

## First Reading Board Policy Changes Due to Law Changes – August 2022

RED = REMOVE

GREEN = ADDITION

### **203: Board of Directors' Conflict of Interest (first paragraph change)**

Board members must be able to make decisions objectively. It shall be a conflict of interest for a board member to receive direct compensation from the school district, unless exempted in this policy, for anything other than reimbursement of actual and necessary expenses, including travel, incurred in the performance of official duties. It shall not be a conflict of interest for board members to receive compensation from the school district for contracts to purchase goods or services if the benefit to the board member does not exceed ~~\$2,500~~(\$20,000) in a fiscal year or if the contracts are made by the board, upon competitive bid in writing, publicly invited and opened.

*NOTE: This policy reflects the Iowa law on board member conflict interest. Board members can now make up to \$20,000 from the district in a fiscal year, however boards can choose to set a limit below \$20,000 if the board believes a lower amount would be more appropriate for their community.*

### **402.2: Child Abuse Reporting (third paragraph change)**

Within six months of their initial employment, mandatory reporters will take a two-hour training course involving the identification and reporting of child abuse, or submit evidence they've taken the course within the previous ~~five~~ three years. ~~The course will be re-taken at least every five years.~~ Once the training course has been taken, the certificate will remain valid for three years. Employees who have taken the two-hour training course will take the one-hour follow-up training course every three years and prior to the expiration of their certificate.

*NOTE: All mandatory reporter training certificates issues prior to July 1, 2019 remain effective for five years. Once this certificate expires, subsequent training certificates will be valid for three year.*

### **501.14: Open Enrollment Transfers – Procedures as a Sending District**

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

Parents requesting open enrollment out of the school district for their student will notify the sending and receiving school district ~~no later than March 1 in the school year preceding the first year desired for open enrollment~~ in accordance with district practice. The notice is made on forms provided by the Department of Education. The forms are available at the central administration office.

~~Parents of children who will begin kindergarten in the school district are exempt from the open enrollment March 1 deadline.~~ Parents of children who will begin kindergarten and prekindergarten children enrolled in special education programs and included in the district's basic enrollment will file in the same manner set forth above. ~~by September 1. Parents who have good cause as defined by law for failing to meet the March 1 deadline may make an open enrollment request by September 1 unless another deadline applies.~~

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

The board may approve a student's request to allow the receiving district to enter the school district for the purposes of transportation.

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

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

*NOTE: This policy reflects Iowa's open enrollment law. The option addresses the issue of transportation of open enrolled students. The board needs to establish by policy whether it will or will not allow a receiving district to enter the district to pick up open enrolled students.*

*Because open enrollment requests can now occur throughout the year, there is no established date by which districts must make or communicate a decision. Receiving districts should make the decision whether to approve or deny the request as timely as is practical. Receiving districts should in turn make and communicate any determinations as soon as is practical.*

### **501.15: Open Enrollment Transfers – Procedures as a Receiving District**

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

The board will take action on the open enrollment request ~~no later than June 1 in the year preceding the first year desired for open enrollment.~~ at the next regular board meeting.

The superintendent will notify the sending district and parents within five days of the school district's action to approve or deny the open enrollment request. The superintendent will also forward a copy of the school district's action with a copy of the open enrollment request to the Iowa Department of Education.

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

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

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

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

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

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

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

*NOTE: This policy reflects Iowa's open enrollment law.*

### **505.5: Graduation Requirements**

Students must successfully complete the courses required by the Board of Directors (Board) and the Iowa Department of Education in order to graduate. It shall be the responsibility of the Superintendent of Schools to ensure that students complete grades one through twelve and that high school students complete 44 credits prior to graduation. The following credits will be required.

- a. 8 credits in English/Literature
- b. 6 credits in Social Studies
- c. 6 credits in Science
- d. 6 credits in Mathematics
- e. 1 credit in Health
- f. 2 credits in Physical Education

One-fourth (1/4) credit per semester toward the 44 credit requirement will be allowed for successful completion of physical education.

- g. ICAP Credit (maximum 1 credit)

One-fourth (1/4) credit per year of attendance at AHS for successful completion of ICAP requirements

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

~~Beginning with the class of 2022, g~~ Graduation requirements for special education students ~~will~~ include successful completion of four years of English, three years of math, three years of social studies and three years of science.

Students who complete a regular session in the Legislative Page Program of the general assembly at the state capitol will be credited ½ credit of social studies.

Students enrolled in a junior officers' training corp will receive 1/8th physical education credit for each semester the student is enrolled in the program.

*NOTE: This is a mandatory policy.*

### **507.2: 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, **respiratory distress** 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.

*NOTE: This is a mandatory policy. This law reflects the Iowa Department of Education's special education administrative rule regarding administration of medication. Since there are no*

*rules addressing students not receiving special education services, IASB has written the sample policies and regulations to address all students.*

## **607.2: Student Health Services**

Health services are an integral part of comprehensive school improvement, assisting all students to increase learning, achievement, and performance. Health services coordinate and support existing programs to assist each student in achievement of an optimal state of physical, mental and social well being. Student health services ensure continuity and create linkages between school, home, and community services providers. The school district's comprehensive school improvement plan, needs, and resources determine the linkages.

Except in emergent care situations or child abuse assessments, the district will not administer invasive physical examinations or health screenings of a student that are not required by state or federal law without first obtaining the written consent of the student's parent or guardian.

- Emergent care situation means a sudden or unforeseen occurrence of onset of a medical or behavioral condition that could result in serious injury or harm to a student or others in the event immediate medical attention is not provided. Emergent care situation includes the need to screen a student or others for symptoms or exposures during an outbreak or public health event of concern as designated by the department of public health.
- Invasive physical examination means any medical examination that involves the exposure of private body parts or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision or scoliosis screening.
- Student health screening means an intentionally planned, periodic process to identify if students may be at risk for a health concern and to determine if a referral for an in-depth assessment is needed to consider appropriate health services. Student health screening does not include an episodic, individual screening done in accordance with professional licensed practice.

The superintendent, in conjunction with the (school nurse, health advisory committee, public health nurse, school health team, ect.) ~~and public health nurse~~ will develop administrative regulations implementing this policy. The superintendent will provide a written report on the role of health in the educational program to the board annually.

*NOTE: This is a mandatory policy.*

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***\*Below is an additional policy that the Algona CSD does not have, but is needed. The policy reflects current practice, but is needed to show auditors the efforts that we are taking to reduce negative student lunch accounts.***

#### **710.04: Meal Charges**

In accordance with state and federal law, the Algona Community School District adopts the following policy to ensure school district employees, families, and students have a shared understanding of expectations regarding meal charges. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day, prevent the overt identification of students with insufficient funds to pay for school meals, and maintain the financial integrity of the nonprofit school nutrition program.

##### **Payment of Meals**

Students have use of a meal account. When the balance reaches \$0.00 a student may charge no more than \$100 to this account. When an account reaches this limit, a student shall not be allowed to charge further meals or ala carte items until the negative account balance is paid. Families may add money to student account by electronic payment options or pay at any of the school offices.

Students who qualify for free meals shall never be denied a reimbursable meal, even if they have accrued a negative balance from previous purchases. Students with outstanding meal charge debt shall be allowed to purchase a meal if the student pays for the meal when it is received.

Employees may use a charge account for meals, but may charge no more than \$100 to this account. When an account reaches this limit, an employee shall not be allowed to charge further meals or ala carte items until the negative account balance is paid. Employees may also opt to deduct a specified amount from their pay by directing the Business Office writing.

##### **Negative Account Balances**

The school district will make reasonable efforts to notify families when meal account balances are low. Additionally, the school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. The school district will coordinate communications with families to resolve the matter of unpaid charges. Families will be notified of a low, under \$10, balance weekly. Families will be notified by automated email or notices sent home with the student. Negative balances of more than \$100 not paid prior to the end of the fiscal year (June 30) will be turned over to the superintendent or superintendent's designee for collection. Options for collection may include: collection agencies, small claims court, or any other legal method permitted by law.

##### **Unpaid student Meal Account**

The district will establish an unpaid student meals account in a school nutrition fund. Funds from private sources and funds from the district flexibility account may be deposited into the

unpaid school meals account in accordance with law. Funds deposited into this account shall be used only to pay individual student meal debt.

### **Communication of the Policy**

The policy and supporting information regarding meal charges shall be provided in writing to:

- All households at or before the start of each school year;
- Students and families who transfer into the district, at time of transfer; and
- All staff responsible for enforcing any aspect of the policy.

Records of how and when the policy and supporting information were communicated to households and staff will be retained.

It is the responsibility of the superintendent to develop an administrative regulation for implementing this policy.