

Emmetsburg CSD
Policy Committee Meeting
November 7, 2025
7:00 a.m.
Superintendents Conference Room



Policy Committee Meeting

- I. Call to order
 - A. Attendance (members present)
 - Cory Jenness, Superintendent
 - Morgan Grimm, Board Member
 - Bill Huberty, Board Member
 - Lori Riley, Board Member
- II. Policy Review
 - A. Policy 504.1: Student Government
 - B. Policy 504.2: Student Organizations
 - C. Policy 504.3: Student Publications
 - D. Regulation 504.3R1: Student Publications Code
 - E. Policy 504.4: Student Performances
 - F. Policy 504.5: Student Fund Raising
 - G. Regulation 504.5R1: Money Raising Activities in the Schools
 - H. Policy 504.6: Student Activity Program
 - I. Policy 504.7: Student Activities Fund
 - J. Policy 505.1: Student Progress Reports and Conferences
 - K. Policy 505.2: Student Promotion-Retention-Acceleration
 - L. Policy 505.3: Student Honors and Awards
 - M. Policy 505.4: Testing Program
 - N. Policy 505.5: Graduation Requirements
 - O. Regulation 505.5.5R1: Graduation Extenuating Circumstances
 - P. Policy 505.6: Early Graduation
 - Q. Regulation 505.6R1: Early Graduation Criteria
 - R. Policy 505.7: Commencement
- III. Adjournment

504.1 STUDENT GOVERNMENT

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

activities, seeks to interest students in school district affairs and helps solve problems that may arise. Members of the council are student representatives who have direct access to the administration.

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

Legal Reference: Iowa Code § 279.8

Cross Reference: 502 Student Rights and Responsibilities

504 Student Activities

Approved 6/25/79 Reviewed 8/18/21 Revised 7/18/12

Jen@iowaschool... Sun, 07/28/2019 - 09:55

504.2 STUDENT ORGANIZATIONS

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

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

Curriculum-Related Organizations

It will also be the responsibility of the principal to determine whether a student group is curriculum-related. One or more of the following questions will be answered affirmatively if the group is curriculum-related:

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

Secondary school curriculum-related student organizations may use the school district facilities for meetings and other purposes before, during and after the instructional school day. Employees are assigned to monitor approved meetings and may interact with

curriculum-related organizations.

Noncurriculum-Related Organizations

Student-initiated, noncurriculum-related organizations are provided access to meeting space and school district facilities.

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

Employees will be assigned to monitor approved meetings. Employees will not participate in the meeting or assist in planning, criticizing, or encouraging attendance. Only students may be involved in and attend the noncurriculum group's meetings.

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

NOTE: This policy reflects the protection given nonschool-sponsored student groups in the federal Equal Access Act. Option I should be used by school districts that have noncurricular, school-sponsored organizations.

Legal Reference:

[Westside Community Board of Education v Mergens](#), 496 U.S. 226 (1990).

Bender v. Williamsport Area Community School District, 741 F.2d 538 (3d Cir. 1984),
vacated and remanded on other grounds, 475 U.S. 534 (1986).

[20 U.S.C. §§ 4071-4074](#).

[Iowa Code §§ 287; 297.9](#).

Cross Reference:

[502](#) Student Rights and Responsibilities

[504](#) Student Activities

Approved 5/17/71 Reviewed 8/18/21 Revised 8/18/21

Jen@iowaschool... Sun, 07/28/2019 - 09:55

504.3 STUDENT PUBLICATIONS

Rescinded: 9/15/21

Approved 5/25/79 Reviewed 8/18/21 Revised 8/18/21

Jen@iowaschool... Sun, 07/28/2019 - 09:56

504.3R1 STUDENT PUBLICATIONS CODE

Rescinded: 9/15/21

Approved 1/17/94

Reviewed 8/18/21

Revised 8/18/21

Jen@iowaschool... Sun, 07/28/2019 - 09:57

504.4 STUDENT PERFORMANCES

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

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

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

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

1. Performances by student groups below the high school level should be allowed on a very limited basis;
2. All groups of students should have an opportunity to participate; and,
3. Extensive travel by one group of students should be discouraged.

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

Legal Reference: Hazelwood School District v. Kuhlmeier, 484 U.S. 260 (1988).

Iowa Code §§ 280.13-.14 (1999).

281 I.A.C. 12.6.

Cross Reference:502

Student Rights and Responsibilities

503.4	Good Conduct Rule
504	Student Activities
904	Community Activities Involving Students

Approved 1/22/01 Reviewed 8/18/21 Reviewed 7/18/12

Jen@iowaschool... Sun, 07/28/2019 - 09:58

504.5 STUDENT FUND RAISING

Collection of any funds in the Emmetsburg Community School District for school affiliated activities must have the approval of the Superintendent and the Athletic Director. All such funds shall be under the financial control of the Board.

Collection boxes for school affiliated fundraisers must have prior approval from the principal before being placed on school property.

Records and procedures relating to internal accounts shall be in accordance with those found in Uniform Financial Accounting for Iowa Schools published by the Department of Public Instruction. An audit of these accounts shall be made at the same time as the annual audit of school funds.

Legal Reference: Senior Class of Pekin High School v. Tharp, 154 N.W.2d 874 (Iowa 1967).

Iowa Code § 279.8 (1999).

Cross Reference: 502 Student Rights and Responsibilities

503 Student Discipline

504 Student Activities

704.5 Student Activities Fund

904.2 Advertising and Promotion

Approved 5/17/71 Reviewed 8/18/21 Revised 8/18/21

Jen@iowaschool... Sun, 07/28/2019 - 09:59

504.5R1 MONEY RAISING ACTIVITIES IN THE SCHOOLS

No activity requiring students and teachers to assist in promoting campaigns, (financial, educational, charitable, or otherwise), which demands the time of students, teachers, and

administrators, shall be permitted, except as hereinafter provided, unless the same shall be in accord with the general policies of the Emmetsburg Community School District Board of Directors.

No agent or person, or persons shall be permitted to solicit any student or teacher for any purpose, or distribute circulars, emails, handbills, cards, or advertisements of any kind or make announcements of any nature, or take up contributions in any school building or on the premises, for any purpose whatsoever, except by approval from the Superintendent of Schools, as being in accord with the general policies of the Board of Directors. Participation by students in charity activities is considered to be a desirable part of their total education. However, as a matter of basic policy, the Board of Directors will authorize the administration to determine the nature and extent of such activity.

Legal Reference: (Code of Iowa)

Approved 7/10/72 Reviewed 8/18/21 Revised 8/18/21

Jen@iowaschool... Sun, 07/28/2019 - 13:14

504.6 STUDENT ACTIVITY PROGRAM

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

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

Student activity events must be approved by the superintendent unless they involve unusual travel expenses, in which case the board will take action. The events must not disrupt the education program or other school district operations.

A high school student who participates in school sponsored athletics may participate in a non-school sponsored sport during the same season.

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

Legal Reference: 20 U.S.C. §§ 1681-1683; 1685-1686 (1994).

34 C.F.R. Pt. 106.41 (1993).

Iowa Code §§ 216.9; 280.13-.14 (1999).

281 I.A.C. 12.6., 36.15.

Cross Reference:	501	Student Attendance
	502	Student Rights and Responsibilities
	503	Student Discipline
	504	Student Activities
	507	Student Health and Well-Being

Approved 9/15/97 Reviewed 8/18/21 Revised 8/18/21

Jen@iowaschool... Sun, 07/28/2019 - 13:15

504.7 STUDENT ACTIVITIES FUND

Revenue raised by students or from student activities shall be deposited and accounted for in the student activities fund. This revenue is the property of and shall be under the financial control of the board. Students may use this revenue for purposes approved by the (superintendent or building principal).

Whether such revenue is collected from student contributions, club dues, and special activities or result from admissions to special events or from other fundraising activities, all funds will be under the jurisdiction of the board and under the specific control of (superintendent or building principal). They will be deposited in a designated depository and will be disbursed and accounted for in accordance with instructions issued by the superintendent.

It shall be the responsibility of the board secretary to keep student activity accounts up-to-date and complete.

Any unencumbered class or activity account balances will automatically revert to the general fund activity fund of the school when a class graduates or an activity is discontinued.

Records and procedures relating to internal accounts shall be in accordance with those found in Uniform Financial Accounting for Iowa Schools published by the Department of Public Instruction. An audit of these accounts shall be made at the same time as the annual audit of school funds.

Approved 1/18/99 Reviewed 8/18/21 Reviewed 8/18/21

505.1 STUDENT PROGRESS REPORTS AND CONFERENCES

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

Parent-teacher conferences will be held twice per year on an individual basis at the elementary to keep the parents informed. The conferences at the middle school and the high school are not individually scheduled.

Parents, teachers, or principals may request a conference for students in grades kindergarten through twelve in addition to the scheduled conference time. Parents and students are encouraged to discuss the student's progress or other matters with the student's teacher.

Legal Reference: Iowa Code §§ 256.11, 41; 280, 284.12

281 I.A.C. 12.3(4), 12.3(6), .5(16).

Cross Reference: 505 Student Scholastic Achievement

506 Student Records

Approved 9/15/97 Reviewed 12/19/18 Revised 12/19/18

Jen@iowaschool... Sun, 07/28/2019 - 13:16

505.2 STUDENT PROMOTION - RETENTION - ACCELERATION

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

The district shall adhere to the following:

- **Retention/Promotion in Kindergarten-Eighth Grade:** The retention of a student will be determined based upon the judgement of the district's professional staff. When it becomes evident a student in grades kindergarten through eight may be retained in a grade level for an additional year, the parents will be informed prior to making the retention decision. It is within the sole discretion of the district to retain students in their current grade level and to deny promotion to a student.
- **Retention/Promotion in ninth-twelfth grade:** Students in grades nine through twelve will be informed of the required coursework necessary to be promoted each year. When it becomes evident a student in these grades will be unable to meet the

minimum credit requirements for the year, the student and parents will be informed. It shall be within the sole discretion of the board to retain students in their current grade level and to deny promotion to a student.

- **Acceleration in kindergarten-twelfth grade**: Students in grades kindergarten through twelve with exceptional talents may, with the permission of the principal and parents, take classes beyond their current grade level. Enrichment opportunities outside the school district may be allowed when they do not conflict with the school district's graduation requirements.
- **Retention or Acceleration in kindergarten-twelfth grade** may also occur in additional instances as provided by law.

For students in grades kindergarten through sixth, if a student is not reading at a proficient level, the district will notify a student's parent or guardian of the student's reading level, and the option for parents to request that the student be retained in the student's current grade level for the subsequent school year. The district is prohibited from promoting a student to the next grade level if the student is not reading proficiently, and the student's parent or guardian requests the student be retained at their current grade level for the next year.

Any student or parent who is not satisfied with the decision of the district's professional staff may seek recourse through policy 502.4-Student Complaints and Grievances.

Legal Reference: Iowa Code §§ 256.11, .41; 279.8.

281 I.A.C. 12.5(16).

Cross Reference:501 Student Attendance

505 Student Scholastic Achievement

603.2 Summer School Instruction

Approved 1/22/01

Reviewed 1/16/19

Revised 1/16/19

Jen@iowaschool... Sun, 07/28/2019 - 13:17

505.3 STUDENT HONORS AND AWARDS

The school district shall provide a program that establishes honors and awards including, but not limited to, academic letters, scholarships and good citizenship awards for students to assist students in setting goals. Students shall be made aware of honors and awards and the action necessary on the part of the student to achieve them. Students who ~~have not attended the school district for their entire high school education or~~ have not attended an accredited public or private school will not be eligible for honors and awards.

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

Legal Reference: Iowa Code § 279.8 (1999).

Cross Reference: 501.6 Student Transfers In

504 Student Activities

505 Student Scholastic Achievement

Approved 9/15/97

Reviewed 3/15/17

Revised _____

Jen@iowaschool... Sun, 07/28/2019 - 13:18

505.4 TESTING PROGRAM

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

No student is required, as part of any applicable program, funded by the United State Department of Education, to submit to a survey, analysis or evaluation that reveals information concerning:

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

without the prior consent of the student (if the student is an adult or emancipated minor), or in the case of an unemancipated minor, without the prior written consent of the parent.

Prior to an employee or contractor of the district providing information on a student enrolled in the district on any survey related to the social or emotional abilities, competencies or characteristics of the student; the district will provide the parent/guardian of the student detailed information related to the survey and obtain written consent of the parent/guardian of the student. This includes the person who created the survey, the person who sponsors the survey, how the information generated by the survey is used and how information generated by the survey is stored. This requirement will not prohibit a district employee from answering questions related to a student enrolled in the district as part of developing or implementing an individualized education program for the student.

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

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

This is a mandatory policy.

Legal Reference: 20 U.S.C. § 1232h

Iowa Code §§ 280.3

Cross Reference: 505 Student Scholastic Achievement

506 Student Records

607.2 Student Health Services

Approved 9/15/97 Reviewed 3/15/17 Revised

Jen@iowaschool... Sun, 07/28/2019 - 13:19

505.6 EARLY GRADUATION

Generally, students will be required to complete the necessary course work and graduate from high school at the end of grade twelve. Students may graduate prior to this time if they meet the minimum graduation requirements stated in board policy.

A student who graduates early will no longer be considered a student and will become an alumnus of the school district. However, the student who graduates early may participate in commencement exercises.

Legal Reference: Iowa Code §§ 279.8; 280.3

281 I.A.C. 12.3(5); 12(5)

Cross Reference: 505 Student Scholastic Achievement

Approved 1/20/94 Reviewed 6/19/19, 9/15/21 Revised 2/19/01, 9/15/21

Jen@iowaschool... Sun, 07/28/2019 - 13:23

505.6R1 EARLY GRADUATION CRITERIA

505.6R1 EARLY GRADUATION CRITERIA

Rescinded 9/15/21

Approved 2/19/01 — Reviewed 4/19/17, 9/15/21 Reviewed
7/18/12 Rescinded 9/15/21

Jen@iowaschool... Sun, 07/28/2019 - 13:24

505.7 COMMENCEMENT

Students who have met the requirements for graduation will be allowed to participate in the commencement proceedings provided they abide by the proceedings organized by the school district. It shall be the responsibility of the principal to solicit input from each graduating class regarding the proceedings for their commencement.

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

District Reference: Number updated from 505.8 to 505.7 on 8/18/21.

Legal Reference: Iowa Code §§ 279.8; 280.3, .14 (1999).

281 I.A.C. 12.2; .3(7); .5.

Cross Reference: 505 Student Scholastic Achievement

Approved 6/25/79 Reviewed 9/15/21 Revised 2/19/01__

Jen@iowaschool... Sun, 07/28/2019 - 13:25