

# DAILY SCHEDULE

## **School Hours**

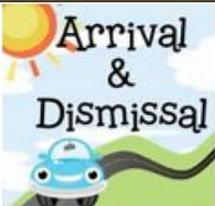
School hours are from 7:30 A.M. to 4:00 P.M. If students wish to eat school breakfast, they should go directly to the cafeteria upon arrival. Breakfast is served from 7:30-8:15. Breakfast is not served when school starts two hours late.

**To report absences or ask for information, please call between 7:30-9:00.**

## **DENISON ELEMENTARY**

DES students that arrive at school before 8:10 A.M. should wait in the gym.

All DES students picked up before 3:45 dismissal time MUST be dismissed through the office. You may not pull students from bus lines.

Regular School Hours	1 Hour Late Start	2 Hour Late Start
8:20 Classes Begin 3:30 Classes End 3:40 Buses Depart 3:45 Student Pick up	9:20 Classes Begin 3:30 Classes End 3:40 Buses Depart 3:45 Students Pick up	10:20 Classes Begin 3:30 Classes End 3:40 Buses Depart 3:45 Student Pick up
1 Hour Early Out	2 Hour Early Out	
8:20 Classes Begin 2:30 Classes End 2:40 Buses Depart 2:45 Student Pick up	8:20 Classes Begin 1:30 Classes End 1:40 Buses Depart 1:45 Student Pick up	

## **BROADWAY ELEMENTARY**

BES students that arrive before 8:00 A.M. should wait in the auditorium.

Regular School Hours	1 Hour Late Start	2 Hour Late Start
8:20 Classes Begin 3:25 Classes End 3:30 Buses Depart	9:20 Classes Begin 3:25 Classes End 3:30 Buses Depart	10:20 Classes Begin 3:25 Classes End 3:30 Buses Depart
1 Hour Early Out	2 Hour Early Out	
8:20 Classes Begin 2:25 Classes End 2:30 Buses Depart	8:20 Classes Begin 1:25 Classes End 1:30 Buses Depart	

## **Emergency Closing or Dismissal**

When school cancellation or early dismissal is necessary, we will rely on KDSN Radio Station, School Messenger (automated calls) and Denison CSD App to provide you with such information. KDSN AM is at 1530 and KDSN FM is at 104.9 on the dial.

### **Do not call the radio station.**

All families will be called through the School Messenger service using phone numbers provided at registration, please be sure to check your voicemail and text messages before calling the school.

## **Alternate Rural Bus Routes**

Rural bus routes have been established and will be utilized when necessary. Notification will be announced on KDSN and automated calls will be sent by School Messenger.

## **ELEMENTARY FEES**

### **Breakfast and Lunch**

Free and reduced priced meals are available for families that qualify. Forms are available in your school's office. Lunch application information and names of students who qualify are kept confidential.

The Denison Community Schools uses a Pre-Pay lunch account system. All students are assigned an account which calculates deposits, breakfast, milk, and lunch transactions.

Full pay student breakfast is \$1.45 and lunch is \$2.40 per meal. Reduced priced breakfast is 30¢ and reduced priced lunch is 40¢ per day. All visitors will be charged \$1.75 for breakfast and \$3.75 for lunch. One milk is served with school breakfast and lunch at no extra cost. To encourage students to eat more of their breakfast and lunch, no second milks will be offered.

Meal balances may be viewed at [www.denison.k12.ia.us](http://www.denison.k12.ia.us) with proper access code (see building office for access). Lunch balance may be paid online through RevTrak located at [www.denison.k12.ia.us](http://www.denison.k12.ia.us).

When a student's account has a negative balance, weekly balance notices are sent home with your student and automated phone calls will be made weekly until the account has a positive balance. It is important that parents get in the habit of looking in the school bag **every night** for these reminders and other notes.

If your child(ren) have a negative lunch balance notifications will continue until the account has a positive balance. It is the parent's and student's responsibility to know when lunch and milk money is needed.

### **Milk**

Students have their choice of chocolate or white skim or 2% milk. If a child is allergic to milk, the school will provide an alternate drink (with doctor's written order).

## **Activity Tickets**

Student activity tickets may be purchased for \$25.00 and will entitle the student to attend school functions during the current school year, with the exception of athletic tournament play. They may be purchased any time during the school year.

## **Registration**

A \$35.00 registration fee is due at the time of registration. Reduced rates are available for those that qualify. Qualifications are based upon the free and reduced lunch application. An additional form (waiver) will need to be signed to qualify for reduced priced registration. If a student enters school second semester, the registration fee will be 1/2 of the total. Restitution for textbook misuse and missing library books will be made if necessary.

## **Refunds**

If you are planning a move out of the Denison Community School district please contact the office with your new address, so we may prepare a refund. If a student leaves our district during the first semester, the second semester book fees will be refunded. If a student leaves during second semester, no book fee refund is given. Lunch money refunds over \$10.00 will require a check being sent from the Administration Office.

## **Waiver of Fees and Charges**

Fees and charges which may present a barrier to the enrollment or transfer of a homeless child or youth may be waived at the discretion of the superintendent.

# **Class Overview**

## **Transitional Kindergarten Overview**

Parents of TK students are required to provide the school with the child's birth certificate and immunization record.

During the child's year in TK he/she will be learning many things in the areas of academics, physical development, socialization and emotional development.

Academic areas will include:

Math skills - patterning, shapes, numbers.

Reading skills - introduced to letter names and sounds in a variety of activities to support a child's beginning stages of reading.

Science / Social Studies - a variety of areas including: seasons, holidays, snow, penguins, nursery rhymes and hands-on science kits about ants, penguins, and eggs.

Children will develop physically through recess and physical education classes where they develop large motor control and through manipulative activities to develop fine motor control.

A large part of TK is socialization where we learn to take turns, share, use polite manners and understand how to work as a part of a group. Finally, your child will develop emotionally by displaying self-confidence and control.

### **Kindergarten Overview**

Parents of kindergarten students are required to provide the school with the child's birth certificate and immunization record.

During the child's year in kindergarten, he/she will be learning many things in the areas of academics, physical development, socialization, and emotional development. Academic areas will include math, reading, science, and social studies.

Math skills to be covered include grouping, sorting, numbers, shapes, addition, subtraction and measurement.

Reading activities involve reviewing the letter names and their sounds, writing on a daily basis, and having exposure to a wide range of literature. Children receive reading instruction in small guided reading groups.

Science concepts will be covered through a variety of units and might include areas such as animals, plants, weather, and include experiments and activities.

Social Studies curriculum will include concepts about community helpers and neighborhoods, and giving value to all cultures and people.

Children will develop physically through recess and physical education classes where they develop large motor control and through manipulative activities to develop fine motor control.

A large part of kindergarten is socialization where we learn to take turns, share, use polite manners and understand how to work as a part of a group. Finally, your child will develop emotionally by displaying self-confidence and control.

### **First Grade Overview**

First grade will be a tremendous year of growth for your child. Below you will find Iowa Core standards which will be covered in first grade.

#### Math

##### Operations and Algebraic Thinking

- Represent and solve problems involving addition and subtraction.
- Understand and apply properties of operations and the relationship between addition and subtraction
- Add and subtract within 20
- Work with addition and subtraction equations

##### Number and Operations in Base Ten

- Extend the counting sequence
- Understand place value
- Use place value understanding and properties of operations to add and subtract

##### Measurement and Data

- Measure lengths indirectly and by iterating length units
- Tell and write time

- Represent and interpret data

## Geometry

- Reason with shapes and their attributes

## Reading Literature

All standards are covered in a variety of text

- Ask and answer questions
- Retell key details
- Describe and/or illustrate characters, setting and major events
- Identify words and phrases that suggest feelings
- Explain differences between a range of text types
- Identify who is telling the story
- Identify supporting details in an informational text
- Compare and contrast major events, characters, ideas, or text
- With prompting and support, read prose and poetry
- Know and use various non-fiction text features
- Distinguish between information provided by pictures or text
- Identify distinguishing features of a sentence
- Know and apply grade level phonics and word analysis skills in decoding words
- Read with sufficient accuracy and fluency to support comprehension

## Writing

- Write opinion, information, narrative, information/explanatory pieces which introduce a topic, details, and a closure
- With adult support and editing suggestions from peers, add details to strengthen writing
- With guidance, use a variety of digital tools to strengthen writing individually and in a group
- Participate in shared research and writing project
- With guidance recall and/or gather information to answer questions

Units will include:

- Responsible citizenship
- Economics
- Families long ago and today
- Geography
- Air and weather
- Sound and Light
- Plants and animals

For further information on these first grade standards see... [educateiowa.gov](http://educateiowa.gov).

## **Second Grade Overview**

The second grade reading program will consist of small group leveled text instruction. The major focus is comprehension, fluency, and accuracy. Other selected books support our science, social studies, and math curriculum and provide a balance of fiction and nonfiction text.

Phonics work consist of structured and sequential activities designed to increase word solving strategies in reading and writing.

### Math concepts include:

- ›Solves single and multiple step addition and subtraction word problems within 100 using a variety of methods
- ›Fluently adds two one-digit numbers using mental strategies
- ›Fluently subtracts two one-digit numbers using mental strategies
- ›Writes an equation to show the sum of equal addends
- ›Counts, reads, writes, and compares numbers 0 to 1,000
- ›Fluently regrouping up to four two-digit numbers when adding
- ›Fluently regrouping two-digit numbers when subtracting
- ›Adds and subtracts numbers 0 to 1,000 using a variety of strategies
- ›Identifies and draws geometric shapes based on attributes
- ›Identifies and shows equal parts of rectangles and circles
- ›Measures and estimates lengths using standard units
- ›Tells and writes time to the nearest 5 minutes
- ›Describes the relationship among standard units of time
- ›Collects and interprets data to create graphs and answer questions
- ›Solves word problems using coins, dollar bills, and appropriate symbols
- ›Knows from memory addition and subtraction facts to 20

### Language concepts include:

- ›Capital letters, punctuation
- ›Simple and compound sentences
- ›Grammar and parts of speech
- ›Types of writing including: Informational, Personal Narratives, Opinion
- ›Asks and answers questions to demonstrate key details in text
- ›Re-tells the central message in a story
- ›Use strategies to understand text
- ›Describe connections in informational text
- ›Describes the structure of a story (beginning, middle, end)
- ›Knows and applies grade-level phonics and word analysis skills in reading words
- ›Reads with sufficient accuracy and fluency to support comprehension

### Science concepts include:

- ›Identifies characteristics of living/non-living things
- ›Recognizes how habitats meet the needs of plants and animals
- ›Observes and describes properties of matter
- ›Identifies natural resources and their uses
- ›Observe and compare physical properties of rocks and soils

### Social Studies concepts include:

- ›Describes how relationships, rules and laws impact a community
- ›Explains how people and weather impact environment
- ›Compares and contrasts Iowa's agriculture today and long ago

### **Third Grade Overview**

Science will include the study of the life structure of animals, weather and climate, the forces of motion, and the components of the food plate.

Social Studies will include the study of maps and globes and how to apply them. We will study the responsibilities of a good citizen and how our local, state, and national government work to

make our laws. In addition, students will describe how Harriet Tubman affected the history of our country.

Students will be expected to master addition, subtraction, multiplication and division of basic facts. We will be adding and subtracting up to four digit numbers with and without regrouping. Students will be introduced to multiplication and division facts. Additional skills include different forms of graphs, measurement, fractions, and geometry. Students will learn strategies to help them in problem solving.

Children will be given numerous opportunities to express themselves through writing. Capitalization, punctuation, and word usage skills will be taught in conjunction with writing activities.

Our reading program will consist of whole class reading and small group guided reading. Comprehension, strategies, fluency, and word work will be the focus of interaction. The major focus of our program is to help children love reading, to see reading as useful, and to develop the knowledge and experience they need to become successful readers.

### **Fourth Grade Overview**

Language Arts program is a balanced program which emphasizes the writing process and language skills. Students will create many types of writing this year including narratives, informational writing, and persuasive pieces. All language instruction will align with the Iowa Core.

Math curriculum focuses on problem solving skills and strategies. Basic addition and subtraction facts are reviewed and related to mental math strategies so that students can use math efficiently. While working on their multiplication and division facts, the students are taught single and double digit multiplication and long division. Place value, measurement, fractions, decimals, and geometry also help students to communicate mathematically. All math instruction will meet the needs of the Iowa Core.

Fourth grade students will be involved in a literature based reading program. Shared reading, guided reading, individual reading, and listening to literature are the four components in our program. Comprehension, fluency, and accuracy skills will be the focus of instruction. All reading instruction will be aligned with the Iowa Core. It is recommended that each student read a minimum of 20 minutes daily at home to further ensure reading success.

A hands-on approach is emphasized in fourth grade science. All curriculum and instruction is aligned with the Iowa Core. Areas of study include: Soils, Rocks, Landforms, Environments, and Energy.

Social Studies curriculum and instruction is also aligned with the Iowa Core. Areas of study include: Regions, Westward Expansion, the Gold Rush, and the Great Depression.

### **Fifth Grade Overview**

Reading, math and language instruction will align with the Iowa Core. The Benchmark Literacy program is a comprehensive reading and language program that will cover all of our reading and language arts skills.

The language program is designed to allow students opportunities to apply language skills such as sentence structure, mechanics, and content paragraphs. The curriculum also includes 4 writing passages, and a review of the parts of speech.

The fifth grade reading program is leveled text coupled with a literature-based program which includes many different genres. Students need the opportunity to read many different types of books and to read as often as possible. It is the program's goal to increase a child's desire to read for pleasure, as well as for knowledge. Nonfiction text features are also a focus.

The fifth grade math curriculum includes addition, subtraction, multiplication and division of whole numbers, decimals, and fractions. Problem solving skills are taught and explored. Measurement in both metric and customary systems are incorporated. Basic geometry, ratio, and probability concepts are introduced.

In American history, we study the period from the early explorers to the Civil War. We study groups and individuals who have contributed to make our country what it is today.

Science will have 4 units of study; plants, ecosystems, variables, and solar system. We will be using the EIE format to teach Science. Hands-on labs are used to extend the science program.

### **Physical Education, Music, Library, Art, Guidance, and Technology Education**

These classes may be held on a repeating cycle rather than on the same day every week. This type of schedule permits the grade levels to proceed with these classes when vacation or early dismissals interrupt the weekly schedule.

### **Extended Learning Class**

Extended Learning program is available for grades 4-5 on a full year basis. Students are admitted to the program by exhibiting highly advanced thinking skills, content skills, and/or creativity. Iowa assessment composite scores, teacher nomination, and/or individual assessments are involved in the selection process. The students are continually evaluated throughout the program to ensure that they are benefiting from the program. Parental permission is required before students may participate.

### **Musical Monarchs**

Musical Monarchs is offered to any fifth grader interested in singing beyond the regular music class period. Rehearsals begin in September and end at the conclusion of the school year.

Meetings will be on Mondays from 3:30 - 4:15 P.M. Attendance at rehearsals is mandatory unless excused by the teacher. Various performances will be given in the community throughout the school year.

### **Special Services**

The following special services are available to your child as a student at Denison Elementary School: speech therapy, hearing and vision screening (grades 1 through 5), occupational therapy, physical therapy, and school psychologist. At some time during the school year, it may be beneficial for teachers and parents to request the help of these specially trained people in order to provide a better educational program for your child. Your written permission will always be obtained before any special services are initiated.

# ELEMENTARY POLICIES

## **After School Arrangements**

Discuss after school arrangements with your child before coming to school. If arrangements are different than what was arranged at registration, please send a note to the office or call the school. We are unable to change arrangements without the consent of a parent or guardian. Please do not email dismissal changes to teachers or secretaries.

## **At Denison Elementary**

All picked-up students will be dismissed from the cafeteria at 3:45 P.M. Please wait outside the main doors until all buses leave. Please make sure you call the office prior to 3:00 PM with any end of day transportation changes including single-day pickups. **Students being picked up before dismissal time 3:45 P.M. must be signed out and picked up at the office. You may not take a student from the bus lines.**

To ensure the safety of our students, those that walk or ride a bike will be dismissed at 3:45. They will wait in the cafeteria under supervision. Children will not be allowed to wait outside unsupervised.

**If we do not receive notice of transportation changes**, including single-day pickups, students will be sent to their usual destination. Calls must be received no later than 3:00 P.M. to ensure your message is delivered to teachers in a timely manner. Students will not be taken off buses - parents must go to the bus stop to meet the student. Parents may not take students from the bus lines, please come to the office to see if last minute change is possible. Last minute pick-ups will be directed to the cafeteria until 3:45 P.M. pickup.

## **At Broadway Elementary**

BES students will be dismissed at 3:20 P.M. Teachers and teacher associates will supervise and dismiss students to the buses. Students wishing to ride a different bus (other than their own) MUST have a note or phone call from home to obtain a bus pass.

## **Change of Address, Sitter, Phone Number, Contact Person**

If any of the above should change during the school year, please contact the office immediately.

We must have someone listed as emergency contact (that can be reached) in case of an emergency.

## **Absence and Tardiness**

We cannot stress the importance of your child being in school everyday and on time, if he/she is to achieve the greatest success in their work. However, when children are sick, they *should* stay home from school. **If your child will be absent or tardy, please call the school between 7:30-9:00 A.M. If we do not receive a call your students absence will be unexcused.**

Please make every attempt to have your child at school on time. The tardy bell rings at 8:20 A.M. This means your child should be in their classroom before that time - not just entering the building. When a child is late, they should check-in at the office upon arrival. They will be given a pass to be given to the teacher.

Regular attendance is expected of all students. It is impossible to completely make up everything that is missed. A typical school day is filled with learning that is not limited to books, i.e. group projects, discussions, and lab work. Paper work can be made up, but the valuable learning opportunities cannot.

Attendance is recorded twice daily. **After the 10th absence**, a letter of concern is sent to parents. **After the 15th absence**, a meeting is convened to determine the causes of the absences from school and develop an individual plan to improve attendance.

If attendance does not improve, agencies including, but not limited to, the following will be contacted: Department of Human Services, County Attorney, Public Health, family physician, mental health professionals, Area Education Agency, and Juvenile Court Services. Ultimately, retention may be considered if the student, due to poor attendance, is unable to meet academic expectations.

According to our School Board Policy(501.17), students absent for 10 consecutive attendance days will be designated as inactive. Only students with validated medical reasons would be exempt from this policy. If a student returns, the student would be required to re-enroll.

**After the 10th unexcused tardy**, a letter of concern is sent to parents. **After the 15th unexcused tardy**, a meeting is convened to determine the cause of the unexcused tardies and develop an individual plan to improve tardiness.

If unexcused tardies do not improve, agencies including, but not limited to, the following will be contacted: Department of Human Services, County Attorney, Public Health, family physician, mental health professionals, Area Education Agency, and Juvenile Court Services.

### **Illness Policy**

For students to optimally participate in their education, the child needs to be at their highest level of wellness. Students need to be protected from communicable illness while attending school. For the safety and health of all the students, the students with the following illnesses/symptoms should remain home or may be sent home from school after being assessed by the nurse/certified personnel.

Fever: if your child's temperature is 100.5 degrees Fahrenheit or higher, keep them home. Encourage rest and fluids. Your child's temperature must remain below 100.5 degrees for 24 hours without the use of fever reducing medication before they can return to school.

Vomiting/Diarrhea (2 or more loose stools): if your child is experiencing either symptom, keep them home until they have gone 24 hours without an episode. Vomiting and diarrhea usually occur with an infection or a contagious disease.

Strep throat: a severe sore throat could be strep, even without a fever. Other symptoms of strep throat are headache and an upset stomach. Students with strep can return to class 24 hours after antibiotics have been started. There should be no fever present.

Pink Eye: tearing, redness, and puffy eyelids and/or eye discharge should be checked by a doctor before coming to school. The most common causes of acute conjunctivitis are bacteria, viruses, allergens, or sometimes irritation from toxic chemical exposure.

Head Lice: if your child has head lice, keep your child home to treat him/her and then he/she can return to school after treatment. If the lice is found at school your child will need to be treated before they can return. They do not need to be sent home! Nits (eggs) should be observed and continue treating and combing.

Rash: a child with an unidentified rash that is spreading, draining, and/or getting worse over time should be kept home and checked by a doctor.

Communicable diseases: students with Chicken Pox, Impetigo, Influenza, active Tuberculosis, Mumps, Measles, Norovirus, Pertussis (whooping cough), etc. should be kept at home until a doctor releases them to come back to school. Please report any of these to the school nurse right away.

Persistent symptoms: nasal congestion, reddened eyes, sore throat, cough, or headaches that disrupt the student's learning or pose a risk of illness to others. Professional discretion will be used to evaluate any students with the above symptoms.

The above conditions should be given serious consideration. Any child with these conditions should **NOT** be sent to school, and **WILL BE** sent home if these occur at school. **Students will be sent home for any other health condition that, in the school nurse's judgement, is of concern for the health and well being of the child and others.**

The school nurse or another school representative will contact you if your child becomes ill or seriously injured at school. If a parent cannot be reached, other individuals listed on the emergency form will be contacted. For the child's safety, students will be released only to adults whose names appear in the emergency contacts. If at any time this information changes, please notify the school immediately. If we are unable to contact the parents or emergency contact in an event of an emergency, the school will transport to the nearest hospital at the parent's expense or call 911 if necessary.

If you are at all concerned that your child may be too sick to come to school, please keep your child home. This is important to keep our staff and other students healthy!

If your child texts or calls you while they are at school telling you that they are sick, please let them know they need to see the nurse first. They will not be sent home from school for being sick without first seeing the nurse or another school representative.

## **Prescription Medications**

If your child requires prescription medication to be given while at school a Medication Consent form will need to be filled out. This needs to be done yearly. The medication must be in a container which is labeled either by the pharmacy or the manufacturer with the name of the child, name of the medication, and the time(s) to be given. We WILL NOT accept medication in bags, envelopes, or any other type of container.

**Students are not allowed to keep medications in their locker.**

## **Teacher Input for Next School Year**

Parents can discuss their child's strengths and areas of need with the building principal in order to find the best fit for a classroom teacher. Initial requests need to be made by April 30th. If you have any questions or concerns, please visit with building principal.

## **Conferences, Vacation, and Inservice Days**

Please refer to the District Calendar for days school is not in session and for scheduled early dismissals. If these dates should need to be changed, notes will be sent home in advance with your child.

## **Reporting to Parents**

There will be four reporting periods during the school year, with report cards being sent home and the end of each quarter. Parent /Teacher Conferences will be held at the end of the 1st and 3rd grading periods.

If you wish to see your child's complete set of records, please contact the principal(s) or guidance counselor. Scheduled conferences with parents are held twice during the school year.

As parents and teachers discuss the goals they have for your child and the way in which these goals may be reached, much more can be accomplished. Additional conferences may be scheduled at the request of the parents, teachers, or principal(s).

## **Solicitation**

Sales of any kind by students during the school day are prohibited.

## **Pets at School**

Students are allowed to bring pets to school only with advance permission from the teacher. Pets should not be transported to and from school on the school bus. Pets are not allowed to stay for the entire day. Please keep in mind that some children are allergic or afraid of certain animals; so always check with the teacher in advance. Do not bring pets into the building with you when you pick up your child from school.

## **Personal Property at School**

**Please label everything brought to school** especially mittens, boots, school bags, hats, coats, etc.

In the interest of helping children learn the value of money and of eliminating temptation regarding the possession of other's property, we discourage children from bringing money to school unless it is to be used for a required purpose such as milk, lunch, field trips, etc. All money should be in the form of a check (if possible) and sent in a labeled envelope with child's **first and last name**. Book order checks should not be made out to the school. Your child's teacher will instruct you to whom the check should be made out to.

**Valuables should be left at home.** The school is no place for CDs or CD players, trading cards, electronic games, cell phones, I-Pods, PDA's, etc. These items disrupt the school day when they are lost, misplaced, or stolen. The school will not be held responsible for lost or stolen items.

**At DES**, the lost and found box is located outside the office. Items not claimed will be donated to local non-profit agencies at the end of each semester.

**At BES**, the lost & found is in the auditorium. At the end of each semester, articles not claimed will be donated to local non-profit agencies.

### **Testing/Surveys**

A comprehensive testing program shall be 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 shall be required, as part of a program funded by the United States Department of Education, or as part of any applicable program, to submit without prior written consent from the student's parent, to surveys, analysis or evaluation which reveals information concerning:

- political affiliations or beliefs of the student or student's parent;
- mental and psychological problems potentially embarrassing to the student or the student's family;
- sex behavior and attitudes;
- illegal, antisocial, self-incriminating and demeaning behavior;
- critical appraisals of other individuals with whom students 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.)

### **Adult Volunteers**

The staff and administration wish to express their appreciation to you for assuming an active role in our schools. Your interest, time, and energies will enhance the services your schools can provide for our students. In your work as a volunteer, it is important to know that our students look to you as role models. Because of this we have established a handbook that better explains the important role you play. We hope you will find personal satisfaction in giving back to our students. Thank you for giving of your time and talents!

### **Treats**

If your child wishes, he/she may bring birthday treats during the year. If treats are brought:

- Treats should be brought for every child in the classroom
- Treats should be pre-portioned if needed and ready to eat
- No cakes please
- We recommend drinks and snacks that meet the guidelines of our District Wellness Policy (district approved snack list at back of book).

### **School Parties**

Classrooms will be celebrating Fall, Christmas, and Valentine's Day. Volunteer parents will be asked to help in grades K-1-2. Students in K-1-2 will need to bring \$3.00 to the teacher for party supplies.

Students in grades 3-4 will bring party supplies from home.

Students in grade 5 will need to bring \$5.00 (*\$3.00 for party & \$2.00 for the swimming party at the end of the school year*).

### **Homework**

If your child brings homework home, please encourage the completion of this task. Parental support is critical to a student's success. Please check your child's homework folder or school planner each day for assignments and other information.

### **Telephone Information**

The telephone number for DES is 712-263-3104 and for BES is 712-263-3103. Please do not call your child during school hours unless it is an emergency. Students must have a phone pass from their teacher before they are allowed to use the phone. Students who do not use proper phone etiquette will not be allowed to make further phone calls.

### **Visiting School**

Please feel welcome to visit your child's classroom at any time. A call or a note to the teacher is appreciated so schedules can be coordinated. A suitable visitation period is one hour. Children unaccompanied by an adult are **not** permitted to visit a classroom.

Please sign in with the office staff and get a visitor pass before going to the classroom or playground.

### **Child Custody**

In most cases with divorced parents, both parents continue to have shared rights where their children are concerned. If you have a court order that limits the rights of one parent in matters such as custody or visitation, please bring a copy to the office. The custodial parent should visit with their child's teacher each new school year to discuss custody concerns. We will try to honor your wishes but please remember--***school personnel must follow the law in matters of custody and court orders.***

Upon request, the noncustodial parent may request copies of report cards, newsletters, etc. The request should be made each new school year.

## **ELEMENTARY BEHAVIOR POLICY**

### **Philosophy**

We believe all children have a right to a safe and nurturing environment that promotes the development of responsible citizens. To achieve this, it is essential for each student to develop self-respect, self-control, respect for others, and a positive self-concept.

### **Guidelines for Success**

A positive atmosphere will make Denison Elementary and Broadway Elementary a warm and exciting place where new learning will occur every day.

**Our Motto:** *"Be responsible, do your best, and help the rest!"*

**Purple Hands Pledge:** *"I will not use my hands or my words for hurting myself or others."*

## **Due Process**

Before a student is subject to disciplinary action under the Guidelines for Success, the following minimum steps of due process must be offered to that student.

1. The student must have been informed of the conduct which is expected or prohibited.
2. Prior to disciplinary action, a hearing will be held with the student at which \_\_\_\_\_ time notice is given  
as to what he or she is accused of doing.
3. An opportunity should be given during the hearing for the student to present his or her side of  
of  
the story.
4. The administrator must make the decision relating to disciplinary action based upon the incidents which have been appraised from the knowledge gained.

## **Student Expectations**

The student will:

1. Use non-offensive language and gestures.
2. Use appropriate voice level.  
**Level 0** No talking (examples-testing, silent reading),  
**Level 1** Whisper/quiet voice (library),  
**Level 2** Conversation/large group activities (cafeteria, gym),  
**Level 3** Outside voice (playground).

Voice level of classroom activities will be at the discretion of the teacher.

3. Respect other people's space. Keep hands, feet, and objects to yourself.
4. Respect other people's property. Examples of non-respect: stealing, scratching desks, poking holes, writing on wall/books/chairs/desks etc...
5. Comply with appropriate requests made by adult supervisor.

The previous expectations include, but are not limited to: teachers, counselors, principals, custodians, volunteers, guest, bus drivers, paraprofessionals, secretaries, food service personnel, etc.

## **Staff Guidelines - Teaching Student Responsibility & Discipline**

### **The Role of the Classroom Teacher**

The classroom teacher is the center of our school behavior policy. Teachers will continually emphasize to both students and to parents the importance of the motto, *"Be responsible, do your best, and help the rest."*

Teachers will focus on teaching, re-teaching, and encouraging responsible behavior, rather than trying to control irresponsible behavior. We all need to stress responsibility, listening, doing one's best, cooperating and respecting others.

Three basic principles of management and discipline will be implemented by all teachers:

1. At the beginning of the new school year, and as necessary throughout the school year, students will be taught how to behave responsibly in each type of classroom activity.
2. Teachers will strive to interact frequently with each student when the student is behaving appropriately.
3. When misbehavior occurs, teachers will calmly and consistently implement appropriate classroom consequences. The focus of interactions with each student will continue to be primarily positive.

Though these principles will guide teachers in their classroom management, each teacher, each student, and each situation is unique. Teachers will use professional discretion to select the specific procedures that fit student needs, the situation, and the principles described.

### **The Role of the Administrator**

The role of the administrator in responsibility and discipline is to guide staff and students in their efforts to achieve the school's mission - student success.

1. The administrators are responsible for the discipline policies. They will guide the staff through a yearly review and update of this policy manual.
2. The administrators will provide support to teachers as they strive to teach students to follow the guidelines for success.
3. The administrators will assist staff with severe misbehavior such as physically dangerous situations, illegal acts, insubordination, and chronic or recurring problems.

As indicated on a case-by-case basis, the administrator will initiate time-out, parental conferences, in-school suspensions, out-of-school suspensions, contacting the appropriate authorities, or other severe consequences. If an administrator is not available to assist with a crisis situation, the secretary will direct referrals to the counselors, a principal of another building, or the superintendent.

### **The Role of the School Counselors**

The role of the school counselor is to teach classes on such topics as self-esteem, conflict resolution, developing social skills and character education. The counselors will also be available to consult with staff on chronic behavior problems, suspected drug abuse, child abuse or neglect, depression, threats of suicide, teacher stress, etc. and be a part of the building problem solving process. Students should not be sent to the counselor as an immediate consequence for misbehavior. However, the counselor will meet on a prearranged schedule with individual students who might benefit from individual and/or group counseling.

### **Teacher Associates, Playground Supervisors, Bus Drivers, Office, Custodial, and Cafeteria Staff**

The role of all other staff members have an important role in the teaching of good character and positive behavior at the elementary school. Our guidelines of cooperation and mutual respect

include all students and all staff. Through positive interactions with students, our non-certified staff members will encourage students to be responsible, try their best, cooperate with others, and treat everyone with dignity and respect. Each staff member should be knowledgeable of the rules and guidelines specified for school-wide areas and implement the procedures outlined in this policy manual when misbehavior occurs.

### **Responsibilities of Students and Parents**

The classroom teacher is the center of the school behavior policy. It is important, therefore, that they communicate the expectations of the Elementary Behavior Policy to the students and parents. They will be responsible to emphasize to both students and parents the importance of our motto, *"Be responsible, do your best, and help the rest."* It is also the responsibility of each classroom teacher to inform and explain the guidelines of our behavior policy to the students and the parents. The expectations are as follows:

#### **Student**

- Students will be exposed to our school's motto, pledges, and guidelines by the classroom teacher
- Students will take pride in their efforts to follow the motto and the guidelines
- Each teacher has her/his own set of rules and expectations for their particular classroom. These specific rules should be discussed and modeled at the beginning of each year. Students will follow the teacher's classroom rules

#### **Parents**

- The major role of the parents in assisting us with school behavior and responsibility is to consistently demonstrate interest and support in how their child is doing in school. We will keep parents informed of student responsibility and efforts through conferences, phone calls, and notes
- At times parents may be asked to help re-teach an appropriate behavior or skill
- If there is a severe or recurring problem, parents will be asked to help staff teach an alternative behavior. By working together, parents and staff can help the student learn behaviors that will increase opportunities for success and improving self-concept

### **Special Considerations**

All students are expected to develop responsibility. We recognize that there are special cases where a disability will require adaptations to the Elementary Behavior Policy. Students with disabilities may be assisted by appropriate staff to meet the expectations and goals of the student's Individualized Education Plan (IEP).

### **Physical Restraint of Students**

**State law forbids school employees from using corporal punishment against any student. Certain actions by school employees are not considered corporal punishment. Additionally, school employees may use "reasonable and necessary force, not designed or intended to cause pain" to do certain things, such as prevent harm to persons or property.**

**State law also places limits on school employees' abilities to restrain or confine and detain any student. The law limits why, how, where, and for how long a school employee may restrain or confine and detain a child. If a child is restrained or confined**

**and detained, the school must maintain documentation and must provide certain types of notice to the child's parent.**

### **Discipline Procedures When Sent to Office**

Office discipline referrals are to be reserved for severe and chronic misbehavior. The office should not be used to refer students for minor problems. To maintain effectiveness, office referrals must be used only for severe or recurring problems. When making an office referral, the referring staff member will talk to the principal as soon as possible to explain the situation. Records will be kept by the principal on all students referred to the office. Parents will be notified by discipline referral and/or a phone call. The principal and teachers will re-teach appropriate behavior in all cases.

## **TRANSPORTATION INFORMATION**

Each transported student has the right to a safe and enjoyable ride to and from school which is free from intimidation, threat, or harassment. Good conduct of all transported students while waiting for the school bus and while traveling to and from school is essential for a safe and enjoyable experience for all students.

Parents/guardians of transported students will be held responsible for their children until the student boards the school bus in the morning and after the child leaves the bus at the end of the school day. Parents also share responsibility with the child for his/her conduct while on the school bus and while in school bus loading or unloading areas.

Transportation service is a privilege that is granted to the student contingent upon the exhibition of proper behavior according to District behavioral guidelines. A student's eligibility to ride the school bus may be suspended or revoked for a violation of school bus safety or conduct policies, or for violation of any other law or policy governing student conduct on a school bus. Revocation of a student's bus riding privileges is not considered an exclusion, expulsion, or suspension from school.

If a student is suspended from bus transportation, the student may be allowed to ride the bus for class field trips, P.E. class, and any trip that pertains to the required educational process. However, the student will be restricted to ride in the front seat of the school bus. Students that participate in non-required activities (Sports, Drama, Speech, Music, Etc.) will be excluded from all transportation for the duration of the suspension.

Students who are involved in serious or repeated incidents of unacceptable student conduct on the school bus may have their riding privileges suspended or revoked. The parent/guardian of a student suspended from transportation is responsible for ensuring that the student travels safely to and from school.

The District will not provide alternative transportation to a student whose transportation privileges have been suspended or revoked. In addition, unacceptable conduct on the school bus, may result in suspension or expulsion from school.

Decisions regarding special education students will take into account related disabilities and individual education requirements pertaining to transportation.

The School District has established student behavior guidelines which apply to all transported students while on the school bus and while in school bus loading or unloading areas.

Students must be on time for both in town and rural bus stops. It is recommended that the student be at the bus stop at least 3 to 4 minutes before the bus is scheduled to arrive. The bus has no legal right to "sit" on a highway, gravel road, or city street waiting for students. While waiting for the school bus, it is expected that each student will conduct his/her self in a proper manner.

Unacceptable behavior at a school bus stop may result in disciplinary action. Pushing or shoving at a bus stop or playing in the street is strictly prohibited. Stay a safe distance from the street and do not approach the curb area until the bus has stopped completely and the driver has opened the entrance door.

Parents or guardians of rural bus students are asked to call the bus barn if their child is not riding the bus. Please call **712-263-6404 before 7:00 A.M.** if the student is not riding. Habitual neglect to inform the bus barn of a student not riding the bus may result in discontinuation of busing services. Your cooperation is appreciated.

Due to the fact that we can not predict all possible violations, any violation will be evaluated on a case by case process. The administration reserves the right to review all situations and design appropriate consequences to address the severity of the incident.

## **DISTRICT POLICIES**

### **District Annual Progress Report**

The District's annual progress report is posted on the District's website at [www.denison.k12.ia.us](http://www.denison.k12.ia.us) or a paper copy can be requested by calling the Superintendent at 712-263-2176.

### **Meal Charge Policy**

The Denison Community School food Service program is a PRE-Pay system. A student must have a positive account balance to make purchases. When a student's account goes negative, an automated calling system begins to make phone calls weekly until the account has a positive balance.

When the charge limit of -\$20.00 is reached a building secretary will call to advise you that your child will need to bring a sack lunch from home and needs to eat a breakfast at home until the account is paid. The automated phone calls, and lunch balance notices will continue until account has a positive balance.

### **Parent Notification for NCLB**

Parents/guardians in the Denison Community School District have the right to learn about the following qualifications of their child's teachers:

- state licensure requirements for the grade level and content areas taught,
- the current licensing status of your child's teachers,
- and baccalaureate/graduate certification degrees.

Parent or guardians may request this information from the Superintendent by calling 712-263-2176.

## **507 Student Enrollment in District**

Children in the school district community will be allowed to enroll in the school district's regular education program beginning at age five.

A student shall not be admitted to kindergarten unless the student is five years old on or before September 15 of the current year.

A student shall not be admitted to first grade unless the student is six years old on or before September 15 of the current year.

Kindergarten admissions screening will include criteria and procedure for identifying and integrating at-risk children and their developmental needs.

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

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

### **506.1 Nonresident Students**

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

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

Resident students whose families move from the school district after the start of a semester, and who wish to complete the semester in the school district, may be permitted to attend without the payment of tuition at the discretion of the superintendent and approval of the board. Students who plan to open enroll to the nonresident district may complete the school year without approval of the superintendent or board. These students, other than students in grades eleven and twelve, must have the recommendation of the principal, as well as an adult who resides in the school district, identified for purposes of administration.

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

It shall be the policy of the Denison Community Schools not to discriminate against students on the basis of race, culture, gender, religion, socioeconomic background, or developmental disability in carrying out these policies or to deny any student or parent due process.

## **Open Enrollment Information**

Parents/guardians considering the use of the open enrollment option to enroll their children in another public school district in the State of Iowa should be aware of the following dates:

**March 1, 2019** - The last date for regular open enrollment requests for 2019-2020 school year.

If the student meets the definition of good cause under 281-Iowa Administrative Code 17.4(1) because of a change in residence or is an entering kindergarten student for the 2019-2020 school year the application can be accepted **after March 1, 2019** for the 2019-2020 school year. Applications with good cause or for kindergarten must be filed on or before **September 1, 2019**.

A pupil who transfers school districts under open enrollment in all grades 10-12, **shall not be eligible** to participate in interscholastic contests and competitions during the first 90 school days of transfer.

Parents/guardians of open enrolled students who qualify, based on federal poverty guidelines, may be eligible for transportation assistance. This may be in the form of actual transportation or in the form of a cash stipend.

### **Dress Code**

The Denison Community Schools has not had to establish strict standards for personal appearance or dress. We have considered this to be a personal and family matter, and that all who are members of the school will exercise good judgment in this matter. It is expected, therefore, that all students will come to school dressed appropriately. It is our concern, though that each student come to school in a healthy and sanitary condition. This is in consideration for, and for the protection of, the other students and faculty members.

It is our belief that clothes and personal appearance directly influence a student's behavior and attitude. Our major objective is to provide the best education possible with the facilities, faculty, and resources available to us. Appearing and dressing in good taste for the job at hand will improve the learning atmosphere. The only impression most observers have of us is our personal behavior and appearance.

**Articles of clothing not in good taste or appropriate for promoting a healthy society include but not limited to:**

- Clothing that advertises alcohol or tobacco or the drug culture
- Clothing that does not appropriately cover the body causing health or injury concerns or detracts from the learning process
- Hats are not permitted in the school building
- Clothing must adequately cover the student's torso
- No known gang symbols are permitted

Student having inappropriate clothing will be required to change. Repeat offenders will be disciplined.

### **520 Student Records**

The board recognizes the importance of maintaining education records and preserving their confidentiality as provided by law. Education records are kept confidential at collection, storage, disclosure and destruction stages. The board secretary is the custodian of education records.

Education records may be maintained in the central administration office or administrative office of the student's attendance center.

## Definitions

For the purposes of this policy, the defined words have the following meaning:

- "Education Record" means those records that contain information directly related to a student and which are maintained by an education agency or institution or by a party acting for the agency or institution.
- "Eligible Student" means a student who has reached eighteen years or attends a postsecondary institution. Parents of an eligible student are provided access to education 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. An education 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. Eligible students will also have the right to access the information relating to themselves, or be informed of the information.

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

Copies of education records will be provided if failure to do so would effectively prevent the parents or student from exercising the right to access the education 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 education records.

Upon the request of parents or an eligible student, the school district will provide an explanation and interpretation of the education 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 education records is inaccurate, misleading or violates the privacy of the student, the parents or an eligible student may request that the school district amend the education records.

### **520.1 Use of Student Records Regulations**

Parents and eligible students will have a right to access a student's education records upon request without unnecessary delay and in no instance more than forty-five calendar days after the request is made. The intent of this regulation is to establish procedures for granting requests from eligible students and parents to access a student's education records.

Education records mean those records that contain information directly related to a student and which are maintained by an education agency or institution or by a party acting for the agency or institution. These may include, but are 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.

#### Access to Records

1. Parents, eligible students, and other individuals authorized in accordance with law will have access to the student's education records during the regular business hours of the school district. Parents and eligible students will have a right to access the student's education records upon request without unnecessary delay and in no instance more than forty-five calendar days after the request is made. An eligible student or parent, upon written request to the board secretary, shall receive an explanation and interpretation of the education records. A student, eighteen years or older, has the right to determine who, outside the school system, has access to the records. Parents of students who are 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.

Release of Information Outside the School – Information from education records may be disclosed to outside parties as outlined in board policy and otherwise provided by law.

#### Procedures for Requesting a Record Amendment

1. If the eligible student, parent, or legal guardian believe the information in the education records is inaccurate, misleading, or violates the privacy of the student, the parents or an eligible student may request that the school district amend the education student records.

2. The school district will decide whether to amend the education student records within a reasonable time after receipt of the request.

3. If the school district determines an amendment is made to the education student record, the school district will make the amendment and inform the parents or the eligible student of the decision in writing.

4. If the school district determines that amendment of the student's education 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. 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.

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

6. 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.
7. The parents or eligible student will be given a full and fair opportunity to present evidence relevant to the issues. The parent or eligible student may be represented by an individual at their choice at their own expense.
8. 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.
9. The parents may appeal the hearing officer's decision to the superintendent within ten days if the superintendent does not have a direct interest in the outcome of the hearing.
10. 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 twenty days. It is within the discretion of the board to hear the appeal.
11. If the parents' and the eligible student's request to amend the education 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 education 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 education records will become a part of the education student record and be maintained like other education student records. If the school district discloses the education student records, the explanation by the parents will also be disclosed or the eligible student of the decision in writing.

**520.2 Student Records Request Form for Parents or Students**

To:  
 Address:  
 Building Principal

The undersigned desires to examine the following official education records of:

Full Legal Name of Student: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
 Grade: \_\_\_\_\_ Name of School: \_\_\_\_\_  
 My relationship to the child is: \_\_\_\_\_ I do \_\_\_\_\_ I do not  
 (check one) \_\_\_\_\_  
 desire a copy of such records. I understand that a reasonable charge will be made for the copies.

Signature: \_\_\_\_\_ Title: \_\_\_\_\_  
 Date: \_\_\_\_\_ Phone # \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_  
 State: \_\_\_\_\_ Zip: \_\_\_\_\_

APPROVED:

Signature:  
 Title:

Dated:

**520.3 Request of Nonparent for Examination or Copies of Education Records**

The undersigned hereby requests permission to examine the Denison Community School District's official students records of:

(Full Legal Name of Student)

(Date of Birth)

The undersigned requests copies of the following official student records of the above student:

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. Dept. of Education or U.S. Attorney General. ( )
- (d) A state or local official to whom such is specifically allowed to be reported or disclosed. ( )
- (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) APPROVED:

Date:

Address:

City: State: Zip:

Signature:

Dated:

Title:

Phone Number

**520.4 Authorization for Release of Student Records**

The undersigned hereby authorizes the Denison Community School District to release copies of the following student records of:

Full Legal Name of Student: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
from \_\_\_\_\_ to \_\_\_\_\_  
(Name of Last School Attended) (Yr.(s) 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:

- (     ) to the undersigned
- (     ) to the student
- (     ) other (please specify)

A parent or eligible student has the right to review their child's/own records, and are encouraged to do so.

(Signature)

Date:

Address:

City:

State:

Zip:

Phone Number:

**520.5 Notification of Transfer of Student Records**

To:

Date:

Parent/or Guardian

Street Address:

City/State/Zip:

Please be notified that copies of the Denison Community School District 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.

(Name)

(Title)

**520.6 Request for Hearing on Correction of Student Records**

To: Address:

Building Principal

I believe certain official student records of my child,

(Full Legal Name of Student) are inaccurate, misleading or in violation of privacy or other rights of my child.

(School Name)

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 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: Phone #

Address:

City:

State:

Zip:

### **520.7 Annual Notice Regarding Students Records**

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

(1) The right to inspect and review the student's education records within 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 students 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 their tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill their 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. Directory information can be released without prior parental consent. Any student over the age of eighteen or parent not wanting this information released to the public must make objection in writing by September 1 to the principal. The objection needs to be renewed annually.

NAME, ADDRESS, TELEPHONE LISTING, DATE AND PLACE OF BIRTH, E-MAIL ADDRESS, GRADE LEVEL, ENROLLMENT STATUS, 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 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 Avenue, S.W., Washington, D. C. 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 parent 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 is used solely for determining the programs and services appropriate to the needs of 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. Information obtained from others shall not be used for the basis of disciplinary action of the student. This agreement only governs a school district's ability to share information and the purpose for which that information can be used.]

### **520.8 Letter to Parent Regarding Receipt of a Subpoena**

Date

Dear (Parent)

This letter is to notify you that the Denison 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 #).

Sincerely,

(Principal or Superintendent)

### **545 Interviews with Students by Outside Agencies**

A student may not be interviewed in school unless the principal or another delegated staff member is present. No interview shall be granted unless the principal deems it essential to the welfare of the pupil or he is directed to do so by court order.

If police officers or other officials request an interview, an attempt shall be made to contact the student's parents or legal guardians and to have one of them present during the interview.

If a child abuse investigator wishes to interview a student, the principal will defer to the investigator's judgment as to whether the student should be interviewed independently from the student's parents, whether the school is their most appropriate setting for the interview, and who will be present during the interview.

No student may be taken from school without the consent of the building principal and without proper warrant.

### **513 Compulsory Attendance**

Parents within the district who have children who are over age four and enrolled in the statewide preschool program, over age five and enrolled in the District's kindergarten program, or over six and under sixteen years of age by September 15, in proper physical and mental condition to attend school, shall have the children attend the district at the attendance center designated by the board. Students shall attend school the number of days school is in session in accordance with the school calendar. Students of compulsory attendance age shall attend school a minimum of 175 days. Students not attending the minimum days must be exempted by this policy as listed below or, for students in grades PK-12, referred to the county attorney. Exceptions to this policy include children who:

- \* have completed the requirements for graduation in an accredited school or have obtained a high school equivalency diploma;
- \* are attending religious services or receiving religious instruction;
- \* are attending an approved or probationally approved private college preparatory school;
- \* are attending an accredited nonpublic school; or,
- \* are receiving competent private instruction.

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

The principal or designee shall investigate the cause for a student's truancy. If the principal or designee is unable to secure the truant student's attendance, the principal or designee shall refer the matter over to the county attorney. The school will participate in mediation if requested by the county attorney. The principal or designee shall represent the school district in mediation. The school district will monitor the student's compliance with the mediation agreement and will report violations of the mediation agreement to the county attorney.

### **Social Networking or Other External Web Site**

The Board of Education prohibits students from socializing with staff outside of school on social networking websites, including but not limited to MySpace, Facebook, Twitter, or other similar websites. All students who participate in social networking websites shall not post any District data, documents, photographs, or other District owned or created information on any website. Further, the posting of any private or confidential District data is strictly prohibited. Students may not post video or photographs of staff members that may negatively impact or disrupt the educational environment in the school. Students who violate this policy may face discipline, in line with other Board policies and acceptable use agreement, as applicable.

Nothing in this policy prohibits students and/or staff from the use of approved educational websites if such sites are used solely for educational purposes. **Access for social networking websites for individual use at school is prohibited.**

Coaches or sponsors of activities, may create a text list of students and parents in order to communicate more effectively as long as the texts and/or e-mails go to all students and the principal and/or activities director are included in the text or e-mail address list.

### **Personal Electronic Devices**

**All students are instructed to refrain from electronic device/cell phone usage during instructional class time.** Instructional class time is defined as lectures, presentations, group work, activities, labs, etc. Teachers will inform students when or if electronic devices/cell phones are permitted in their classes. It is the student's responsibility to know and understand their teacher's expectations for electronic devices. Electronic devices are not to be used in a manner that disrupts the educational environment. Personal data assistants (PDAs), eReaders or other digital instruction devices can be used with permission and must be used in an appropriate educational manner. All storage devices (for example: iPads, mp3's, ipods, flash drives, cell phones, etc.) are subject to school rules. Building administration may inspect student storage devices and examine files on student storage devices for possible violations.

**All electronic devices and cell phones are strictly forbidden in restrooms and locker room areas.**

Major infractions of the "electronic device/cell phone" procedures may result in immediate suspension. Denison Community School District is not responsible for lost or stolen property, including personal electronic devices (mp3, iPod, iTouch, iPad, eReaders, cameras and other digital recording devices). Parents may expect a school environment for their students free from the distractions caused by inappropriate use of electronic devices. Laser pointers or other distracting devices should not be brought to school.

### **District Access to Technology**

**Access to district networks and electronic information resources is a privilege and not a right and will be provided for the student as is appropriate to the school building and grade level.** Students are to use district technology and communications resources at times and locations where they are supervised by district staff.

Students may be given access to internet resources external to the district without specific parent/guardian permission. Access to telecommunications resources external to the district enables students to explore libraries, databases and references throughout the world. Access to the instructional software and productivity tools allows students to integrate the use of technology into their learning processes. These internet research activities provide the capability to access publicly available file repositories throughout the world, which opens classrooms to electronic information resources that have not necessarily been screened by educators for use by students of various ages. Parents and guardians have an important role in setting and conveying the standards that their children should follow when using media and information resources and are ultimately responsible for the student's activities or behaviors. Questions from parents or guardians concerning technology use by students should be directed to the building administrator.

The district makes no warranties of any kind, whether expressed or implied, for the access it is providing. The district is not responsible for any damages suffered by students or by third parties. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by the district or user errors or omissions. Use of any information obtained via the internet is at the user's risk. The district can not be responsible for the accuracy or quality of information obtained through the internet.

Students and their parents or guardians will hold the district harmless from student violations of copyright laws, software licensing requirements, student access of inappropriate materials, violations by the student of others' rights to confidentiality, free speech and privacy, and damage to systems accessed by the student.

If a student accesses, whether accidentally or intentionally, any fee-based telecommunications service or if a student incurs other types of costs, the student will be responsible for paying those costs. The individual in whose name a system account is issued is responsible at all times for its proper use and payment of all charges incurred for use of telecommunications and internet reference services that impose fees or other charges for their use. Transmission of material, information, or software in violation of any law, board policy, or regulations is prohibited. The district reserves the right, as further outlined below, to inspect all files on district owned computers, media and servers and on personal devices that the user has asked to attach to district owned equipment or networks.

Any statement of personal belief found on the computer network or internet or other telecommunications system is implicitly understood to be representative of the author's individual point of view, and not that of the Denison Community School District, its administrators, teachers or staff.

### System Monitoring

The district unconditionally reserves the right to monitor and examine all files and activity on district computer and network systems. The district technology director or their designee may monitor or examine all system activities as deemed appropriate to ensure proper use of the system. In addition, the directors or their designee may inspect the contents of electronic mail

sent by a student to an identified address and may disclose the contents to others when required to do so by law or policies of the district, or to investigate complaints regarding electronic mail that is alleged to contain defamatory, abusive, obscene, profane, sexually oriented, threatening, offensive or illegal material. The building administrator will determine what is inappropriate use according to the guidelines listed and age and grade of the student. The determination may be appealed to the Superintendent or his/her designee. The directors or their designee may close an account at any time as required to protect district systems or as a proportional consequence of inappropriate activity. The administration, faculty and staff of the Denison Community School District may ask the Board of Education to deny, revoke or suspend specific user accounts.

### Sanctions

Communication over networks should not be considered to be private or secure. Messages may be diverted accidentally to another or unintentional destination. In the event of student misuse of district equipment or resources, whether accidentally or intentionally, the district may suspend or revoke a system user's privilege of access to the district's computers and network. Failure to abide by district policy and applicable laws governing use of these resources may result in the suspension and/or revocation of access to these resources and/or disciplinary consequences. A student is expected to provide full cooperation to district administration and staff, or other agencies, associated with any investigation concerning or relating to misuse of the district's technology resources.

The district reserves the right to charge a student for physical damages or for electronic damages incurred from purposeful introduction of viruses or other programs that have the intent of damaging or altering computer programs or files. Fees, fines or other charges may also be imposed as a result of misuse or damage to these technology resources by the student.

Prior to disciplinary action or as soon as practical, the building administrator or his/her designee will inform the student of the suspected violation and give the student an opportunity to present an explanation. The school may take disciplinary action up to and including expulsion and/or appropriate legal action upon any violation of district policy, administrative regulation and/or state or federal law. When applicable, law enforcement or other agencies may be involved. The district will cooperate with any investigation conducted by any official or agency concerning or related to misuse of the district's technology resources.

The district Director of Technology, with the assistance of district administrators, is responsible for disseminating and interpreting district policy and administrative regulations governing the use of the district's systems, establishing storage allocations and restrictions and file retention policies.

### **625 Appropriate Use of Technology and the Internet**

Because technology is a vital part of the school district curriculum, the Internet will be made available to employees and students. Appropriate and equitable use of the Internet will allow employees and students to access resources unavailable through traditional means.

Students will be able to access the Internet through their teachers. Individual student accounts and electronic mail addresses may be issued to students. If a student already has an electronic mail address, the student may with the permission of the supervising teacher, be permitted to use the address to send and receive mail at school.

The Internet can provide a vast collection of educational resources for students and employees. It is a global network which makes it impossible to control all available information. Because information appears, disappears and changes constantly, it is not possible to predict or control what students may locate. The school district makes no guarantees as to the accuracy of information received on the Internet. Although students will be under teacher supervision while on the network, it is not possible to constantly monitor individual students and what they are accessing on the network. Some students might encounter information which may not be of educational value. Student Internet records and access records are confidential records treated like other student records. Students Internet activities will be monitored by the school district to ensure students are not accessing inappropriate sites that have visual depictions that include obscenity, child pornography or are harmful to minors. The school district will use technology protection measures to protect students from inappropriate access, including sites that include obscenity, child pornography or are harmful to minors.

The school district will monitor the online activities of students and will educate students about appropriate online behavior, including interacting on social networking sites and chat rooms. Students will also be educated on cyberbullying, including awareness and response. Employees will provide age appropriate training for students who use the Internet. The training provided will be designed to promote the school district's commitment to:

The standards and acceptable use of Internet services as set forth in the Internet Safety Policy; Student safety with regard to: safety on the Internet; appropriate behavior while online, on social networking Web sites, and in chat rooms; and cyberbullying awareness and response. Compliance with the E-rate requirements of the Children Internet Protection Act Employees and students will be instructed on the appropriate use of the Internet. Parents will be given the opportunity at the time they register their child to request their child not have access to the Internet. They may also do so at any other time by contacting the school office.

### **625.1 Internet Access Permission to Parents**

#### **INTERNET ACCESS PERMISSION LETTER TO PARENTS**

Your child has access to electronic communication known as the Internet. The Internet is a collection of more than 20,000 interconnected computer networks. The vast domain of information contained within the internet's libraries can provide unlimited opportunities to students.

Students will be able to access the Internet through their teachers. Individual student accounts and electronic mail addresses may be issued as deemed appropriate for educational purposes. If a student already has an electronic mail address, the student may, with permission of the supervising teacher be permitted to use the address to send and receive mail at school.

Students will be expected to abide by the following network etiquette:

- The use of the network is a privilege and may be taken away for violation of board policy or regulations. As a user of the Internet, students may be allowed access to other networks. Each network may have its own set of policies and procedures. Students will abide by the polices and procedures of these other networks.
- Students will respect all copyright and license agreements.
- Students will cite all quotes, references, and sources.
- Students will only remain on the system long enough to get needed information.
- Students will apply the same privacy, ethical and educational considerations utilized in other forms of communication.

- Student access for electronic mail will be through the district domain. Students should adhere to the following guidelines:
  - a. Others may be able to read or access the mail, so private messages should not be sent.
  - b. Delete unwanted messages immediately.
  - c. Use of objectionable language is prohibited.
  - d. Always sign messages.
  - e. Always acknowledge receipt of a document or file.
    - Students accessing Internet services that have a cost involved will be responsible for payment of those costs.

Student Name  
Grade

School  
Date

(Parent or guardian's signature)

(Student signature)

### **631 E-Mail Policy**

The contents of e-mail messages sent or received by staff and students are generally intended to be confidential. The contents of any e-mail messages are intended to be shared only by its sender and recipients, and by any other people to whom the sender or recipients may disclose the contents of the message. Although the content of e-mail messages is intended to be confidential, the fact that these messages occurred, information about the message such as the subject, by whom, to whom and when the message was sent is not confidential. Confidentiality of e-mail content cannot be guaranteed.

E-mail messages can be saved indefinitely on receiving computer(s), copies made and forwarded to others electronically or on paper. Messages sent to nonexistent or incorrect addresses may be delivered to a system administrator or postmaster at an external site.

The contents of e-mail messages are not routinely monitored by the school district. However, the district may monitor e-mail where required to prevent the continued use of e-mail messages for illegal purposes or to meet externally imposed legal requirements. Furthermore, the e-mail system, equipment, network, back up files and records are property of the Denison Community School District. Routine maintenance of networking or computing systems may result in the contents of files and communications being seen by network administrators.

Access to information technology services and facilities in general, and e-mail in particular is a privilege and must be treated as such by all users. Abuse of these privileges can be a matter of legal action or disciplinary procedures, with sanctions ranging from reprimand, to loss of access, to referral to authorities. In a case where and inappropriate use impacts performance of the network or security of services, an individual's privilege of access may be suspended without notice.

Acceptable use of e-mail or other computing and networking resources or facilities is based on common sense, common decency, and civility. E-mail should be used in the same way and with the same intent as any other form of communication. Do not send an e-mail message that, using good judgment, would not have been sent using any other form of communication.

Unacceptable uses of e-mail or other computing and networking resources and facilities shall include, but are not limited to:

Misrepresentation of identity or source in the use of e-mail is unacceptable. However, as a e-mail recipient, it is important to realize that authenticity of an e-mail message cannot be assured and the authorship or source of an e-mail message may not be as indicated in the message.

Using e-mail or other computing or networking resources or facilities for any purpose that violates federal or state laws.

Using e-mail or other computing or networking resources or facilities for commercial purposes.

Sending harassing, intimidating, abusive or offensive material to or about others.

Intercepting, disrupting or altering electronic communications.

Using the identity and password of someone else for access or otherwise attempting to evade, disable, or "crack" password or other security provisions.

Causing congestion on the network by such things as the propagation of "chain letters", "broadcasting" inappropriate messages to lists or individuals, or excessive use of shared data store such as an electronic mail post office. Reproducing or distributing copyrighted materials without appropriate authorization.

Accessing, copying or modifying e-mail or other files without authorization.

Personal use of e-mail is permitted. However, personal use of e-mail services must be done with discretion.

### **542 Smoking-Drinking-Drugs**

The board prohibits the distribution, dispensing, manufacture, possession, use, or being under the influence of beer, wine, alcohol, tobacco, other controlled substances, or "look alike" substances that appear to be tobacco/nicotine, beer, wine, alcohol or controlled substances by students on school district property or at any activities sponsored by the school district, on or off school district property.

The board believes such illegal, unauthorized or contraband materials generally cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, or visitors.

Violation of this policy by students will result in disciplinary action including possible suspension or expulsion. Use, purchase, or being in possession of cigarettes, tobacco or tobacco products for those under the age of eighteen, may be reported to the local law enforcement authorities. Possession, use, or being under the influence of beer, wine, alcohol, and/or of a controlled substance may also be reported to the local law enforcement authorities.

Students who violate the terms of this policy may be required to satisfactorily complete a substance abuse assistance or rehabilitation program approved by the school board. If such student fails to satisfactorily complete such a program, the student may be subject to discipline including suspension or expulsion.

The board believes the substance abuse prevention program shall include:

- \* Age-appropriate, developmentally-based drug and alcohol curriculum for students in grades kindergarten through twelve, which address the legal, social, and health consequences of tobacco, drug and alcohol use and which provide information about effective techniques for resisting peer pressure to use tobacco, drugs or alcohol;
- \* A statement to students that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful;
- \* Standards of conduct for students that clearly prohibit, at a minimum, the unlawful possession, use, being under the influence of or distribution of illicit drugs and alcohol by students on school premises or as part of any of its activities;
- \* A clear statement that disciplinary sanctions, up to and including suspension or expulsion and referral for prosecution, will be imposed on students who violate the policy and a description of those sanctions;
- \* A statement that students may be required to successfully complete an appropriate rehabilitation program;
- \* Information about drug and alcohol counseling and rehabilitation and reentry programs available to students;
- \* A requirement that parents and students be given a copy of the standards of conduct and the statement of disciplinary sanctions required; and
- \* Notification to parents and students that compliance with the standards of conduct is mandatory.

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

### **542.1 Students and Illicit Drugs**

The Denison Community Schools prohibit the possession, use, distribution, sale or being under the influence of illicit drugs and/or the possession of paraphernalia designed for the manufacture or use of illicit drugs by students at school. This prohibition also applies to students while engaged in any school-sponsored activities regardless of the location of said activities, on school grounds, and while on school-owned or chartered/leased transportation. Students shall also be prohibited from possessing, using, distributing or selling substances, which are being purported to be illicit drugs while at school or while at the other venues identified above. Violation of these prohibitions shall result in disciplinary action as identified in this policy and, if applicable, as identified in policies 503.01-Student Conduct and 503.04-Good Conduct Rule. In addition to the

school district's disciplinary action, students found to be in violation of this policy shall also be reported to local law enforcement authorities.

Students found in violation of this policy shall be subject to the following disciplinary actions:

A. Possession of Paraphernalia

Any student found in possession of paraphernalia designed for the manufacture or use of illicit drugs when said paraphernalia does not contain any actual illicit drug substance or identifiable residue of an illicit drug substance, shall be out of school suspended for not less than five school days. Repeat and/or flagrant violations will result in more severe disciplinary consequences including the possibility of expulsion. During the time of suspension, the student will be banned from any property owned by the Denison Community School District and from attending any school-sponsored activities.

B. Substances Purported to be Illicit Drugs or Look-A-Like Drugs

Any student found to be in possession, to be using, to be distributing or selling substances that the student represents to be actual illicit drugs, at school or a school-sponsored activity, or on school transportation shall be assigned to the ILC and/or immediately suspended and recommended to the Board for expulsion from school with loss of credits. During the time the student is attending the ILC or expelled, the student will be banned from any property owned by the Denison Community School District and any school-sponsored activities.

C. Illicit Drug-Possession, Use, or Being Under the Influence

Any student found to be in possession, to be using, or to be under the influence of an illicit drug or drugs, to include identifiable residue, regardless of the amount of said drug, at school or a school-sponsored activity, or on school transportation shall be assigned to the ILC and/or immediately suspended and recommended to the Board for expulsion from school with loss of credits. During the time the student is attending the ILC, or expelled, the student will be banned from any property owned by the Denison Community School District and any school-sponsored activities.

D. Illicit Drugs - Sale or Distribution

Any student found to be selling, or distributing without cost, illicit drugs, at school or a school-sponsored activity, or on school transportation, shall be immediately suspended and recommended for expulsion from school with loss of credits. During the time of the expulsion the student will be banned from any property owned by the Denison Community School District and any school-sponsored activities.

Students will not be allowed to attend summer school during the expulsion time. In addition to the expulsion, prior to readmission to school, the student or legal caretaker if this student is not of majority age, shall be required to submit documentation that the student has undergone a substance abuse evaluation, and to provide evidence of completion of any recommended treatment program, which includes random drug testing, all at no expenses to the district, before requesting readmission by the Board of Directors to attend school in the Denison Community School District. During the time of the expulsion the student will be banned from any property owned by the Denison Community School District and any school-sponsored activities.

## **541 Weapons**

The board believes weapons, other dangerous objects and look-a-likes in school district facilities cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on the school district premises or property within the jurisdiction of the school district.

School district facilities are not an appropriate place for weapons, dangerous objects and look-a-likes. Weapons and other dangerous objects and look-a-likes will be taken from students and others who bring them onto the school district property or onto property within the jurisdiction of the school district or from students who are within the control of the school district.

Parents of students found to possess weapons, dangerous objects or look-a-likes on school property are notified of the incident. Possession or confiscation of weapons, dangerous objects or look-a-likes will be reported to law enforcement officials, and students will be subject to disciplinary action including suspension or expulsion.

Students bringing firearms to school or knowingly possessing firearms at school will be expelled for not less than one year. The superintendent has the authority to recommend this expulsion requirement be modified for students on a case-by-case basis. For purposes of this portion of this policy, the term "firearm" includes, but is not limited to, any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas, or otherwise defined by applicable law.

Weapons under the control of law enforcement officials or other individuals specifically authorized by the board are exempt from this policy. The superintendent may develop an administrative process or procedures to implement the policy.

## **501 Student Conduct**

The board believes inappropriate student conduct causes material and substantial disruption to the school environment, interferes with the rights of others, or presents a threat to the health and safety of students, employees, and visitors on school premises. Appropriate classroom behavior allows teachers to communicate more effectively with students.

Students will conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others while on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district. Consequences for the misconduct will be fair and developmentally appropriate in light of the circumstances.

Students who fail to abide by this policy, and the administrative regulations supporting it, may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to participate in or obtain their education; conduct that is violent or destructive; or conduct which interrupts the maintenance of a disciplined

atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation, and expulsion.

A student who commits an assault against an employee on school district property or on property within the jurisdiction of the school district; while on school-owned or school-operated chartered vehicles; or while attending or engaged in school district activities will be suspended by the principal. Notice of the suspension is sent to the board president. The board will review the suspension and decide whether to hold a disciplinary hearing to determine whether to impose further sanctions against the student which may include expulsion. In making its decision, the board shall consider the best interests of the school district, which shall include what is best to protect and ensure the safety of the school employees and students from the student committing the assault. Assault for purposes of this section of this policy is defined as, when, without justification, a student does any of the following:

an act which is intended to cause pain or injury to, or which is intended to result in physical contact which will be insulting or offensive to another, coupled with the apparent ability to execute the act; or

any act which is intended to place another in fear of immediate physical contact which will be painful, injurious, insulting or offensive, coupled with the apparent ability to execute the act; or

intentionally points any firearm toward another or displays in a threatening manner any dangerous weapon toward another.

The act is not an assault when the person doing any of the above and the other person are voluntary participants in a sport, social or other activity, not in itself criminal, when the act is a reasonably foreseeable incident of such sport or activity, and does not create an unreasonable risk of serious injury or breach of the peace.

Removal from the classroom means a student is sent to the building principal's office. It is within the discretion of the person in charge of the classroom to remove the student.

Detention means the student's presence is required during non-school hours for disciplinary purposes. The student can be required to appear prior to the beginning of the school day, after school has been dismissed for the day, or on a non-school day. Whether a student will serve detention, and the length of the detention, is within the discretion of the licensed employee or the building principal, disciplining the student.

Suspension means; either an in-school suspension, an out-of-school suspension, a restriction from activities or loss of eligibility. An in-school suspension means the student will attend school but will be temporarily isolated from one or more classes while under supervision. An in-school suspension will not exceed ten consecutive school days. An out-of-school suspension means the student is removed from the school environment, which includes school classes and activities. An out-of-school suspension will not exceed ten consecutive school days. A restriction from school activities means a student will attend school and classes and practice but will not participate in school activities.

Probation means a student is given a conditional suspension of a penalty for a definite period of time in addition to being reprimanded. The conditional suspension will mean the student must meet the conditions and terms for the suspension of the penalty. Failure of the student to meet these conditions and terms will result in immediate reinstatement of the penalty.

Expulsion means an action by the board to remove a student from the school environment, which includes, but is not limited to, classes and activities, for a period of time set by the board.

Discipline of special education students, including suspensions and expulsions, will comply with the provisions of applicable federal and state laws.

### **501.1 Student Suspension**

#### ADMINISTRATION ACTION

##### A. Probation

1. Probation is conditional suspension of a penalty for a set period of time. Probation may be imposed by the principal for infractions of school rules which do not warrant the necessity of removal from school.

2. The principal will conduct an investigation of the allegations against the student prior to imposition of probation. The investigation will include, but not be limited to, written or oral notice to the student of the allegations against the student and an opportunity to respond. Written notice and reasons for the probation will be sent to the parents.

##### B. In- School Suspension

1. In-school suspension is the temporary isolation of a student from one or more classes while under administrative supervision. In-school suspensions may be imposed by the principal for infractions of school rules which are serious but which do not warrant the necessity of removal from school.

2. The principal will conduct an investigation of the allegations against the student prior to imposition of an in-school suspension. The investigation will include, but not be limited to, written or oral notice to the student of the allegations against the student and an opportunity to respond. In-school suspension will not be imposed for more than ten school days. Written notice and reasons for the in-suspension will be sent to the student's parents.

##### C. Out-of-School Suspension

1. Out-of-school suspension is the removal of a student from the school environment for periods of short duration. Out-of-school suspension is to be used when other available school resources are unable to constructively remedy student misconduct.

2. A student may be suspended out of school for up to ten school days by a principal for a commission of gross or repeated infractions of school rules, regulations, policy or the law, or when the presence of the student will cause interference with the maintenance of the educational environment or the operation of the school. The principal may suspend students after conducting an investigation of the charges against the student, giving the student:

- a. Oral or written notice of the allegations against the student and
- b. The opportunity to respond to those charges.

At the principal's discretion, the student may be allowed to confront witnesses against the student or present witnesses on behalf of the student.

3. Notice of the out-of-school suspension will be mailed no later than the end of the school day following the suspension to the student's parents and the superintendent. A reasonable effort is made to personally notify the student's parents and such effort is documented by the person making or attempting to make the contact. Written notice to the parents will include the circumstances which led to the suspension and a copy of the board policy and rules pertaining to the suspension.

#### D. Suspensions and Special Education Students

1. Students who have been identified as special education students may be referred for a review of the student's Individual Education Program (IEP). The IEP may be revised to include a continuum of intervention strategies and programming to change the behavior.
2. Students who have not been identified as special education students may be referred for evaluation after the student's suspension to determine whether the student has a disability and is in need of special education.

### **501.2 Student Code of Conduct – Student Expulsion**

Only the board may remove a student from the school environment. The removal of a student from the school environment, which includes, but is not limited to, classes and activities, is an expulsion from school.

Students may be expelled for violations of board policy, school rules or the law. It is within the discretion of the board to discipline a student by using an expulsion for a single offense or for a series of offenses depending on the nature of the offense and the circumstances surrounding the offense.

It is within the discretion of the superintendent to recommend to the board the expulsion of a student for disciplinary purposes. Only the board may take action to expel a student and to readmit the student. The principal will keep records of expulsions in addition to the board's records.

When a student is recommended for expulsion by the board, the student is provided with:

1. Notice of the reasons for the proposed expulsion;
2. The names of the witnesses and an oral or written report on the facts to which each witness testified unless the witnesses are students whose names may be released at the discretion of the superintendent;
3. An opportunity to present a defense against the charges and provide either oral testimony or written affidavits of witnesses on the student's behalf;
4. The right to be represented by counsel; and,

5. The results and finding of the board in writing open to the student's inspection.

In addition to these procedures, a special education student must be provided with additional procedures. A determination should be made of whether the student is actually guilty of the misconduct. A staffing team should determine whether the student's behavior is caused by the student's disability and whether the conduct is the result of inappropriate placement. Discussions and conclusions of this meeting should be recorded.

If the special education student's conduct is not caused by the disability, the student may be expelled or suspended for a long-term period following written notice to the parent and pursuant to the school district's expulsion hearing procedures. If the misconduct is caused by the disability and a change in placement is recommended, the change must be made pursuant to the placement procedures used by the school district.

### **501.3 Hearing Procedures for Indefinite Suspensions**

A written statement of the alleged misconduct given as grounds for the proposed board expulsions will be given to the student's parent(s) or legal guardian(s) at least five (5) calendar days before the hearing. Such statement will include the names of those school officials and teachers having knowledge of the facts. The written statement will be accompanied by a copy of the board policy and rules pertaining to procedures for board expulsion of students. The student will not ordinarily be removed from school prior to a hearing except under those unusual circumstances set forth below.

A written notice of the date, time, and place of the hearing will be given to the student's parent(s) or legal guardian(s) and to the student if age eighteen (18) or over, at least five (5) calendar days before the hearing. This provision may be waived by written agreement of the parties. Notice shall be given by personal delivery or by certified mail.

If the parent(s) or legal guardian(s) of a student or the student is age eighteen (18) or over cannot be present at the hearing because of extenuating circumstances, and request a postponement, the board shall postpone the hearing until the parent(s) or legal guardian(s) or the student if age eighteen (18) or over are notified and available to be present. Such request for postponement must be made at least forty-eight (48) hours prior to the scheduled hearing time.

If the student has reached the age eighteen (18) at the time the alleged acts took place, the student is then authorized to make decisions, sign documents and obtain representation on the student's own behalf and may elect to be represented by the student's parent or guardian. However, notice shall also be given to the parents as outlined above unless the student shows that the student is no longer dependent upon or residing with the student's parents and does not want them notified.

If the student, student's parent or guardian, or representative do not request postponement for cause, and are not present at the time and place scheduled in the hearing notice, the hearing shall proceed without them. In such an event the record will show a factual determination by the board that sufficient and proper notice was given the parties and no postponement was requested. Permission will be granted for the appearance of counsel or other representation.

The opportunity will be granted prior to the hearing, for the student or student's representative to examine documents to be used as evidence and to make copies of same on school premises upon request of reasonable copy costs to the school district. Permission will be granted for the

student or student's representative to discuss the matter with administrators, teachers, and other witnesses.

The superintendent or designee shall present evidence in behalf of the superintendent's or designee's recommendation. An attorney hired by the board may not at the same time present evidence at the hearing and then advise the board during its deliberations.

Witnesses at the hearing, or persons whose testimony has been submitted in written form, if available, shall be subject to cross-examination by any party as is necessary for a full and true disclosure of the facts.

The opportunity will be granted for the student or student's counsel to present the student's version or refutation of the allegations through documents and witnesses. If the student refused to testify, the student shall not be punished for refusal to testify, nor shall such refusal in any way be construed as an indication of guilt.

The board's decision will be based solely upon evidence introduced at the hearing.

Within a reasonable time after the hearing the board will mail or have delivered to the parent(s) or to the student and their counsel a written statement of the board's decision.

A verbatim record of the hearing shall be made by tape recorder. Such a record shall be kept by the district for a minimum of one (1) year and shall be made available to the student or student's representative upon request. The cost of the court reporter, if requested, shall be borne by the party requesting the court reporter. The cost of any transcript requested shall be borne by the party requesting it.

Nothing contained in paragraphs 1-13 shall prevent the immediate board temporary expulsion for up to ten (10) days of a student when the student's continued presence on the school grounds would endanger the student's safety or well-being, the safety or well-being of other members of the school community or substantially interfere with the proper functioning of the school. In the instance of an immediate board temporary expulsion, a hearing will be held within ten (10) calendar days to determine future action of the board, respecting expulsion of a larger period of time. Such a hearing will be conducted in the spirit of due process envisioned in paragraphs 1-13.

#### **501.4 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 lifetimes.

Students who participate in extracurricular activities serve as ambassadors of the school district throughout the calendar year, whether away from school or at school. Students who wish to have the privilege of participating in extracurricular activities must conduct themselves in accordance with board policy and must refrain from activities which are illegal, immoral or unhealthy.

Students who fail to abide by this policy and the administrative regulations supporting it may be subject to disciplinary measures. The principal will keep records of violations of the good conduct rule.

It is the responsibility of the superintendent to develop rules and regulations for school activities. Students wanting to participate in school activities must meet the requirements set out by the school district for participation in the activity.

Details outlining specific conduct expected and penalties for violation are part of the student handbook, and all students involved in extracurricular activities are notified of its contents.

### **501.5 Corporal Punishment**

Positive, rather than negative reinforcement, tends to have more lasting effects. While corporal punishment may appear necessary, there are other forms of punishment, such as isolation and deprivation of privileges, which can be equally or even more effective. These forms of punishment protect the dignity of both teachers and students.

Accordingly, no corporal punishment may be administered in the Denison Community School District. Any employee who administers corporal punishment in violation of this policy will receive appropriate disciplinary action up to and including dismissal in particularly serious cases or where prior violations of policy have occurred.

Appropriate physical force may be used by certified staff members when necessary to maintain order, to restrain a student, to control a student or to prevent a student from harming himself, other students, or school personnel. The level of force required may be only that force which is necessary in order to accomplish these goals. All situations involving physical contact with a student shall be reported immediately to the building principal.

Corporal punishment is defined as the intentional physical punishment of a student and is prohibited. 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 purposes 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.
- 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:

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

Upon request, the student's parents are given an explanation of the reasons for physical force.

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

### **501.6 Philosophy of Student Behavior**

Good discipline originates in the home. The parent is the first teacher of the child; and it is the parent's obligation, by teaching and by example, to develop in their child(ren) good habits of behavior as well as proper attitudes toward school. The home and the school must work together to achieve the ultimate goal of educating a child to become a mature person capable of self-control. The Denison Community School District expects parents and guardians of students to recognize their responsibilities and to cooperate with the school in implementing effective discipline.

School procedures necessary for achievement of the maximum educational benefits must be carried out. The carrying out of such school procedures is a joint responsibility of the school Board of Directors, its staff, the students, and their parents.

The dignity of the student should be protected with proper consideration for each individual's sex, race, color, creed, and physical and intellectual characteristics. The recognition by the student and the staff of their responsibility to each other in this connection might well establish a mutual respect which should stimulate a sound basis for carrying out school procedures. Students will be expected to conduct themselves in keeping with their level of maturity. The dignity of the staff, as individuals, and the respect for the staff in their professional capacity is an important part of the school system and should be protected.

Members of the various staffs shall have the authority necessary to carry out such school procedures, including the use of reasonable physical force to prevent and to stop any act of interference with the scholarly, disciplined atmosphere of the school and school environment.

The staff is assured of the cooperation of the school board and the administration to the end that proper discipline may be maintained. The school board policy applies districtwide. At the same time, the Board recognizes the uniqueness of each building and intends that there will be individual building and classroom procedures to implement and supplement these district policies.

### **611 Multicultural/Gender Fair Education**

Students will have an equal opportunity for a quality education without discrimination, regardless of their race, color, creed, national origin, gender, religion, marital status, sexual orientation, gender identity, socioeconomic status, or disability.

The education program is free of discrimination and provides equal opportunity for the students. The education program will foster knowledge of and respect and appreciation for the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. Special emphasis is placed on Asian-Americans, African-Americans, Hispanic-Americans and persons with disabilities. It will also reflect the wide variety of roles open to both men and women and provide equal opportunity to both sexes.

### **102 Equal Educational Opportunity**

It is the policy of the Denison Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact:

Heather Langenfeld  
Denison Community Schools  
38 North 20th Street  
Denison, Iowa 51442  
712-263-3104  
hlangenfeld@denisoncsd.org

The board requires all persons, agencies, vendors, contractors and other persons and organizations doing business with or performing services for the school district to subscribe to all applicable federal and state laws, executive orders, rules and regulations pertaining to contract compliance and equal opportunity.

### **102 E1 Notice of Nondiscrimination**

The Denison Community School District offers career and technical programs in the following areas of study:

Agriculture

Industrial Technology

Business

Family and Consumer Sciences

It is the policy of the Denison Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for

processing complaints of discrimination. If you have questions or a grievance related to this policy please contact Equity Coordinator:

Heather Langenfeld  
Denison Community Schools  
38 North 20th Street  
Denison, Iowa 51442  
712-263-3104  
[hlangenfeld@denisoncsd.org](mailto:hlangenfeld@denisoncsd.org)

**102 E2 Grievance Form**

102 E2

COMPLAINT FORM

(Discrimination, Anti-Bullying, and Anti-Harassment)

Date of complaint:

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Name of Complainant:

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Are you filling out this form for yourself or someone else (please identify the individual if you are submitting on behalf of someone else):

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Who or what entity do you believe discriminated against, harassed, or bullied you (or someone else)?

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Date and place of alleged incident(s):

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Names of any witnesses (if any):

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Nature of discrimination, harassment, or bullying alleged (check all that apply):

Age Physical Attribute Sex

Disability Physical/Mental Ability Sexual Orientation

Familial Status Political Belief Socio-economic Background

Gender Identity Political Party Preference Other – Please Specify:

Marital Status Race/Color

National Origin/Ethnic Background/Ancestry Religion/Creed

In the space below, please describe what happened and why you believe that you or someone else has been discriminated against, harassed, or bullied. Please be as specific as possible and attach additional pages if necessary.

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**102 E3 Witness Disclosure Form**

102 E3 WITNESS DISCLOSURE FORM

Name of Witness:

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Date of interview:

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Date of initial complaint:

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Name of Complainant (include whether  
the Complainant is a student or employee):

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Date and place of alleged incident(s):

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Nature of discrimination, harassment, or bullying alleged (check all that apply):

Age Physical Attribute Sex

Disability Physical/Mental Ability Sexual Orientation

Familial Status Political Belief Socio-economic Background

Gender Identity Political Party Preference Other – Please Specify:

Marital Status Race/Color

National Origin/Ethnic Background/Ancestry Religion/Creed

Description of incident witnessed:

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Additional information:

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **102 E4 504 Student and Parental Rights**

The Denison Community School District does not discriminate in its educational programs and activities on the basis of a student's disability. It has been determined that your child has a qualifying disability for which accommodations may need to be made to meet his or her individual needs as adequately as the needs of other students. As a parent, you have the right to the following:

- Participation of your child in school district programs and activities, including extracurricular programs and activities, to the maximum extent appropriate, free of discrimination based upon the student's disability and at the same level as students without disabilities;
- Receipt of free educational services to the extent they are provided students without disabilities;
- Receipt of information about your child and your child's educational programs and activities in your native language;
- Notice of identification of your child as having a qualifying disability for which accommodations may need to be made and notice prior to evaluation and placement of your child and right to periodically request a re-evaluation of your child;
- Inspect and review your child's educational records including a right to copy those records for a reasonable fee; you also have a right to ask the school district to amend your child's educational records if you feel the information in the records is misleading or inaccurate; should the school district refuse to amend the records, you have a right to a hearing and to place an explanatory letter in your child's file explaining why you feel the records are misleading or inaccurate; and
- Hearing before an impartial hearing officer if you disagree with your child's evaluation or placement; you have a right to counsel at the hearing and have the decision of the impartial hearing officer reviewed.

It is the policy of the Denison Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for

processing complaints of discrimination. If you have questions or a grievance related to this policy please contact:

Nancy McCarville  
Denison Community Schools  
819 North 16th Street  
Denison, Iowa 51442  
712-263-3101  
[nmccarville@denisoncsd.org](mailto:nmccarville@denisoncsd.org)

**102 E5 Disposition of Complaint Form**

DISPOSITION OF COMPLAINT FORM

Date:

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Date of initial complaint:

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Name of Complainant (include whether the Complainant is a student or employee):

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Date and place of alleged incident(s):

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Name of Respondent (include whether the

Respondent is a student or employee):

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Nature of discrimination, harassment, or bullying alleged (check all that apply):

Age Physical Attribute Sex

Disability Physical/Mental Ability Sexual Orientation

Familial Status      Political Belief      Socio-economic Background

Gender Identity    Political Party Preference    Other – Please Specify:

Marital Status      Race/Color

National Origin/Ethnic Background/Ancestry    Religion/Creed

Summary of Investigation:

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**102 E6 Continuous Notice of Nondiscrimination**

102 E 6 CONTINUOUS NOTICE OF NONDISCRIMINATION

It is the policy of the Denison Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact:

Heather Langenfeld  
Denison Community Schools  
38 North 20th Street  
Denison, Iowa 51442  
712-263-3104  
hlangenfeld@denisoncsd.org

**102 R1 Grievance Procedure**

It is the policy of the Denison Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact:

Heather Langenfeld  
Denison Community Schools  
38 North 20th Street  
Denison, Iowa 51442

Students, parents of students, employees, and applicants for employment in the school district have the right to file a formal complaint alleging discrimination. The district has policies and procedures in place to identify and investigate complaints alleging discrimination. If appropriate, the district will take steps to prevent the recurrence of discrimination and to correct its discriminatory effects on the Complainant and others.

A Complainant may attempt to resolve the problem informally by discussing the matter with a building principal or a direct supervisor. However, the Complainant has the right to end the informal process at any time and pursue the formal grievance procedures outlined below. Use of the informal or formal grievance procedure is not a prerequisite to the pursuit of other remedies. Please note that informal processes and procedures are not to be used in certain circumstances (e.g., sexual harassment and sexual assault).

### Filing a Complaint

A Complainant who wishes to avail himself/herself of this grievance procedure may do so by filing a complaint with the equity coordinator(s). An alternate will be designated in the event it is claimed that the equity coordinator or superintendent committed the alleged discrimination or some other conflict of interest exists. Complaints shall be filed within 15 working days of the event giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence. The Complainant will state the nature of the complaint and the remedy requested. The equity coordinator(s) shall assist the Complainant as needed.

### Investigation

Within 5 working days, the equity coordinator will begin the investigation of the complaint or appoint a qualified person to undertake the investigation (hereinafter "equity coordinator"). If the Complainant is under 18 years of age, the equity coordinator shall notify his or her parent(s)/guardian(s) that they may attend investigatory meetings in which the Complainant is involved. The complaint and identity of the Complainant, Respondent, or witnesses will only be disclosed as reasonably necessary in connection with the investigation or as required by law or policy. The investigation may include, but is not limited to the following:

- A request for the Complainant to provide a written statement regarding the nature of the complaint;
- A request for the individual named in the complaint to provide a written statement;
- A request for witnesses identified during the course of the investigation to provide a written statement;
- Interviews of the Complainant, Respondent, or witnesses;
- An opportunity to present witnesses or other relevant information; and
- Review and collection of documentation or information deemed relevant to the investigation.

Within 30 working days, the equity coordinator shall complete the investigation and issue a report with respect to the findings. The equity coordinator shall notify the Complainant and

Respondent of the decision within 5 working days of completing the written report. Notification shall be by U.S. mail, first class.

### Decision and Appeal

The complaint is closed after the equity coordinator has issued the report, unless within 5 working days after receiving the decision, either party appeals the decision to the superintendent by making a written request detailing why he/she believes the decision should be reconsidered. The equity coordinator shall promptly forward all materials relative to the complaint and appeal to the superintendent. Within 30 working days, the superintendent shall affirm, reverse, amend the decision, or direct the equity coordinator to gather additional information. The superintendent shall notify the Complainant, Respondent, and the equity coordinator of the decision within 5 working days of the decision. Notification shall be by U.S. mail, first class.

The decision of the superintendent shall be final. The decision of the superintendent in no way prejudices a party from seeking redress through state or federal agencies as provided by in law.

This policy and procedures are to be used for complaints of discrimination, in lieu of any other general complaint policies or procedures that may be available.

If any of the stated timeframes cannot be met by the district, the district will notify the parties and pursue completion as promptly as possible.

Retaliation against any person, because the person has filed a complaint or assisted or participated in an investigation, is prohibited. Persons found to have engaged in retaliation shall be subject to discipline by appropriate measures.

### **104 Anti-Bullying Harassment**

The Denison Community School District is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. Bullying and/or harassment of or by students, staff, and volunteers is against federal, state, and local policy and is not tolerated by the board. Bullying and/or harassing behavior can seriously disrupt the ability of school employees to maintain a safe and civil environment, and the ability of students to learn and succeed. Therefore, it is the policy of the state and the school district that school employees, volunteers, and students shall not engage in bullying or harassing behavior in school, on school property, or at any school function or school-sponsored activity.

#### Definitions

For the purposes of this policy, the defined words shall have the following meaning:

- “Electronic” means any communication involving the transmission of information by wire, radio, optic cable, electromagnetic, or other similar means. “Electronic” includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, and electronic text messaging.
- “Harassment” and “bullying” shall mean any electronic, written, verbal, or physical act or conduct toward a student based on the individual’s actual or perceived age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status, and which creates an objectively hostile school environment that meets one or more of the following conditions:

1. Places the student in reasonable fear of harm to the student's person or property.
  2. Has a substantial detrimental effect on the student's physical or mental health.
  3. Has the effect of substantially interfering with a student's academic performance.
  4. Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.
- "Trait or characteristic of the student" includes but is not limited to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.
  - "Volunteer" means an individual who has regular, significant contact with students.

### Filing a Complaint

A Complainant who wishes to avail himself/herself of this procedure may do so by filing a complaint with the superintendent or superintendent's designee. An alternate will be designated in the event it is claimed that the superintendent or superintendent's designee committed the alleged discrimination or some other conflict of interest exists. Complaints shall be filed within 30 days of the event giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence. The Complainant will state the nature of the complaint and the remedy requested. The Complainant shall receive assistance as needed.

School employees, volunteers, and students shall not engage in reprisal, retaliation, or false accusation against a victim, witness, or an individual who has reliable information about an act of bullying or harassment.

### Investigation

The school district will promptly and reasonably investigate allegations of bullying or harassment. The superintendent or superintendent's designee (hereinafter "Investigator") will be responsible for handling all complaints alleging bullying or harassment. The Investigator shall consider the totality of circumstances presented in determining whether conduct objectively constitutes bullying or harassment. The superintendent or the superintendent's designee shall also be responsible for developing procedures regarding this policy.

### Decision

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures, which may include suspension and expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures, which may include termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures, which may include exclusion from school grounds.

A school employee, volunteer, or student, or a student's parent or guardian who promptly, reasonably, and in good faith reports an incident of bullying or harassment, in compliance with the procedures in the policy adopted pursuant to this section, to the appropriate school official designated by the school district, shall be immune from civil or criminal liability relating to such report and to participation in any administrative or judicial proceeding resulting from or relating to the report.

Individuals who knowingly file false bullying or harassment complaints and any person who gives false statements in an investigation may be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

**104 E1 Anti-Bullying Harassment Complaint Form**

104 E1 COMPLAINT FORM

(Discrimination, Anti-Bullying, and Anti-Harassment)

Date of complaint:

\_\_\_\_\_

Name of Complainant:

\_\_\_\_\_

Are you filling out this form for yourself or someone else (please identify the individual if you are submitting on behalf of someone else):

\_\_\_\_\_

\_\_\_\_\_

Who or what entity do you believe discriminated against, harassed, or bullied you (or someone else)?

\_\_\_\_\_

Date and place of alleged incident(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Names of any witnesses (if any):

\_\_\_\_\_

Nature of discrimination, harassment, or bullying alleged (check all that apply):

Age Physical Attribute Sex

Disability      Physical/Mental Ability      Sexual Orientation

Familial Status      Political Belief      Socio-economic Background

Gender Identity      Political Party Preference      Other – Please Specify:

Marital Status      Race/Color

National Origin/Ethnic Background/Ancestry      Religion/Creed

In the space below, please describe what happened and why you believe that you or someone else has been discriminated against, harassed, or bullied. Please be as specific as possible and attach additional pages if necessary.

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**104 E2 Witness Disclosure Form**

104 E2 WITNESS DISCLOSURE FORM

Name of Witness:

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Date of interview:

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Date of initial complaint:

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Name of Complainant (include whether the Complainant is a student or employee):

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Date and place of alleged incident(s): \_\_\_\_\_

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Nature of discrimination, harassment, or bullying alleged (check all that apply):

Age Physical Attribute Sex

Disability Physical/Mental Ability Sexual Orientation

Familial Status Political Belief Socio-economic Background

Gender Identity Political Party Preference Other – Please Specify:

Marital Status Race/Color

National Origin/Ethnic Background/Ancestry Religion/Creed

Description of incident witnessed:

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Additional information:

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**104 E3 Disposition of Complaint Form**

104 E3 DISPOSITION OF COMPLAINT FORM

Date:

---

Date of initial complaint:

---

Name of Complainant (include whether the Complainant is a student or employee):

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---

Date and place of alleged incident(s):

---

Name of Respondent (include whether the Respondent is a student or employee):

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Nature of discrimination, harassment, or bullying alleged (check all that apply):

Age Physical Attribute Sex

Disability Physical/Mental Ability Sexual Orientation

Familial Status Political Belief Socio-economic Background

Gender Identity Political Party Preference Other – Please Specify:

Marital Status Race/Color

National Origin/Ethnic Background/Ancestry Religion/Creed

Summary of Investigation:

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**104 R1 Anti-Bullying Anti-Harassment Investigation Procedures**

The Denison Community School District is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. Bullying and/or harassment of or by students, staff, and volunteers is against federal, state, and local policy and is not tolerated by the board. Bullying and/or harassing behavior can seriously disrupt the ability of school employees to maintain a safe and civil environment, and the ability of students to learn and succeed. Therefore, it is the policy of the state and the school district that school employees, volunteers, and students shall not engage in bullying or harassing behavior in school, on school property, or at any school function or school-sponsored activity.

Definitions

For the purposes of this policy, the defined words shall have the following meaning:

- “Electronic” means any communication involving the transmission of information by wire, radio, optic cable, electromagnetic, or other similar means. “Electronic” includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, and electronic text messaging.
- “Harassment” and “bullying” shall mean any electronic, written, verbal, or physical act or conduct toward a student based on the individual’s actual or perceived age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status, and which creates an objectively hostile school environment that meets one or more of the following conditions:
  1. Places the student in reasonable fear of harm to the student’s person or property.
  2. Has a substantial detrimental effect on the student’s physical or mental health.
  3. Has the effect of substantially interfering with a student’s academic performance.
  4. Has the effect of substantially interfering with the student’s ability to participate in or benefit from the services, activities, or privileges provided by a school.
- “Trait or characteristic of the student” includes but is not limited to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.
- “Volunteer” means an individual who has regular, significant contact with students.

#### Filing a Complaint

A Complainant who wishes to avail himself/herself of this procedure may do so by filing a complaint with the superintendent or superintendent’s designee. An alternate will be designated in the event it is claimed that the superintendent or superintendent’s designee committed the alleged discrimination or some other conflict of interest exists. Complaints shall be filed within 30 days of the event giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence. The Complainant will state the nature of the complaint and the remedy requested. The Complainant shall receive assistance as needed.

School employees, volunteers, and students shall not engage in reprisal, retaliation, or false accusation against a victim, witness, or an individual who has reliable information about an act of bullying or harassment.

#### Investigation

The school district will promptly and reasonably investigate allegations of bullying or harassment. The superintendent or superintendent’s designee (hereinafter “Investigator”) will be responsible for handling all complaints alleging bullying or harassment. If the Complainant is under 18 years of age, the Investigator shall notify his or her parent(s)/guardian(s) that they may attend investigatory meetings in which the Complainant is involved. The complaint and identity of the Complainant, Respondent, or witnesses will only be disclosed as reasonably necessary in connection with the investigation or as required by law or policy. The investigation may include, but is not limited to the following:

- A request for the Complainant to provide a written statement regarding the nature of the complaint;
- A request for the individual named in the complaint (hereinafter “Respondent”) to provide a written statement;
- A request for witnesses identified during the course of the investigation to provide a written statement; and

- Review and collection of documentation or information deemed relevant to the investigation.

The Investigator shall consider the totality of circumstances presented in determining whether conduct objectively constitutes bullying or harassment. Upon completion of the investigation, the Investigator shall issue a report with respect to the findings.

### Decision

If, after an investigation, a student is found to be in violation of the policy, the student shall be disciplined by appropriate measures, which may include suspension and expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures, which may include termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures, which may include exclusion from school grounds.

A school employee, volunteer, or student, or a student's parent or guardian who promptly, reasonably, and in good faith reports an incident of bullying or harassment, in compliance with the procedures in the policy adopted pursuant to this section, to the appropriate school official designated by the school district, shall be immune from civil or criminal liability relating to such report and to participation in any administrative or judicial proceeding resulting from or relating to the report.

Individuals who knowingly file false bullying and/or harassment complaints and any person who gives false statements in an investigation may be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject

to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

### **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.

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. The principal will maintain a log of information necessary to comply with Iowa Department of Education reporting procedures.

### **POINTS TO REMEMBER IN THE INVESTIGATION**

- Evidence uncovered in the investigation is confidential.
- 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.

### **CONFLICTS**

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

## **508 Homeless Youth Enrollment**

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

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

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

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

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

- Prohibit the segregation of a homeless child or youth from other students enrolled in the district.

## **544 Search and Seizure**

School district property is held in public trust by the board. School district authorities may, without a search warrant, search students, student lockers, personal effects, desks, work areas, or student vehicles or protected student areas based on a reasonable and articulable suspicion that a school district policy, rule, regulation or law has been violated. The search shall be in a manner reasonable in scope to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students, employees and visitors to the school district facilities. The furnishing of a locker, desk or other facility or space owned by the school and provided as a courtesy to a student, even if the student provides the lock for it, shall not create a protected student area and shall not give rise to an expectation of privacy with respect to the locker, desk, or other facility.

School authorities may seize any illegal, unauthorized or contraband materials discovered in the search. Items of contraband may include, but are not limited to, nonprescription controlled substances, marijuana, cocaine, amphetamines, barbiturates, apparatus used for controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons and stolen property. Such items are not to be possessed by a student while they are on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered buses; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district. Possession of such items will be grounds for disciplinary action including suspension or expulsion and may be reported to local law enforcement officials. The board believes that illegal, unauthorized or contraband materials may cause material and substantial disruption to the school environment or presents a threat to the health and safety of students, employees, or visitors on the school district premises or property within the jurisdiction of the school district.

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

### **544 E1 Search and Seizure Checklist**

I. What factors caused you to have a reasonable and articulable suspicion that the search of this student or the student's effects, locker or automobile would turn up evidence that the student has violated or is violating the law, school policy, rules or regulations affecting school order?

A. Eyewitness account

1. By whom:

2. Date/Time:

3. Place:

4. What was seen?

B. Information from a reliable source.

1. From whom:

2. Time received:

3. How information was received:

4. Who received the information:

5. Describe information:

C. Suspicious behavior? Explain.

D. Student's past history? Explain

E. Time of search:

F. Location of search:

G. Student told purpose of search:

H. Consent of student requested:

II. Was the search you conducted reasonable in terms of scope and intrusiveness?

A. What were you searching for:

B. Where did you search:

C. Sex of students:

D. Age of the student:

E. Exigency emergency of the situation:

F. What type of search was being conducted:

G. Who conducted the search:

Position:

Sex:

H. Witness(s):

III. Explanation of Search.

A. Describe the time and location of the search:

B. Describe exactly what was searched:

C. What did the search yield:

D. What was seized:

E. Were any materials turned over to law enforcement officials?

F. Were parents notified of the search including the reason for it and the scope:

### **544 R1 Search and Seizure Regulation**

#### Reasonable and Articulable Suspicion.

A search of a student will be justified when there are reasonable grounds for the suspicion that the search will turn up evidence that the student has violated or is violating the law or school district policy, rules, or regulations affecting school order.

Reasonable suspicion may be formed by considering factors such as the following:

- (1) eyewitness observations by employees;
- (2) information received from reliable sources;
- (3) suspicious behavior by the student; or,
- (4) the student past history and school record although this factor alone is not sufficient to provide the basis for reasonable suspicion.

#### Reasonable Scope

A search will be permissible in its scope or intrusiveness when the measures adopted are reasonably related to the objectives of the search. Reasonableness of scope or intrusiveness may be determined based on factors such as the following:

- (1) the age of the student;
- (2) the sex of the student;
- (3) the nature of the infraction; and
- (4) the emergency requiring the search without delay.

#### Types of Searches

##### Personal Searches

A student person and/or personal effects (e.g., purse, backpack, etc.) may be searched when a school official has reasonable suspicion to believe the student is in possession of illegal or contraband items or has violated school district policies, rules, regulations or the law affecting school order. Personally intrusive searches will require more compelling circumstances to be considered reasonable.

##### Pat-Down Search

If a pat-down search or a search of a student garments (such as jackets, socks, pockets, etc.) is conducted, it will be conducted in private by a school official of the same sex as the student and with another adult witness of the same sex present, when feasible.

A more intrusive search, short of a strip search, of the student person, handbags, book bags, etc., is permissible in emergency situations when the health and safety of students, employees, or visitors are threatened. Such a search may only be conducted in private by a school official of the same sex as the student, with an adult of the same sex present unless the health or safety of students will be endangered by the delay which may be caused by following these procedures.

### Locker and Desk Inspections

Although school lockers and desks are temporarily assigned to individual students, they remain the property of the school district at all times. The school district has a reasonable and valid interest in insuring that the lockers and desks are properly maintained. For this reason, lockers and desks are subject to unannounced inspections and students have no legitimate expectations of privacy in the locker or desk. For this reason, periodic inspection of lockers is permissible to check for cleanliness and vandalism. In the event that vandalism has occurred, damages will be charged to the responsible student after an investigation by school officials and after the student is provided with an opportunity to be heard on the subject. Periodic inspections of all or a random selection of lockers or desks may be conducted by school officials in the presence of the student or another individual. Any contraband discovered during such searches shall be confiscated by school officials and may be turned over to law enforcement officials.

### Searches

The contents of a student locker or desk (coat, backpack, purse, etc.) and its contents may be searched when a school official has reasonable and articulable suspicion that the locker contents contains illegal or contraband items or evidence of a violation of law or school policy or rule. Items of contraband may include but are not limited to nonprescription controlled substances, such as marijuana, cocaine, amphetamines, barbiturates, apparatus used for the administration of controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons and stolen property. Such searches should be conducted in the presence of another adult witness when feasible.

### Automobile Searches

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

Any time a student locker is searched for contraband, the parents or guardians of the student living at home shall be notified in writing, within two (2) business days of the search. The basis for the search, the reasons for the search, and the results of the search, shall be included in the notice. School policies and rules dealing with the search of student lockers shall be printed in the appropriate student or other publications at least annually and shall be printed in the student handbook.

## HEALTH AND SAFETY

### **531 Administration of Medication to Students**

The board is committed to the inclusion of all students in the education program and recognizes that some students may need prescription and nonprescription 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 individual health plan shall be developed by an authorized practitioner 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 or students at risk of anaphylaxis who use epinephrine auto-injectors may self-administer their medication upon the written approval of the student's parents and prescribing licensed health care professional regardless of competency.

Persons administering medication shall include authorized practitioners, such as licensed registered nurses and physician, and persons to whom authorized practitioners have delegated the administration of medication (who have successfully completed a medication administration course). A medication administration course and periodic update shall be conducted by a registered nurse or licensed pharmacist, and a record of course completion shall be maintained by the school.

A written medication administration record shall be on file including:

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

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

Disposal of unused, discontinued/recalled, or expired medication shall be in compliance with federal and state law. Prior to disposal school personnel shall make a reasonable attempt to return medication by providing written notification that expired, discontinued, or unused medications needs to be picked up. If medication is not picked up by the date specified, disposal shall be in accordance with the disposal procedures for the specific category of medication.

**531.1 Authorization Asthma or Airway Constricting Disease Medication or Epinephrine Auto Injector Self Administration Consent Form**

\_\_\_\_\_ /\_\_\_\_/\_\_\_\_      \_\_\_\_\_ /\_\_\_\_/\_\_\_\_  
Student's Name                      Birthday                      School                      Date

The following must occur for a student to self-administer asthma or other airway constricting disease medication or for a student with a risk of anaphylaxis to self-administer an epinephrine auto-injector:

- Parent/guardian provides signed, dated authorization for student medication self-administration.
- Parent/guardian provides a written statement from the student’s licensed health care professional (A person licensed under chapter 148 to practice medicine and surgery or osteopathic medicine and surgery, an advanced registered nurse practitioner licensed under chapter 152 or 152E and registered with the board of nursing, or a physician assistant licensed to practice under the supervision of a physician as authorized in chapters 147 and 148C) containing the following:

Name and purpose of the medication, prescribed dosage, and times or special circumstances under which the medication or epinephrine auto-injector is to be administered.

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 shall be renewed annually. In addition, 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, the school shall permit the self-administration of medication by a student with asthma or other airway constricting disease or the use of an epinephrine auto-injector by a student with a risk of anaphylaxis 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, after notification is provided to the student’s parent.

Pursuant to state law, the school district or and its employees are to incur no liability, except for gross negligence, as a result of any injury arising from self-administration of medication or use of an epinephrine auto-injector by the student. The parent or guardian of the student shall sign a statement acknowledging that the school district is to incur no liability, except for gross negligence, as a result of self-administration of medication or an epinephrine auto-injector by the student as provided by law.

Authorization-Asthma or Airway Constricting Medication

Self-Administration Consent Form

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

- I request the above named student possess and self-administer asthma or other airway constricting disease medication(s) and/or an epinephrine auto-injector 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 an epinephrine auto-injector or for supervising, monitoring, or interfering with a student's self-administration of medication or use of an epinephrine auto-injector. I acknowledge that the school district is to incur no liability, except for gross negligence, as a result of self-administration of medication or use of an epinephrine auto-injector by the student.
- 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) and any other applicable laws.
- 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

**531.2 Parental Authorization and Release Form**

_____	__/__/__	_____	__/__/__
Student's Name	Birthday	School	Date

School medications and health services are administered following these guidelines:

- Parent has provided a signed, dated authorization to administer medication and/or provide the health service.
- The medication is in the original, labeled container as dispensed or the manufacturer's labeled container.
- The medication label contains the student's name, name of the medication, directions for use, and date.
- Authorization is renewed annually and as soon as practical when the parent notifies the school that changes are necessary.

Medication/Health Care Dosage

Route Time at School

Administration instructions

Special Directives, Signs to Observe and Side Effects

/ /

Discontinue/Re-Evaluate/Follow-up Date

/ /

Prescriber's Signature    Date

Prescriber's Address        Emergency Phone

I request the above named student carry medication at school and school activities, according to the prescription, or other medication administration instructions, and a written record kept. Special considerations are noted above. The information is confidential except as provided by the Family Educational Rights and Privacy Act (FERPA) and any other applicable law. I agree to coordinate and work with school personnel and prescriber (if any) when questions arise. I agree to provide safe delivery of medication and equipment to and from school and to pick up remaining medication and equipment. Procedures for medication disposal shall be in accordance with federal and state law.

Parental Authorization and Release Form for the Administration of Medication to Students

/ /

Parent's Signature        Date

Parent's Address    Home Phone

Additional Information    Business Phone

Authorization Form

### **School Health Program**

There is one full-time health assistant at school to provide first-aid care. The parents or the emergency contact person will be contacted if the child is badly injured or is too ill to remain in school. Children with fevers should not come to school.

The school health program strives to establish and reinforce positive health habits. It also aims to help children solve any health problems that would interfere with receiving maximum educational experiences. During the school year, hearing screenings will be done for every child. Rechecks are done as indicated and referrals are sent home to parents as the need is evident. Instruction on dental health will be provided to kindergarten students. Vision checks will be done in grades first thru fifth. Also, all fourth grade students will view the movie "*Always Changing-Always Growing*" a movie about puberty.

The requirements for elementary and secondary schools are:

- 4 doses Diphtheria/Tetanus/Pertussis if born after September 15, 2000; or 3 doses if born on or before September 15, 2000. One of these doses must be received  $\geq$  4 years of age.
- 2 doses Polio, with 1 dose  $\geq$  4 years of age.
- 2 doses Measles/Rubella or positive antibody test for measles and rubella.
- First dose  $\geq$  12 months of age; second dose no less than 28 days after the first dose.
- 3 doses Hepatitis B if born on or after July 1, 1994.
- 1 dose Varicella  $\geq$  12 months of age if born on or after September 15, 1997, or a reliable history of natural disease.

Every student's health record is checked yearly and brought up to date. It is important that the EMERGENCY CONSENT section be filled out completely and that an emergency person and phone number is listed. Every kindergarten student must submit an immunization certificate at the time of registration which will be kept on file.

The State Board of Health recommends that a child bring a note stating that the child is free from contagion before reentry to school after having had any of the following: impetigo, scabies, mumps, pink eye, scarlet fever, and an unidentified rash.

### **530 Student Health and Immunization Certificates**

A student enrolling for the first time in a school in the district shall submit a certificate of health from a licensed physician and a certificate of immunization. Students entering the district for the first time, upon recommendation of the Iowa Department of Education and the Iowa Department of Public Health, may be required to pass a TB test prior to admission. The district may conduct TB tests of current students.

Students desiring to participate in athletic activities shall have a physical examination by a licensed physician and provide proof of such an examination to the school district.

Every parent or legal guardian shall assure that their child(ren) residing in the state have been adequately immunized against diphtheria, pertussis, tetanus, poliomyelitis, rubeola, and rubella and other immunizations required by law.

Immunization is not required for a person's enrollment in any elementary or secondary school if that person submits to the admitting official either of the following:

- a. A statement signed by a doctor, who is licensed by the state board of medical examiners, in which it is stated that, in the doctor's opinion, the immunizations required would be injurious to the health and well-being of the applicant or any member of the applicant's family or household. The student must also provide a valid Iowa State Department of Health Certificate of Immunization Exemption to be exempt from this immunization policy.
- b. An affidavit signed by the applicant, or, if a minor, by a legally authorized representative, stating that the immunization conflicts with the tenants and practice of a recognized religious denomination of which the applicant is an adherent or member; however, this exemption does not apply in times of emergency or epidemic as determined by the state board of health and as declared by the commissioner of health.

A person may be provisionally enrolled if the person has begun the required immunizations and if the person continues to receive the necessary immunizations as rapidly as is medically feasible. Failure to meet the immunization requirement will be grounds for suspension, expulsion or denial of admission.

Each student must submit an up-to-date certificate of health upon request of the Superintendent of Schools or his delegated representative. Failure to provide this information may be grounds for disciplinary action.

At the beginning of the second semester, the board of directors has legal authority to refuse to readmit students who were enrolled during the first semester if they have not complied with immunization requirements.

## **Head Lice**

There are 8-10 million cases of head lice in our country per year. Head lice are frequently found on school-age children. To better prevent head lice, students should not share combs or hats. The following will help answer some questions about detection and treatment:

Symptoms are itching of the scalp. Check your child's head frequently.

If you discover head lice on your child, don't panic. A lice infestation is not necessarily a sign of lack of cleanliness. It is a treatable condition.

Regular shampoo will not work. Special shampoo is available over the counter or by prescription. A fine tooth (nit) comb must be used after hair is dry to remove egg cases.

Wash all bedding and clothing in very hot water and dry on a hot setting. Throw the vacuum cleaner bag away (lice will crawl out). Soak combs, barrettes, etc. in bleach overnight, and then wash with soapy water. Seal other items in a tightly closed plastic bag for several days.

Student may return to school immediately in the morning after shampoo and combing. Infested person should be retreated in 7-10 days. Check the infested person each day for at least two weeks. There is the possibility that the missed nits may have hatched causing lice to reappear. It takes 7-10 days for a nit to hatch and become a live louse.

## **Staying Indoors From Recess**

If a child is too ill to participate in school activities, they should stay home. A student is allowed to stay indoors from recess only one day after illness (with parental consent). Missing recess more than one day, or being excused from P.E. class, will require a note from a doctor.

## **535 Wellness**

The Denison School District Board of Education is committed to the optimal development of every student. The board believes for students to have the opportunity to achieve personal, academic, developmental, and social success, there needs to be a positive, safe, and health-promoting learning environment at every level, in every setting.

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. In accordance with law and this belief, the board commits to the following:

The school district will identify at least one goal in each of the following areas:

- **Nutrition Education and Promotion:** Schools will provide nutrition education and engage in nutrition promotion that helps students develop lifelong healthy eating behaviors.
- **Physical Activity:** Schools will provide students with age and grade appropriate opportunities to engage in physical activity that meet the Iowa Healthy Kids Act.
- **Other School Based Activities that Promote Wellness:** As appropriate, schools will support students, staff, and parents' efforts to maintain a healthy lifestyle.

The following nutritional guidelines for food available on school campuses will be adhered to:

- Meals served through the National School Lunch and School Breakfast Program will be appealing and meet, at a minimum, nutrition requirements established by state and federal law;
- Schools providing access to healthy foods outside the reimbursable meal programs before school, during school and thirty minutes after school shall meet the United States Department of Agriculture ("USDA") Smart Snacks in Schools nutrition standards, at a minimum. This includes such items as those sold through a la carte lines, vending machines, student run stores, and fundraising activities;
- Snacks provided to students during the school day without charge (e.g., class parties) will meet standards set by the district in accordance with law. The district will provide parents a list of foods and beverages that meet nutrition standards for classroom snacks and celebrations; and
- Schools will only allow marketing and advertising of foods and beverages that meet the Smart Snacks in school nutritional standards on campus during the school day.

The superintendent or superintendent's designee shall implement and ensure compliance with the policy by:

- Reviewing the policy at least every three years and recommending updates as appropriate for board approval;
- Implementing a process for permitting parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the school board, administrators and the public to participate in the development, implementation, and periodic review and update of the policy;
- Making the policy and updated assessment of the implementation available to the public (e.g., posting on the website, newsletters, etc). This information shall include the extent to which the schools are in compliance with policy and a description of the progress being made in attaining the goals of the policy; and
- Developing administrative regulations, which shall include specific wellness goals and indicators for measurement of progress consistent with law and district policy.

To implement the Wellness Policy, the following district specific goals have been established:

Goal 1 – Nutrition Education and Promotion: Schools will provide nutrition education and engage in nutrition promotion that help students develop lifelong healthy eating behaviors. The goal(s) for addressing nutrition education and nutrition promotion include the following:

- Provide students with the knowledge and skills necessary to promote and protect their health;
- Promote fruits, vegetables, whole-grain products, low-fat and fat-free dairy products, and healthy foods;
- Emphasize caloric balance between food intake and energy expenditure (promotes physical activity/exercise).

Goal 2 – Physical Activity: Schools will provide students and staff with age and grade appropriate opportunities to engage in physical activity that meet federal and state guidelines, including the Iowa Healthy Kids Act. The goal(s) for addressing physical activity include the following:

- Promote the benefits of a physically active lifestyle and help students develop skills to engage in lifelong healthy habits;
- Encourage classroom teachers to provide short physical activity breaks (3-5 minutes), as appropriate;
- Ensure physical activity is not used for or withheld as a punishment;
- Offer elementary students with recess according to the following:
  - o At least 20 minutes a day;
  - o Outdoors as weather and time permits.

Goal 3 – Other School-Based Activities that Promote Student Wellness: Schools will support student, staff, and parents’ efforts to maintain a healthy lifestyle, as appropriate. The goal(s) for addressing other school-based activities that promote student wellness include the following:

- Share information about the nutritional content of meals with parents and students;
- Support the consumption of breakfast at school by implementing alternative breakfast options to the extent possible (e.g., grab n’ go, breakfast in the classroom, breakfast after 1st period, etc.);
- Permit students to bring and carry water bottles filled with water throughout the day;
- Make drinking water available where school meals are served during mealtimes;

Public Involvement: There is a process for permitting parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the school board, administrators and the public to participate in the development, implementation, and periodic review and update of the policy. The superintendent or superintendent’s designee invites suggestions or comments concerning the development, implementation, and improvement of the school wellness policy. As such, interested persons are encouraged to contact the superintendent or superintendent’s designee.

### **Child Abuse Reporting within the School Context**

It is the policy of the Denison Community School District that school employees not commit acts of physical and sexual abuse, including inappropriate and intentional sexual behavior, toward students. The definition of employees for the purpose of this policy includes not only those who work for pay but also those who are volunteers of the school district under the direction and control of the school district. Any school employee who commits such acts is subject to disciplinary sanctions up to and including discharge.

It is the policy of the Denison Community School district to respond promptly to allegations of abuse of students by school employees by investigating or arranging for full investigation of any allegation, and to do so in a reasonably prudent manner. The processing of a complaint or allegation will be handled confidentially to

the maximum extent possible. All employees are required to assist in the investigation, when requested to provide information, and to maintain the confidentiality of the reporting and investigating process.

In an effort to comply with Chapter 102 of the Iowa State Code, the Denison Community School District has appointed Tina Holdsworth as the Level I child abuse investigator and Chris Eller as the district's alternate. This code specifies that the Level I investigators may be school district employees; however, the subsequent investigation phase (Level II) must have non-school district employee being designated. The Denison Police Department has graciously agreed to act as our district's Level II investigator. This rule governs only alleged violations by school district employees in school-related context.

The Denison Community School District continues to be committed to ensuring only the best possible educational climate for all of the students being served throughout the system.

## **Asbestos**

Friable and non-friable asbestos containing materials will be maintained in good condition and appropriate precautions will be followed when the material is disturbed for any reason. If there is a need to replace asbestos wrapped pipes or boiler covering, these will be replaced with non-asbestos containing materials.

The school district will implement the rules of AHERA and will provide the necessary funding to implement the response actions as required. Each school building will maintain a copy of the asbestos management plan. The school district will appoint and train as necessary the appropriate employees as required in the rules.

## **Parents' roles during Emergencies**

Providing a safe place for students to learn and grow is one of the most important responsibilities of any school system. Along with school officials, teachers and staff, school families play a critical role in preventing and responding to school emergencies. This information is intended to provide parents and guardians with the steps you can take before, during and after an emergency. It is the ABC's of the parent's role during emergencies.

## **Prevention: The Role of Parents in Keeping Schools Safe**

Parents and community members play an important role in keeping our schools safe. You can be our eyes and ears by reporting any issues, concerns or rumors related to safety to school or law enforcement officials.

- You also can help by following and supporting all security measures when you visit one of our school buildings. This includes checking in and out at the school office.
- Contact Information - Another of the most important steps that parents can take prior to an emergency is to ensure their contact information is updated regularly in the district's PowerSchool student data system. This is the system that provides e-mail and phone numbers to the district's Blackboard rapid-contact notification system. Please regularly update emergency and contact telephone numbers, e-mail addresses and other information with your school to ensure you receive information and updates during emergency situations.
- It is also important to review and update information regarding who can legally pick-up your child during an emergency. Once this information is on file, you should ensure that those people are aware they have been listed as your "emergency contacts," and that they may receive messages via phone and/or e-mail during an emergency, weather early out, or other situation.

- More information about the district's Blackboard system and what contact information it uses in various situations, visit the district website at [www.denison.k12.ia.us](http://www.denison.k12.ia.us).
- If your child is on medication, be sure the school has at least a two-day supply. Create your own family emergency plan. Develop a family communication plan and have a supply kit to sustain you and your family for two to three days. For tips on how to prepare a plan go to [www.bereadyiowa.org](http://www.bereadyiowa.org).

### **During an Emergency**

In a school emergency, the first instinct of many parents is to pick up the telephone and start calling their child or school and/or rush to the school and get your children. But the truth is, this only complicates matters from a safety and security standpoint. Parents too close to an incident often hinder rescue attempts of the police and fire officials on the scene. Calling your child's cell phone may prevent them from hearing important, even life-saving information. Too many parents calling the school and also tie up needed phone lines and hinder efforts to communicate. Students will be able to use cell phones if they need immediate assistance and once they are safe.

The best action parents can take in an emergency is to monitor their phone, e-mail and district website for regular updates and instructions.

- Do not report to your child's school during emergency situations. Law enforcement officials will not allow entry to the school site during a lockdown or shelter-in-place.
- Avoid calling the school or the district during the emergency.

### **Notification and Communication**

The school district is committed to providing parents and guardians with the latest and most accurate information available. In most cases the district will send brief phone messages or e-mails via the AlertNow system in an emergency. Parents will be asked to also monitor more extensive official emergency updates at the district's website. Additional updates will also be sent via AlertNow depending upon the nature of the emergency. In today's world, it is likely that students will be texting and calling parents immediately. **Be aware that information you receive from your child may not always be accurate;** ensure the information you are using is official and comes directly from the Denison Community School District.

### **School Emergency Response Protocols**

A school crisis can take a number of forms including an environmental event, such as a chemical spill or gas leak; a weather emergency, such as a tornado warning; or an intruder in or near the school. The nature of a school crisis dictates whether school officials will put in place a lockdown, shelter-in-place, evacuation, or any combination of two of these protocols, as a means to ensure the safety and wellbeing of students and staff.

When and Why are Students and Staff Asked to Lockdown, Shelter-in-Place or Evacuate?

Lockdown: A lockdown is normally in effect when there is a threat inside the school. Students and staff are removed from harms way by having them safely located inside secure classrooms

or other areas inside the school to reduce the risk of being exposed to the source of potential harm. During lockdowns access to the building is prohibited.

Shelter-in-Place: Shelter-in-place is instituted when the threat is outside the school. Students and staff are secured inside a classroom or other areas inside the school reducing the risk for exposure to inclement weather or other potential harm such as a gas release.

Evacuation: Evacuations are typically conducted to remove students and staff from harms way by having them safely vacate the school and reassemble in a more secure location.

If the school building is evacuated, how will I be able to locate my child?

Parents will be directed to a specific location where they will be required to show proper identification. At the reunification site, school administrators, police and fire officials account for students and provide aide to those who need it immediately. Students are released only to authorized individuals. If you are a non-custodial parent, you must be listed with your child's emergency contact information as a guardian and show proper identification.

### **After an Emergency**

Monitor you child's behavior and let the school know if you think counseling or help is needed. Following a school crisis, specially trained school and district crisis team members and social workers are available to provide counseling and outside referrals to students, staff members and others who may need it.

### **Recovery plans**

Depending on the nature and amount of damage, school maybe moved to a different location. The District will inform parents of any changes.

**User Name:**

**Password:**

**Student Access Code:**

**Notes:**

## **Denison Community School District**

**Denison Elementary School**  
**38 North 20th Street**  
**Denison, Iowa 51442**  
**712-263-3104**  
**Fax 712-263-8360**

**Broadway Elementary School**  
**1515 Broadway**  
**Denison, Iowa 51442**  
**712-263-3103**  
**Fax 712-263-3187**