Chairperson | Superintendent | School |
| Board of Education, Chairperson | Superintendent | School |

This above request for cooperative sponsorship is hereby granted **RENEWAL** of existing agreement for the school year **2012-2013**.

AUTHORIZED SIGNATURE
IOWA HIGH SCHOOL ATHLETIC ASSOCIATION

DATE

2012-2013 Application For Whole Grade or Cooperative Sharing Agreement

If your school district is involved or intends to be involved in a cooperative or whole grade sharing agreement for the 2012-2013 academic year, please complete the form below and return it to the State Office. This form must be returned NO LATER THAN APRIL 30, 2012. You may fax the form below to 515-284-1969 or mail to: Iowa Girls' High School Athletic Union, P.O. Box 10348, West Des Moines, Iowa 50265.

Participating Schools

Waukee and ADM
(Host School)

Name of team as it should appear on tournament pairings Waukee

Circle the competitions in which this agreement applies.

Cross Country

Volleyball

Swimming & Diving

Basketball

Bowling

Track & Field

Golf

Tennis

Soccer

Softball

If this is a renewal of an existing agreement, please indicate by checking the box below.



SIGNATURES REQUIRED:

Superintendent: _____

School : _____

School Board President: _____

School Superintendent: _____

Superintendent: _____

School : _____

School Board President: _____

School Superintendent: _____

Superintendent: _____

School : _____

School Board President: _____

School Superintendent: _____

For Office Use Only: This request is hereby approved by management of the Athletic Union.

Signed by Lisa Brinkmeyer, Assistant Director _____

APPLICATION FOR RENEWAL OF COOPERATIVE SPONSORSHIP OF AN ACTIVITY

Your school has been involved in a cooperative program agreement during the 2011-2012 school year. This includes your 2012 summer activities. If you desire to continue this agreement for another year, we will make that extension to your contract upon receipt of the proper signatures below. This **RENEWAL** must be submitted prior to **April 30, 2012.**

The following school districts hereby apply for **RENEWAL** of our existing cooperative program(s) for the school year **2012-2013**.

SCHOOLS PARTICIPATING

ADm AND Van Meter

If more than (2) two schools, please indicate:

ACTIVITIES SPONSORED BY IHSAA INCLUDE:

| ACTIVITY | HOST SCHOOL |
|----------|-------------|
| Soccer | ADM |
| | |
| | |
| | |
| | |

SIGNATURES:

[illegible]

This above request for cooperative sponsorship is hereby granted **RENEWAL** of existing agreement for the school year **2012-2013**.

AUTHORIZED SIGNATURE
IOWA HIGH SCHOOL ATHLETIC ASSOCIATION

DATE _____

2012-2013 Application For Whole Grade or Cooperative Sharing Agreement

If your school district is involved or intends to be involved in a cooperative or whole grade sharing agreement for the 2012-2013 academic year, please complete the form below and return it to the State Office. This form must be returned **NO LATER THAN APRIL 30, 2012**. You may fax the form below to 515-284-1969 or mail to: Iowa Girls' High School Athletic Union, P.O. Box 10348, West Des Moines, Iowa 50265.

Participating Schools

ADM and Van Meter,
(Host School)

Name of team as it should appear on tournament pairings ADM

Circle the competitions in which this agreement applies.

Cross Country

Volleyball

Swimming & Diving

Basketball

Bowling

Track & Field

Golf

Tennis

Soccer

Softball

If this is a renewal of an existing agreement, please indicate by checking the box below.



SIGNATURES REQUIRED:

Superintendent: _____

School : _____

School Board President: _____

School Superintendent: _____

Superintendent: _____

School : _____

School Board President: _____

School Superintendent: _____

Superintendent: _____

School : _____

School Board President: _____

School Superintendent: _____

For Office Use Only:

This request is hereby approved by management of the Athletic Union.

Signed by Lisa Brinkmeyer, Assistant Director _____

AUDIT OF THE FINANCIAL STATEMENTS

FY 2011

OVERVIEW

Management's Discussion and Analysis (MD&A)

Provided by District

Financial Highlights, Overview of the Financial Statements, Financial Analysis of the District as a Whole and Factors Bearing on the District's Future

- General Fund Revenues Increased 8.5%
- General Fund Expenditures Increased 3.84%
- General Fund Balance Increased by \$1,226,313
 - Cash Reserve Levy Continued for FY 11
 - Balanced Budget

Funds

Governmental Funds (General Fund, Activity Fund, Management Fund, PPEL Fund, Debt Service Fund, and Capital Projects Fund)

- Most of the District's basic services are included in governmental funds.

Proprietary Funds (Nutrition Fund and Daycare Fund)

- Services for which the District charges a fee – business-type activities

Fiduciary Funds (Trust Fund and Agency Fund)

- The District is the trustee, or fiduciary.

Figure A-3 (page 5) – Condensed Statement of Net Assets

- The current and other assets in the Governmental and Proprietary Funds showed a total increase of 19.57%.
- The capital assets decreased in both types of funds by 2.4%.
 - Due to increase in accumulated depreciation that was more than increase in the value of capital assets.
- Long-term obligations decreased in Governmental Funds due to bond principal payments made during the year.
- Other liabilities saw an increase of 4.73% from prior year.
- The total net assets increased by 26.71%.
 - The restricted net asset increase is due primarily to increased balances reserved in the Management Fund and SILO/SAVE Fund.
 - Unrestricted net assets increased due to the cash reserve levy that was not spent.

Figure A-4 – Changes in Net Assets

- Property tax and unrestricted state grants account for 66% of the total revenue.
- Expenses primarily relate to instruction and support services, which account for 84% of total expenses.
- SILO revenue increased from 2010.
- Revenues increased from \$703,480 to \$796,438 in the Proprietary Funds.

Financial Analysis of District Funds

- Increases to the fund balance occurred in the General Fund, Management Fund, PPEL Fund, Capital Projects Fund (SILO/SAVE), Nutrition Fund and the Day Care Fund.
 - Enrollment has been stable
 - Allowable Growth has decreased (2%)
 - Expenditures and budget cuts maintained
 - Lower than anticipated property, liability & unemployment insurance expenses in Management Fund
 - Increased revenue in SILO Fund
 - Lower expenditures in Nutrition Fund (closing of 2 schools)

Budgetary Highlights

- The District's total actual receipts were approximately \$333,443 more than the total budgeted receipts, a variance of 1.89%
- Total expenditures were less than budgeted due to excess budget for anticipated expenditures

Capital Asset & Debt Administration

Figure A-6 (page 9) 11

- Capital assets, net of depreciation decreased by 2.4%

Figure A-7

- At June 30, 2011, the District had \$12,209,674 in outstanding general obligation bond debt and other long-term debt. 12,213,141 3,737,000
page 5

Factors Bearing on the District's Future

- A VPPEL levy was passed to commence in FY 2013 for technology and transportation needs.
- Enrollment growth is projected for the next five years. The enrollment count on October 2011 was up by 26.9 students.
- The District has a sufficient fund balance and unspent authority balance at this time. Budget cuts from 2010 were maintained for FY 2011 and FY 2012.
- Additional staff positions will be added in FY 2013. The District will begin using reserves to offset increases in expenditures for the next few years.
- The low allowable growth rate in 2011 (2%) and 2012 (0%). It is projected to stay low for the next few years.

BASIC FINANCIAL STATEMENTS

Statement of Net Assets (More Detail)

Statement of Activities

Balance Sheets

Statement of Revenues, Expenditures and Changes in Fund Balances

Statement of Cash Flows

NOTES TO FINANCIAL STATEMENTS

REQUIRED SUPPLEMENTARY INFORMATION

- Budgetary Comparison Schedule of Revenues, Expenditures/Expenses, and Changes in Balances (page 42)
 - 4 Key Areas of Budget – Must stay within certified limit
 - Amendment to Budget was Made for FY 2011
 - Did not exceed any budget areas
- Schedule of Funding Progress for the Retiree Health Plan
- Combining Balance Sheets
- Combining Schedule of Revenues, Expenditures and Changes in Fund Balances
- Combining Schedule of Net Assets
- Combining Schedule of Cash Flows (Enterprise Funds)
- Schedule of Changes in Student Activity Accounts
- Schedule of Changes in Fiduciary Assets & Liabilities
- Schedule of Revenues by Source and Expenditures by Function
- Schedule of Expenditures of Federal Awards

*Internal Control
Deficiencies*

COMPLIANCE

- Schedule of Findings and Questioned Costs
 - Segregation of Duties
 - Changes Implemented
 - Cash Disbursements (Distributing Checks Process)
 - Bank Reconciliations (Reviewed by Board Member)
 - Payroll (Payroll is reviewed by BM before processing)
 - General Journal Entries (Entries are reviewed by another employee prior to posting and then reviewed by Superintendent at end of each month.)
- Schedule of Findings and Responses
 - Supplementary Weighting
 - 13 Students – Statistics – not counted (resolved with DE)

*Hard to Comply
Limited Office Staff*

*page
64*