

Policy Primer

A Guide to Current Policy Issues

2023 Legislative Update Primer

The June Primer release contains policies that have been updated following the adjournment of the 2023 Iowa General Assembly.

This *Primer* volume will touch on a variety of legal topics updated by the legislature. Some highlighted topics include legal changes to employee professional development, student graduation requirements, student gender identity/pronoun use, instructional and library materials, and medication use.

PLEASE NOTE: There are many policies in this *Primer* that do not show corresponding updates to legal reference citations. Many new sections have been added to the *Iowa Code* and the Code editors need time to assign numbers to each. Once these have been assigned IASB will update those legal reference citations and notify subscribers.

Further detail for each policy and/or regulation follows this listing. For specific questions please contact Siobhan Schneider, IASB Associate Executive Director, Board Development and Legal Services at sschneider@ia-sb.org or (515) 247-7028.

Updates At-a-Glance

104 - Anti-Bullying/Anti-Harassment Policy

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New! 804.05E1 - Parental Authorization and Release Form for the Administration of a Voluntary School Supply of Stock Medication for Life Threatening Incidents

IASB Sample Policy Updates

104 - Anti-Bullying/Anti-Harassment Policy

SF 391 and SF 496 made changes to this policy by removing references to comprehensive school improvement plans, which are no longer a legal requirement for districts. The bills also establish additional requirements for districts related to processing and handling complaints of bullying/harassment and student placement during the pendency of the investigation.

104.R1 - Anti-Bullying/Anti-Harassment Investigation Procedures

Changes to this regulation come from legal requirements under SF 496, namely that school employees have the ability to report allegations of bullying/harassment directly to parents when circumstances warrant.

213 - Public Participation in Board Meetings

The **NOTE** to this policy has been updated. SF 496 now requires this policy language be displayed on a district's website to show community members how they may file a petition to place an item on a board's agenda pursuant to 279.8B. It would be best practice for districts to prominently display this on the district's homepage.

402.02 - Child Abuse Reporting

HF 430 has expanded the definition of mandatory reporters to include all school employees 18 years or older. Schools must respond by ensuring a record of mandatory reporter training for all employees.

New! 402.05 – Required Professional Development for Employees

This new policy reflects the new legal requirement from HF 604 that districts provide the relevant legal authority under which required professional development trainings are mandated of employees. It is important to note that this requirement does not extend to any voluntary professional development or training.

408.01 - Licensed Employee Professional Development

This new language reiterates the legal standard from HF 604 and is consistent with the language in new policy 402.5. See comment above.

New! 503.07 – Student Disclosure of Identity

This new policy language reflects the legal requirement for districts following the passage of SF 496. The policy and accompanying exhibits are designed to provide clarity for districts on how to manage student reports of identities or names different from registration paperwork. It is recommended that districts make all licensed employees aware of the requirements of this policy.

New! 503.07E1 - Report of Student Disclosure of Identity

See comments above.

New! 503.07E2 - Request to Update Student Identity

See comments above.

505.04 - Testing Program

SF 496 created additional requirements for districts to obtain prior consent before issuing certain types of surveys to students related to the student's social or emotional abilities, competencies or characteristics.

505.05 - Graduation Requirements

Districts have some new flexibility with the removal of financial literacy as a requirement for graduation. This change comes from the passage of SF 391. It is important to note that financial literacy is still required to be offered and taught.

507.02 - Administration of Medication to Students

Following legislative flexibility in recent years allowing districts to stock and administer certain medications including bronchodilators, epinephrine and naloxone; the lowa Department of Education was very gracious in lending their time and expertise in assisting IASB with substantial revisions to this sample policy as well as 804.5, including three new exhibits. These new policies

and accompanying exhibits reflect the options districts now have on which medications to carry and administer, and updated authorizations for students to carry and administer certain types of medications or special health services.

507.02E1 – Authorization-Asthma, Airway Constricting, or Respiratory Distress Medication Self-Administration Consent Form

See comments above.

507.02E2 – Parental Authorization and Release for the Administration of Medication or Special Health Services to Students

See comments above.

New! 507.02E3 – Parental Authorization and Release Form for the Independent Self Carry and Administration of Prescribed Medication or Independent Delivery of Health Services by the Student

See comments above.

New! 507.02E4 – Parental Authorization and Release Form for the Administration of Voluntary School Stock Over-the-Counter Medication to Students

See comments above.

601.01 - School Calendar

With passage of SF 391, districts now have flexibility to deliver up to 5 days or 30 hours of remote instruction each year. This legislation is designed to assist districts in remediating the number of closure days due to inclement weather during the school year.

603.05 - Health Education

Districts are no longer required to teach about acquired immune deficiency syndrome (AIDS).

605.01 - Instructional Materials Selection - Opt. II

Option II of this policy language reflects a voluntary change (not a legal requirement) that aligns with the legislative intent of SF 496. The change removes students from the instructional materials selection committee, consistent with the legislature prohibition on students serving on the instructional materials reconsideration committee. This language change is one that districts may choose to adopt but are not required to do so by law.

605.01R1 - Selection of Instructional Materials

Language has been updated to better comply with the requirements of SF 496 with regard to gender identity, sexual orientation and age-appropriate materials.

605.02 - Instructional and Library Materials Inspection and Display

This policy language has been updated to comply with the requirements of SF 496. Namely, that all districts must provide a listing of the available library books in their school libraries on their

district website. Districts that do not currently possess software to be able to make this change may request a waiver from the Department of Education until July 2025 to allow time to obtain and implement the necessary software.

605.03 - Objection to Instructional and Library Materials

This policy must be provided to parents/guardians at least annually. SF 496 creates additional requirements of districts related to notification of the process for objecting to instructional materials.

605.03R1 – Reconsideration of Instructional and Library Materials Regulation See comments above.

New! 605.03E5 – Request to Prohibit a Student from Accessing Specific Instructional Materials

This is a new legal requirement of districts from SF 496.

605.05 - School Library

This policy language has been updated to comply with SF 496.

605.07R1 - Use of Information Resources Regulation

This regulation has been updated to reflect flexibility districts now have to employ librarians.

607.02 - Student Health Services

This policy language has been updated to remove references to comprehensive school improvement plans, which are no longer required to be filed with the Department of Education.

607.02R1 - Student Health Services Regulation

See comments above.

804.05 - Stock Prescription medication Supply

See comments for 507.02 above.

New! 804.05E1 - Parental Authorization and Release Form for the Administration of a Voluntary School Supply of Stock Medication for Life Threatening Incidents

See comments for 507.02 above.

services. If legal advice or other expert assistance is required, the services of a competent professional should be sought.

ANTI-BULLYING/ANTI-HARASSMENT POLICY

The Cresont Community School District is committed to providing all students, employees, and volunteers with a safe and civil school environment in which all members of the school community are treated with dignity and respect. 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.

Bullying and/or harassment of or by students, employees, and volunteers is against federal, state, and local policy and is not tolerated by the board.

Accordingly, school employees, volunteers, and students shall not engage in bullying or harassing behavior while on school property, while on school-owned or school-operated vehicles, while attending or participating in school-sponsored or sanctioned activities, and while away from school grounds if the conduct materially interferes with the orderly operation of the educational environment or is likely to do so.

Complaints may be filed with the superintendent or superintendent's designee pursuant to the regulation accompanying this policy. Complaints will be investigated within a reasonable time frame.

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 regulation, 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.

Retaliation Prohibited

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.

Any student found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, removal from service and exclusion from school grounds.

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" mean any repeated or potentially repeated electronic, written, verbal, or physical act or other ongoing conduct toward an individual based on any trait or characteristic of the individual which creates an objectively hostile school environment that meets one or more of the following conditions:
 - (1) Places the individual in reasonable fear of harm to the individual's person or property.
 - (2) Has a substantial detrimental effect on the individual's physical or mental health.
 - (3) Has the effect of substantially interfering with the individual's academic or career performance. Has the effect of substantially interfering with the individual's ability to participate in or benefit from the services, activities, or privileges provided by a school.
- "Trait or characteristic of the individual" 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.

Publication of Policy

The board will annually publish this policy. The policy may be publicized by the following means:

- Inclusion in the student handbook,
- Inclusion in the employee handbook
- Inclusion in the registration materials
- Inclusion on the school or school district's web site,

• (other)

NOTE: This is a mandatory policy. School districts are required to integrate the anti-bullying and anti-harassment policy into the comprehensive school improvement plan and shall collect and report data regarding instances of bullying and harassment as required by law.

NOTE: Some conduct that falls under a school's anti-bullying/anti-harassment policy also may trigger responsibilities under one or more of the federal and state antidiscrimination laws. By limiting the response to a specific application of its anti-bullying/anti-harassment disciplinary policy and the accompanying procedures, a school may fail to properly consider whether the alleged conduct also results in discriminatory bullying and/or harassment.

Legal References:	29 U.S 42 U.S 42 U.S Iowa G 281 I.A	S.C. §§ 1221-1234i. S.C. § 794. S.C. §§ 2000d-2000d-7. S.C. §§ 12101 2et. seq. Code §§ 216.9; 280.28; 280.3. A.C. 12.3(6). v. Frederick, 551 U.S. 393 (2007)
Cross References:	102 502 503 506	Equal Educational Opportunity Student Rights and Responsibilities Student Discipline Education Records
Approved March 21	, 2023	Reviewed Revised

ANTI-BULLYING/ANTI-HARASSMENT INVESTIGATION PROCEDURES

Filing a Complaint

An individual who believes that the individual has been harassed or bullied may file a complaint with the superintendent or superintendent's designee. The complaint form is available *at Central Office*. An alternate investigator will be designated in the event it is claimed that the superintendent or superintendent's designee committed the alleged bullying or harassment 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.

Investigation

The school district will promptly and reasonably investigate allegations of bullying or harassment upon receipt of a written complaint. The superintendent or the superintendent's designee (hereinafter "Investigator") will be responsible for handling all complaints alleging bullying or harassment.

The investigation may include, but is not limited to the following:

- Interviews with the Complainant and the individual named in the complaint ("Respondent")
- A request for the Complainant to provide a written statement regarding the nature of the complaint;
- A request for the Respondent to provide a written statement;
- *Interviews with witnesses identified during the course of the investigation;*
- 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 as defined in Board policy. Upon completion of the investigation, the Investigator shall issue a report with respect to the findings, and provide a copy of the report to the appropriate building principal or Superintendent if the investigation involved the building principal

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. Similarly, evidence uncovered in the investigation shall be kept confidential to the extent reasonably possible.

Additional suggestions for administrative procedures regarding this policy include:

• Organizing training programs for students, school employees, and volunteers regarding how to recognize bullying and harassing behavior and what to do if this behavior is witnessed; and

• Developing a process for evaluating the effectiveness of this policy in reducing bullying and harassing behavior.

Decision

The investigator, building principal or superintendent, depending on the individuals involved, shall inform the Complainant and the accused about the outcome of the investigation. 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.

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.

NOTE: School districts must include a number of requirements in the district anti-bullying/anti-harassment policy. This regulation builds on the requirements addressed in IASB sample policy 104 by more specifically detailing sample investigation procedures. Districts should ensure that the district's practice is reflective of the policy and regulations that the district's leadership team has established. Please remember that the procedures outlined here should be consistent with the policy.

NOTE: Some conduct that falls under a school's anti-bullying/anti-harassment policy also may trigger responsibilities under one or more of the federal and state antidiscrimination laws. By limiting the response to a specific application of its anti-bullying/anti-harassment disciplinary policy and the accompanying procedures, a school may fail to properly consider whether the alleged conduct also results in discriminatory bullying and/or harassment.

PUBLIC PARTICIPATION IN BOARD MEETINGS

The board recognizes the importance of citizen participation in school district matters. In order to assure citizens are heard and board meetings are conducted efficiently and in an organized manner, the board will set aside a specific time for public comment.

Public Comment During Board Meetings

Citizens wishing to address the board during public comment must notify the board secretary prior to the board meeting. The board president will recognize these individuals to make their comments at the appropriate time during public comment. Citizens wishing to present petitions to the board may also do so at this time. The board however, will only receive the petitions and not act upon them or their contents.

The board has the discretion to limit the amount of time set aside for public participation. Normally, speakers will be limited to __ minutes with a total allotted time for public participation of __ minutes. However, the board president may modify this time limit, if deemed appropriate or necessary. Public comment is a time set aside for community input, but the board will not discuss or take any action on any matter during public comment.

Public comment shall be limited to regular board meetings and will not be routinely held during special board meetings.

Petitions to Place a Topic on the Agenda

Individuals who wish for an item to be placed on the board agenda may submit a valid petition to the board. For a petition to be valid, it must be signed by at least 500 eligible electors of the district, or ten percent of the individuals who voted in the last school election, whichever number is lower.

Upon receiving a valid petition to the board to place a proposal on the next board agenda for public hearing, the board will place the proposal identified in the petition on the agenda of the next regular meeting, or a special meeting held within 30 days of receipt of the petition. The board will provide a sign-up sheet for all individuals who wish to speak on the proposal, and individuals will be called to speak in order of sign-up. The sign-up sheet will require each individual to list their legal name and mailing address. Each speaker will be limited to an amount of time established by the board president that is reasonable and necessary based on the number of speakers signed up. The same time limit will apply to all speakers on the proposal. Each individual will be limited to one opportunity to speak. The board maintains absolute discretion on whether or not to discuss or act on the public comments made on the proposal. If a petition is related to curriculum, the district maintains discretion to determine whether to stop teaching that curriculum until the board holds the public hearing to discuss the curriculum.

The board has a significant interest in maintaining the decorum of its meetings, and it is expected that members of the public and the board will address each other with civility. The orderly process of the board meeting will not be interfered with or disrupted by public comment. Only individuals recognized by the board president will be allowed to speak. Comments by others are out of order. If disruptive, the individual causing disruption may be asked to leave the board meeting. Defamatory comments may be subject to legal action.

NOTE: Boards need to make the determination how best, to involve the public in their board meetings. Boards that follow other practices for allowing the public to participate in board meetings should amend this policy to reflect their practice.

Legal Reference:	Iowa Code §§	21; 22; 279.8, 279.8B		
Legal Reference: Cross Reference:	205 Board 210.8 Board 214 Public 401.4 Emplo 402.5 Public	Member Liability Meeting Agenda Hearings yee Complaints Complaints About Emplaints and Griev		
Approved March 21,	2022	Reviewed	Revised	

CHILD ABUSE REPORTING

In compliance with state law and to provide protection to victims of child abuse, the board believes incidents of alleged child abuse should be reported to the proper authorities. All licensed school employees, teachers, coaches and paraeducators are mandatory reporters as provided by law and are to report alleged incidents of child abuse they become aware of within the scope of their professional duties.

When a mandatory reporter suspects a student is the victim of child abuse, the mandatory reporter shall make an oral report of the suspected child abuse and dependent adult abuse to the Iowa Department of Human Services within 24 hours of becoming aware of the abusive incident and shall make a written report to the Iowa Department of Human Services within 48 hours following the oral report. If the mandatory reporter believes the child is in immediate danger, the local law enforcement agency will also be notified.

Within six months of their initial employment, mandatory reporters will take a two-hour training course involving the identification and reporting of child abuse and dependent adult abuse, or submit evidence they've taken the course within the previous three 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 issued prior to July 1, 2019 remain effective for five years. Once this certificate expires, subsequent training certificates will be valid for three years.

NOTE: For more information, please visit the "Report Abuse and Fraud" section of the Iowa Department of Human Services' website, located at http://dhs.iowa.gov/report-abuse-and-fraud.

NOTE: Please remember there are two types of reporters identified in Iowa law: mandatory reporters and permissive reporters. Mandatory reporters are those individuals who are required by law to report suspected incidents of child abuse when they become aware of such incidents within the scope of their employment or professional responsibilities. Permissive reporters are not required by law to report abuse, but may choose to report to the Iowa Department of Human Services. While all licensed school employees, teachers, coaches and paraeducators are mandatory reporters within the scope of their profession, they are considered permissive reporters outside the scope of their profession.

Legal Reference:		ode §§ 232.6777; 232A; 235A; 280.17. .C. 9.2; 155; 175.
Cross Reference:		Abuse of Students by School District Employees Interviews of Students by Outside Agencies Student Health and Well-Being
Approved November 2	21, 2022	Reviewed Revised

REQUIRED PROFESSIONAL DEVELOPMENT FOR EMPLOYEES

Appropriate training and professional development of all employees is crucial to the success of all students. The district will provide professional development opportunities appropriate to the duties of school employees.

For all professional development programs the district requires employees to take, the district will provide to the employee notice indicating the section of the law, or rules adopted by the state board of education or board of educational examiners that the district determines requires the employee to participate in the professional development program.

NOTE: This requirement exists regardless of the employee's status as a licensed or classified employee. With the change in law stating that all school employees are now mandatory reporters, this policy language will apply to all employees for at least some training.

Legal Reference:	Iowa Code § .	
Cross Reference:	302.6 Superintendent Professional Development 303.7 Administrator Professional Development 408.1 Licensed Employee Professional Development	
Approved	Reviewed	Revised

LICENSED EMPLOYEE PROFESSIONAL DEVELOPMENT

The board encourages licensed employees to attend and participate in professional development activities to maintain, develop, and extend their skills. The board will maintain and support an in-service program for licensed employees. Professional development activities will include activities that promote and/or teach about compliance with applicable Iowa laws.

Requests for attendance or participation in a development program, other than those development programs sponsored by the school district, are made to the superintendent. Approval by the superintendent must be obtained prior to attendance by a licensed employee in a professional development program when the attendance would result in the licensed employee being excused from their duties or when the school district pays the expenses for the program.

The superintendent will have sole discretion to allow or disallow licensed employees to attend or participate in the requested event. When making this determination, the superintendent will consider the value of the program for the licensed employee and the school district, the effect of the licensed employee's absence on the education program and school district operations and the school district's financial situation as well as other factors deemed relevant in the judgment of the superintendent. Requests that involve unusual expenses or overnight travel must also be approved by the board.

NOTE: This is a mandatory policy.

NOTE: Boards should adapt IASB sample policies to meet the needs of the local district. Please ensure that the language contained in local policy is consistent with language contained in other district documents (e.g., handbooks, master contracts, etc.).

Legal Reference:		ode § 279 a.C. 12.7;		
Cross Reference:	414.9	Classifie	ed Employee I	Professional Purposes Leave
Approved November	er 21, 202	22	Reviewed	Revised

STUDENT DISCLOSURE OF IDENTITY

It is the goal of the district to provide a safe and supportive educational environment in which all students may learn. As part of creating that safe educational environment, no employee of the district will provide false or misleading information to the parent/guardian of a student regarding that student's gender identity or intention to transition to a gender that is different from their birth certificate or certificate issued upon adoption.

If a student makes a request to a licensed employee to accommodate a gender identity, name, or pronoun that is different than what was assigned to the student in the student's registration forms or records, the licensed employee is required by Iowa law to report the request to an administrator. The school administrator receiving the report is required by Iowa law to report the request to the student's parent/guardian. This requirement also applies to all nicknames.

To maintain compliance with Iowa law and also provide efficiency in the reporting requirements listed above, the Superintendent will provide the opportunity for parents and guardians to list in the student's registration paperwork any and all nicknames used for students.

Legal Reference:	Iowa Code §			
Cross Reference:				
Approved	_	Reviewed	<u>.</u>	Revised

REPORT OF STUDENT DISCLOSURE OF IDENTITY

Dear (Parent/Guardian),	
This letter is to inform you that your student (student's name listed on registration)	
has made a request of a licensed employee to (check all that apply):	
make an accommodation that is intended to affirm the student's gender ide	entity as follows:
use a name, pronoun or gender identity that is different from the name, proidentity listed on the student's school registration forms. The name, pronoun, or generated is	
If you would like to amend the student's registration paperwork to permit the stude accommodation and/or include the use of the above-referenced name/pronoun/gen complete the attached form and return it to the district administration office.	•
Sincerely,	
Administrator	Date

REQUEST TO UPDATE STUDENT IDENTITY

(Student's current name on registration)	(Student ID)
Please update my student's names, pronouns, and/or gender ident paperwork to include all of the following:	tities on my student's registration
(Names)	
(Pronouns)	
(Gender identities)	
Parent/Guardian	Date

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.

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.

_	rence: Code §§ 2		S.C. § 1232h		
Cross Refer 506 607.2	Student 1	505 Records Health Sei	Student Scholastic Achi	ievement	
Approved	June 2	20, 2023	Reviewed	Revised	

GRADUATION REQUIREMENTS

Students must successfully con Education in order to graduate	mplete the courses required by the board and Iowa Department of .
	perintendent to ensure that students complete grades one through twelve complete credits prior to graduation. The following credits will be
English/Language Science Mathematics Social Studies Physical Education United State Gove American History Financial Literacy	credits credits credits credits credits credits credits credits credits
The required courses of study	will be reviewed by the board annually.
Prior to graduation, the district for federal student aid.	will advise students on how to successfully complete the free application
	pecial education students include successful completion of four years of pree years of social studies and three years of science.
Students who complete a regularistate capitol will be credited ½	ar session in the Legislative Page Program of the general assembly at the credit of social studies.
Students enrolled in a junior of semester the student is enrolled	fficers' training corp will receive 1/8th physical education credit for each d in the program.
NOTE: This is a mandatory p	policy.
	Code §§ 256.7, 11, .41; 279.8; 279.61; 280.3, .14. A.C. 12.3(5); 12.5
Cross Reference: 505 603.3	Student Scholastic Achievement Special Education
Approved June 20, 2022	Reviewed Revised

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. Administration of medication may also occur consistent with board policy 804.05 – Stock Prescription Medication Supply.

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, 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.

NOTE: Iowa law requires school districts to allow students with asthma, airway constricting disease or respiratory disease to carry and self-administer their medication as long as the parents and prescribing physician report and approve in writing. Students do not have to prove competency to the school district. The consent form, see 507.2E1, is all that is required. School districts that determine students are abusing their self-administration may either withdraw the self-administration if medically advisable or discipline the student, or both.

NOTE: Disposal procedures reflect the Iowa Department of Education School Medication Waste Guidance, issued in May 2015.

Legal Reference: Disposing on Behalf of Ultimate Users, 79 Fed. Reg. 53520, 53546 (Sept. 9,

2014).

Iowa Code §§124.101(1); 147.107; 152.1; 155A.4(2); 280.16; 280.23.

655 IAC §6.2(152).

Cross Reference: 506 Student Records

507 Student Health and Well-Being

603.3 Special Education607.2 Student Health Services

Approved June 20, 2022 Reviewed _____ Revised

AUTHORIZATION- ASTHMA, AIRWAY CONSTRICTING, OR RESPIRATORY DISTRESS MEDICATION SELF-ADMINISTRATION CONSENT FORM

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

The following must occur for a student to self-administer asthma medication, bronchodilator canisters or spacers, 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:
 - o Name and purpose of the medication,
 - o Prescribed dosage, and
 - o 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, respiratory distress, 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, AIRWAY CONSTRICTING, OR RESPIRATORY DISTRESS MEDICATIONSELF-ADMINISTRATION CONSENT FORM

Medication	Dosage	Route	Time
Purpose of Medicat	tion & Administr	ration /Instructions	
Special Circumstan	ıces		Discontinue/Re-Evaluate/ Follow-up Date
Prescriber's Signat	ure		Date
Prescriber's Addres	SS		Emergency Phone
instructions I understan no liability monitoring epinephring gross negli auto-injecte I agree to c relevant co I agree to p remaining I agree the Educationa I agree to p (Student me required.)	id the school distrator for any improperations, or interfering we auto-injector. Ingence, as a result or by the student coordinate and we anditions change. The or	erict and its employee or use of medication of with a student's self-acknowledge that the tof self-administration or with school person or with school per	I activities according to the authorization and as acting reasonably and in good faith shall incur or an epinephrine auto-injector or for supervising, dministration of medication or use of an eschool district is to incur no liability, except for on of medication or use of an epinephrine onnel and notify them when questions arise or and equipment to and from school and to pick up as sonnel in accordance with the Family and any other applicable laws. Contact This bullet is recommended but not
Parent/Guardian Si (agreed to above sta			Date
Parent/Guardian A	ddress		Home Phone
			Business Phone

PARENTAL AUTHORIZATION AND RELEASE FORM FOR THE ADMINISTRATION OF MEDICATION TO STUDENTS Student's Name (Last), (First), (Middle) 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 • The medication label contains the student's name, name of the medication, directions for use, and • Authorization is renewed annually and as soon as practical when the parent notifies the school that changes are necessary. Dosage Route Time at School Medication/Health Care 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.

> Code No. 507.2E2 Page 2 of 2

PARENTAL AUTHORIZATION AND RELEASE FORM FOR THE ADMINISTRATION OF MEDICATION OR <u>SPECIAL HEALTH SERVICES</u> TO STUDENTS

	/ /
Parent's Signature	Date
	_
Parent's Address	Home Phone
Additional Information	Business Phone
 Additional information	Business Filone
	Authorization Form

PARENTAL AUTHORIZATION AND F ADMINISTRATION OF PRESCRIBED SERVICES BY THE STUDENT			
	1 1		/ /
Student's Name (Last), (First), (Middle)	Birthday	School	
I request the above-named student (Parer	nt/Guardian initial all tha	nt apply)	
Carry and complete co-administrated to licensed health personne applicable laws, students with asthma, air of anaphylaxis who use epinephrine auto approval of the student's parents and prescompetency. The information provided by provided by the Family Education Rights agree to provide safe delivery of the med at the end of the school year or when med policy, the ability to self-administer may notification is provided to the student's p	el working under the aus rway constricting diseas -injectors may self-adm scribing licensed health by the parent for medica s and Privacy Act (FERI lication to and from scho dication is expired. If the be withdrawn by the scl	pices of the school. es, respiratory distre inister their medicati care professional reg tion administration i PA) and any other ap ool and to pick up re- e students abuses the	In accordance with ess or students at risk ion upon the written gardless of s confidential as oplicable laws. I maining medication e self-administration
Prescribed Medication	Dosage	Route	Time at School
Co-administer, participate in plan at school and school activities after demounder the auspices of the school. The infeconfidential as provide by the Family Edapplicable laws. I agree to coordinate an when questions arise. I agree to provide service delivery to and from school and t	onstration of proficiency ormation provided by th ucation Rights and Priva d work with school pers safe delivery of the stud	to licensed health pe parent for health so acy Act (FERPA) an onnel and the prescrent's equipment nec	d any other riber (if indicated) ressary for health
Special Health Services Delivery:			
Procedures for abandoned medication dis Prescriber's Signature	Date	ance with applicable	e laws.
and credentials (when indicated for healt	h service delivery)		
Parent/Guardian Signature	Date		
Parent/Guardian address	Home р	hone	

2211221 014111	011 1112 112 1111 11	, , , , , , , , , , , , , , , , , , , ,
/ /		/ /
Birthday	School	Date
select all that app	ply:	s that are listed
nanufacturer labe	el	
ministered per mo	anufacturer label (P	Please Specify)
ministered per ma	anufacturer label (P	Please Specify)
ministered per ma	anufacturer label (P	Please Specify)
ministered per mo	anufacturer label (P	Please Specify)
	OVER-THE-COU // Birthday ription, over-the- select all that app anufacturer label manufacturer label ministered per mo ministered per mo ministered per mo	DVER-THE-COUNTER MEDICATI / Birthday School ription, over-the-counter medications (select all that apply: anufacturer label manufacturer label ministered per manufacturer label (Principle)

DADENITAL ALITHODIZATION AND DELEACE FORM FOR THE ADMINISTRATION

Voluntary school stock of nonprescription, over-the-counter medications are administered following these guidelines:

- Parent has provided a signed, dated annual authorization to administer of the nonprescription, over-the-counter medication(s) listed according to the manufacturer instructions. Electronic signature meets the requirement of written signature.
- The nonprescription, over-the-counter medication is in the original, labeled container and dispensed per the manufacturing label.
- All other nonprescription, over-the-counter medication not listed will require a written parent authorization and supply for the over-the counter medication.
- Supplements are not nonprescription, over-the-counter medications approved by the Federal Drug Administration and are **NOT** applicable.
- Nonprescription, over-the-counter medications approved by the Federal Drug Administration that require emergency medical service (EMS) notification after administration are **NOT** applicable.
- Persons administering nonprescription, over-the-counter medication include licensed health personnel working under the auspices of the school and individuals, whom licensed health personnel have delegated the administration of medication with valid certification who have successfully completed a medication administration course approved by the department and annual medication administration procedural skills check.
 - o Districts stocking the administration of a voluntary stock of nonprescription, over-the-counter medications, collaborate with licensed health personnel to develop and adopt a protocol shared with the parent to define at a minimum:
 - when to contact the parent when a nonprescription medication, over the counter medication is administered;

- documentation of the administration of the nonprescription, over-the-counter medication and parent contact;
- a limit to the administration of a school's stock nonprescription, over-the-counter medications that would require a prescriber signature for further administration of a school's nonprescription, over-the-counter medications for the remaining school year;
- the development of an individual health plan for ongoing medication administration or health service delivery at school.

I request that the above-named student receive the voluntary stock nonprescription, over-the-counter
medications supplied by the school in accordance with the district guidelines and protocol.

Parent Signature	Date
Parent/Guardian Address	Home Phone

SCHOOL CALENDAR

The school calendar will accommodate the education program of the school district. The school calendar is for a minimum of 1080 hours and includes, but is not limited to, the days for student instruction, staff development, in-service days and teacher conferences.

The academic school year for students shall begin no sooner than August 23. Employees may be required to report to work at the school district prior to this date.

Special education students may attend school on a school calendar different from that of the regular education program consistent with their Individualized Education Program.

The board, in its discretion, may excuse graduating seniors from up to five days or 30 hours of instruction after the school district requirements for graduation have been met. The board may also excuse graduating seniors from making up days missed due to inclement weather if the student has met the school district's graduation requirements.

It is the responsibility of the superintendent to develop the school calendar for recommendation, approval, and adoption by the board annually.

The board may amend the official school calendar when the board considers the change to be in the best interests of the school district's education program. The board shall hold a public hearing on any proposed school calendar prior to adopting the school calendar.

NOTE: This is a mandatory policy that reflects Iowa law.

Legal Reference: 281 I.A.C. 12.		ode §§ 20.9; 279.10, 280.	3; 299.1 (2).
Cross Reference: 601.2 603.3	School	Compulsory Attendance Day Education	
Approved July 18	3, 2022	Reviewed	Revised_

HEALTH EDUCATION

Students in grade levels one through twelve will receive, as part of their health education, instruction about personal health; food and nutrition; environmental health; safety and survival skills; consumer health; family life; human growth and development; substance abuse and non-use, including the effects of alcohol, tobacco, drugs and poisons on the human body; human sexuality; self-esteem; stress management; interpersonal relationships; emotional and social health; health resources; prevention and control of disease; and communicable diseases, including acquired immune deficiency syndrome. The purpose of the health education program is to help each student protect, improve and maintain physical, emotional and social well-being.

The areas stated above are included in health education and the instruction are adapted at each grade level to aid understanding by the students.

Parents who object to health education instruction in human growth and development may file a written request that the student be excused from the instruction. The written request will include a proposed alternate activity or study acceptable to the superintendent. The superintendent will have the final authority to determine the alternate activity or study.

NOTE: This is a mandatory policy and reflects the educational standards.

Legal Reference:		Code §§ 256.11; 279.8; 280.314. A.C. 12.5.	
Cross Reference:	502 603 607	Instructional Curriculum	
Approved July 18,	2022	Reviewed Revised	

INSTRUCTIONAL MATERIALS SELECTION

The board has sole discretion to approve instructional materials for the school district. The board delegates this authority to licensed employees to determine which instructional materials will be utilized and purchased by the school district to licensed employees. The licensed employees will work closely together to ensure vertical and horizontal articulation of textbooks in the education program.

The board may appoint an ad hoc committee to assist licensed employees in selecting instructional materials. The committee may be composed of any of the following groups of stakeholders: school district employees, parents, students, community members or representatives of community groups.

In reviewing current instructional materials for continued use and in selecting additional instructional materials, the licensed employees will consider the current and future needs of the school district as well as the changes and the trends in education and society. It is the responsibility of the superintendent to report to the board the action taken by the selection committee.

In making its recommendations to the superintendent, the licensed employees will select materials which:

- · support the educational philosophy, goals and objectives of the school district;
- · consider the needs, age, and maturity of students;
- · are within the school district's budget;
- · foster respect and appreciation for cultural diversity and difference of opinion;
- · stimulate growth in factual knowledge and literary appreciation;
- · encourage students to become decision-makers, to exercise freedom of thought and to make independent judgment through the examination and evaluation of relevant information, evidence and differing viewpoints;
- · portray the variety of careers, roles, and lifestyles open to all people; and,
- · increase an awareness of the rights, duties, and responsibilities of each member of a multicultural society.

In the case of textbooks, the board will make the final decision after a recommendation from the superintendent. The criteria stated above for selection of instructional materials will also apply to the selection of textbooks. The superintendent may appoint licensed employees to assist in the selection of textbooks.

Gifts of instructional materials must meet these criteria stated above for the selection of instructional materials. The gift must be received in compliance with board policy _____, "Gifts - Grants - Bequests."

The superintendent will establish additional criteria to guide the selection of instructional materials through administrative regulation, ensuring alignment with educational goals and compliance with laws.

NOTE: This is a mandatory policy, but the content is discretionary. The board may edit the policy and regulation to reflect its philosophy, goals and practices.

INSTRUCTIONAL MATERIALS SELECTION

Legal Reference: Iowa Code §§ 279.8, .74; 280.14; 301. 281 I.A.C. 12.3(12).

Cross Reference: 208 Ad Hoc Committees

505 Student Scholastic Achievement

602 Curriculum

605 Instructional Materials

Approved <u>Julu 18, 2022</u> Reviewed _____ Revised _____

SELECTION OF INSTRUCTIONAL MATERIALS

- I. Responsibility for Selection of Instructional Materials
 - A. The board is responsible for matters relating to the operation of District.
 - B. The responsibility for the selection of instructional materials is delegated to the professionally trained and licensed employees of the school system.
 - C. While selection of materials may involve many people including principals, teacher-librarian, students, parents and community members, the responsibility for coordinating the selection of most instructional materials and making the recommendation for the purchase rests with licensed employees.
 - D. Responsibility for coordinating the selection of instructional materials for distribution to classes will rest with the licensed employees, principal and superintendent.
 - E. If the board appoints an ad hoc committee to make recommendations on the selection of instructional materials, the ad hoc committee is formed and appointed in compliance with the board policy on Ad Hoc Committees.
 - 1. The superintendent will inform the committee as to their role and responsibility in the process.
 - 2. The following statement is given to the ad hoc committee members:

Bear in mind the principles of the freedom to learn and to read and base your decision on these broad principles rather than on defense of individual materials. Freedom of inquiry is vital to education in a democracy.

Study thoroughly all materials referred to you and read available reviews. The general acceptance of the materials should be checked by consulting standard evaluation aids and local holdings in other schools.

Passages or parts should not be pulled out of context. The values and faults should be weighed against each other and the opinions based on the material as a whole.

In the event your material is challenged, your report, presenting both majority and minority opinions, will be presented by the principal to the complainant at the conclusion of our discussion of the questioned material.

- II. Material selected for use in libraries and classrooms will meet the following guidelines:
 - A. Religion Material will represent any religions in a factual, unbiased manner. The primary source material of religions is considered appropriate, but material which advocates rather than informs, or is designed to sway reader judgment regarding religion, will not be included in the school libraries or classrooms.

SELECTION OF INSTRUCTIONAL MATERIALS

- B. Racism Material will present a diversity of race, custom, culture, and belief as a positive aspect of the nation's heritage and give candid treatment to unresolved intercultural problems, including those which involve prejudice, discrimination, and the undesirable consequences of withholding rights, freedom, or respect of an individual. Required material will comply with all applicable laws.
- C. Sexism Material will reflect sensitivity to the needs, rights, traits and aspirations of individuals without preference or bias. Required material will comply with all applicable laws.
- D. Age Material will recognize the diverse contributions of various age groups and portray the continuing contributions of maturing members of society.
- E. Ideology Material will present basic primary and factual information on an ideology or philosophy of government which exerts or has exerted a strong force, either favorably or unfavorably, over civilization or society, past or present. This material will not be selected with the intention to sway reader judgment and is related to the maturity level of the intended audience.
- F. Profanity and Sex Material is subjected to a test of literary merit and reality by the teacher-librarians and licensed staff who will take into consideration their reading of public and community standards of morality.
- G. Controversial issues materials will be directed toward maintaining a balanced collection representing various views.

The selection decision should be made on the basis of whether the material presents an accurate representation of society and culture, whether the circumstances depicted are realistically portrayed, or whether the material has literary or social value when the material is viewed as a whole.

These guidelines will not be construed in such a manner as to preclude materials which accurately represent the customs, morals, manners, culture, or society of a different time or a different place.

III. Procedure for Selection

- A. Material purchased for libraries and classrooms is recommended for purchase by licensed employees, in consultation with administrative staff, school library staff, students or an ad hoc committee as appointed by the board. The material recommended for purchase is approved by the appropriate building administrator.
 - 1. The materials selected will support stated objectives and goals of the school district. Specifically, the goals are:
 - a. To acquire materials and provide service consistent with the demands of the curriculum;
 - b. To develop students' skills and resourcefulness in the use of libraries and learning resources;
 - c. To effectively guide and counsel students in the selection and use of materials and libraries;

SELECTION OF INSTRUCTIONAL MATERIALS

- d. To foster in students a wide range of significant interests;
- e. To provide opportunities for aesthetic experiences and development of an appreciation of the fine arts;
- f. To provide materials to motivate students to examine their own attitudes and behaviors and to comprehend their own duties and responsibilities as citizens in a pluralistic democracy;
- g. To encourage life-long education through the use of the library; and,
- h. To work cooperatively and constructively with the instructional and administrative staff in the school.
- 2. Materials selected are consistent with stated principles of selection. These principles are:
 - a. To select material, within established standards, which will meet the goals and objectives of the school district;
 - b. To consider the educational characteristics of the community in the selection of materials within a given category;
 - c. To present the sexual, racial, religious and ethnic groups in the community by:
 - 1. Portraying people, adults and children, whatever their ethnic, religious or social class identity, as human and recognizable, displaying a familiar range of emotions, both negative and positive.
 - 2. Placing no

constraints on individual aspirations and opportunity.

3. Giving

comprehensive, accurate, and balanced representation to minority groups and women - in art and science, history and literature, and in all other fields of life and culture.

- 4. Providing abundant recognition of minority groups and women by showing them frequently in positions of leadership and authority.
 - d. To

intelligently, quickly, and effectively anticipate and meet needs through awareness of subjects of local, national and international interest and significance; and,

e. To strive for

impartiality in the selection process.

3. The materials

selected will meet stated selection criteria. These criteria are:

a.

Authority-Author's qualifications - education, experience, and previously published works;

b. Reliability:

1.

Accuracy-meaningful organization and emphasis on content, meets the © IASB POLICY REFERENCE MANUAL

material's goals and objectives, and presents authoritative and realistic factual material.

2.

Current-presentation of content which is consistent with the finding of recent and authoritative research.

c. Treatment of subject-shows an objective reflection for the multi-ethnic character and cultural diversity of society.

d. Language:

1. Vocabulary:

a. Does

not indicate bias by the use of words which may result in negative value judgments about groups of people;

SELECTION OF INSTRUCTIONAL MATERIALS

- b. Does not use "man" or similar limiting word usage in generalization or ambiguities which may cause others to feel excluded or dehumanized.
- 2. Compatible to the reading level of the student for whom it is intended.
- e. Format:
 - 1. Book
- a. Adequate and accurate index;
- b. Paper of good quality and color;
- c. Print adequate and well spaced;
- d. Adequate margins;
- e. Firmly bound; and,
- f. Cost.
- 2. Nonbook
 - a. Flexibility, adaptability;
 - b. Curricular orientation of significant interest to

students;

- c. Appropriate for audience;
- d. Accurate authoritative presentation;
- e. Good production qualities (fidelity, aesthetically
- adequate);
 - f. Durability; and,
 - g. Cost.
- 3. Illustrations of book and nonbook materials should:
 - a. Depict instances of fully integrated grouping and settings to indicate equal status and nonsegregated social relationships.
 - b. Make clearly apparent the identity of minorities;
 - c. Contain pertinent and effective illustrations;
- 4. Flexible to enable the teacher to use parts at a time and not follow a comprehensive instructional program on a rigid frame of reference.
- f. Special Features:
 - 1. Bibliographies.
 - 2. Glossary.
 - 3. Current charts, maps, etc.
 - 4. Visual aids.
 - 5. Index.
 - 6. Special activities to stimulate and challenge students.
 - 7. Provide a variety of learning skills.
- g. Potential use:
 - 1. Will it meet the requirement of reference work?
 - 2. Will it help students with personal problems and adjustments?
 - 3. Will it serve as a source of information for teachers and librarians?
 - 4. Does it offer an understanding of cultures other than the student's own and is it free of racial, religious, age, disability, ethnic, gender identity and sexual stereotypes?
- 5. Will it expand students' sphere of understanding and help them to understand the ideas and beliefs of others?
- 6. Will it help students and teachers keep abreast of and understand current events?

- 7. Will it foster and develop hobbies and special interest?8. Will it help develop aesthetic tastes and appreciation?9. Will it serve the needs of students with special needs?

SELECTION OF INSTRUCTIONAL MATERIALS

- 10. Does it inspire learning?
- 11.Is it relevant to the subject?
- 12. Will it stimulate a student's interest?
- 4. Gifts of library or instructional materials may be accepted if the gift meets existing criteria for library and instructional materials. The acceptance and placement of such gifts is within the discretion of the board.
- 5. In order to provide a current, highly usable collection of materials, teacher-librarians will ensure constant and continuing renewal of the collection, not only the addition of up-to-date materials, but by the judicious elimination of materials which no longer meet school district needs or find use. The process of weeding instructional materials will be done according to established and accepted standards for determining the relevance and value of materials in a given context.

INSTRUCTIONAL AND LIBRARY MATERIALS INSPECTION AND DISPLAY

Parents and other members of the school district community may view the instructional and library materials used by the students. All instructional materials, including teacher's manuals, films, tapes or other supplementary material which will be used in connection with any survey, analysis, or evaluation as part of any federally funded programs must be available for inspection by parents.

Instructional and library materials may be viewed on school district premises.

Parents and guardians of students will be provided view-only access to select instructional materials through the district's classroom management software. Select instructional and library materials include:

- A catalog of books available in the school library;
- Electronic textbooks and core materials that are written and published primarily for use in elementary and secondary school instruction, and are required by the classroom teacher for use by students; Relevant portions of required printed textbooks and materials, if it is practical for district staff to digitize and upload;
- Any other materials as determined by the classroom teacher.

In determining what materials should be posted on the district's classroom management software platform, the district will balance the desire for transparency with the time constraints of existing job duties and demands of employees. Parents and guardians should be advised that while district employees strive to keep information current, the most up to date materials are available upon request and subject to all applicable laws.]

It is the responsibility of the superintendent to develop administrative regulations regarding the inspection of instructional materials.

NOTE: The federally funded program portion of this policy reflects federal law on the subject of parental rights to inspect instructional materials. The language related to viewing materials through either district premises or use of the classroom management software platform is optional language that allows for greater transparency for districts. It is not required by law but is intended to be used in districts that utilize online classroom management software and choose to make an online catalog of instructional materials visible to parents/guardians. Not all districts may have online classroom software capable of this feature.

Legal Reference: Goals 2000: Educate America Act, Pub. L. No. 103-227, 108 Stat. 125 (1994).

Iowa Code §§ 279.8, .74; 280.3, .14; 301.

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

Cross Reference: 602 Curriculum Development

605 Instructional Materials

901.1 Public Examination of School District Records

Approved November 21, 2022 Reviewed Revised July 17, 2023

OBJECTION TO INSTRUCTIONAL AND LIBRARY MATERIALS

Members of the school district community may object to the instructional and library materials utilized in the school district and ask for their use to be reconsidered.

It is the responsibility of the superintendent, in conjunction with the principals, to develop administrative regulations for reconsideration of instructional materials.

Parents or guardians of students enrolled in the district have the ability to request that their student not be able to check out certain library materials.

NOTE: This is a mandatory policy, but the language related to checking out materials is optional for districts. The board may edit the policy and regulation to reflect its philosophy, goals and practices.

Legal Reference: Iowa Code §§ 279.8, .74; 280.3, .14; 301.

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

Cross Reference: 213 Public Participation in Board Meetings

402.5 Public Complaints About Employees

602 Curriculum Development 605 Instructional Materials

Approved November 21, 2022 Reviewed Revised July 17, 2023

RECONSIDERATION OF INSTRUCTIONAL AND LIBRARY MATERIALS REGULATION

- A. A member of the school district community may raise an objection to instructional materials used in the school district's education program. While the individuals recommending the selection of such material were duly qualified to make the selection and followed the proper procedure and observed the criteria for selecting such material; the district must be ready to acknowledge that an error in selection may have been made despite this process. School employees regularly read great numbers of reviews in the selection process, and occasional errors are possible.
 - 1. The complainant will address the complaint at the lowest organizational level of licensed staff. Often this will be the classroom teacher.
- 2. The school official or employee receiving a complaint regarding instructional or library materials will try to resolve the issue at the lowest organizational level. The materials generally will remain in use pending the outcome of the reconsideration procedure.
 - a. The school official or employee initially receiving a complaint will explain to the individual the district's selection procedure, criteria to be met by the instructional materials, and qualifications of those persons selecting the material.
 - b. The school official or employee initially receiving a complaint will explain to the individual the role of the objected material in the education program, its intended educational purpose, and additional information regarding its use. In the alternative, the employee may refer the individual to the teacher-librarian who can identify and explain the use of the material.
 - c. The school official or employee receiving the initial complaint will direct the complainant to complete the Request for Reconsideration of Instructional and Library Materials Form, and notify the building level principal of receipt of the complaint within two school days after the reconsideration form is received. Schools officials will offer to assist the complainant in completing the form, but if a complainant refuses to complete the form, the complaint will be deemed invalid and no further action taken.

B. Request for Reconsideration

- 1. A member of the school district community may formally challenge instructional and library materials on the basis of appropriateness used in the school district's education program. This procedure is for the purpose of considering the opinions of those persons in the school district and the community who are not directly involved in the selection process.
- 2. Each attendance center and the school district's central administrative office will keep on hand and make available Request for Reconsideration of Instructional and Library Materials Forms
- 3. The individual will state the specific reason the instructional or library material is being challenged. The Request for Reconsideration of Instructional and Library Materials Form is signed by the individual and filed with the building-level principal.
- 4. The building-level principal will promptly file the objection with the Superintendent for re-evaluation.

RECONSIDERATION OF INSTRUCTIONAL AND LIBRARY MATERIALS REGULATION

- 5. The Superintendent will convene a reconsideration committee within two weeks of receipt of the Reconsideration Form.
- 6. The committee will make their recommendation to the Superintendent within five school days of meeting.
- 7. The Superintendent will issue a decision related to the Reconsideration Request Form within 5 school days of receipt of the committee's recommendation. A copy of the Superintendent's decision will be provided to the complainant.
- 8. An appeal of the Superintendent's decision may be filed with the board secretary within five days of the Superintendent's decision. The board will determine whether to hear the appeal at the next regular meeting or within 30 days of the Superintendent's decision, whichever is later. If the board elects to hear the appeal, the board will act to affirm, modify or reverse the decision of the Superintendent. The board's decision will be communicated to the complainant. The board's decision will be deemed final.
- 9. Generally, access to challenged instructional material will not be restricted during the reconsideration process. However, in unusual circumstances, the instructional material may be removed temporarily by following the provisions of Section B.10.d. of this rule.
- 10. The Reconsideration Committee
 - a. The reconsideration committee is made up of eight members.
 - (1) One licensed employee designated annually, as needed, by the superintendent.
 - (2) One teacher-librarian designated annually by the superintendent.
 - (3) One member of the administrative team designated annually by the superintendent.
 - (4) Three members of the community appointed annually, as needed, by the board.
 - (5) Two high school students, selected annually by the high school principal.
 - b. The committee will select their chairperson and secretary.
 - c. The committee will meet at the request of the superintendent.
 - d. Special meetings may be called by the board to consider temporary removal of materials in unusual circumstances. A recommendation for temporary removal will require a two-thirds vote of the committee.
 - e. The committee may be subject to applicable open meetings and public records laws. Notice of the committee meeting is made public through appropriate communication methods as required by law.
 - f. The committee will receive the completed Reconsideration Request Form from the superintendent.
 - g. The committee will determine its agenda for the meeting which may include the following:
 - (1) Distribution of copies of the completed Reconsideration Request Form.

(2) An opportunity for the individual or a group spokesperson to talk about or expand on the Reconsideration Request Form.

RECONSIDERATION OF INSTRUCTIONAL AND LIBRARY MATERIALS REGULATION

- (3) Distribution of reputable, professionally prepared reviews of the challenged instructional material if available.
- (4) Distribution of copies of the challenged instructional material as available.
- h. The Committee will determine whether interested persons, including the individual filing the challenge, may have the opportunity to share their views. The committee may request that individuals with special knowledge be present to give information to the committee.
- i. The committee's final recommendation may be to take no removal action, to remove the challenged material from the school environment, or to limit the educational use of the challenged material. The sole criterion for the final recommendation is the appropriateness of the material for its intended educational use. The written final recommendation and its justification are forwarded to the superintendent, the complainant and the appropriate attendance centers.
- j. The individual filing the challenge is kept informed by the Superintendent of the status of the reconsideration request throughout the reconsideration process. The individual filing the challenge and known interested parties are given appropriate notice of meetings as required by law.
- k. Following the superintendent's decision with respect to the committee's recommendation, the individual may appeal the decision to the board for review.
- l. A recommendation to sustain a challenge will not be interpreted as a judgment of irresponsibility on the part of the individuals involved in the original selection or use of the material.
- m. Requests to reconsider materials which have previously been reconsidered by the committee must receive approval of two-thirds of the committee members before the materials will again be reconsidered.
- n. If necessary or appropriate in the judgment of the committee, the committee may consolidate related challenges, or decline to hear multiple challenges to the same materials. Generally, the committee will not hear subsequent challenges to the same materials within the same school year.

REQUEST TO PROHIBIT A STUDENT FROM ACCESSING SPECIFIC INSTRUCTIONAL MATERIALS

Request to prohibit a student from checking out certain instructional materials to be submitted to the superintendent. Please complete one form per student.

REQUEST INITIATED BY		DATE		
Name				
Address				
City/State	Zip Code	Telephone		
Name of affected Student				
Requester's Relationship to Studen	t (must be parent/legal guardi	ian)		
BOOK OR OTHER PRINTED M	ATERIAL TO PROHIBIT ST	TUDENT FROM ACC	CESSING:	
Author	Hardcover	Paperback	Other	
Title				
Publisher (if known)				
MULTIMEDIA MATERIAL TO	PROHIBIT STUDENT FROI	M ACCESSING:		
Title				
Producer (if known)				
Type of material (filmstrip, motion				
Dated	Signatur	e		

SCHOOL LIBRARY

The school district will maintain a school library in each building for use by employees and by students during the school day.

Materials for the libraries will be acquired according to board policy, "Instructional Materials Selection." The district may provide access to all parents and guardians of students enrolled in the district an online catalog of all books available to students in the school libraries. This access will be displayed on the school district's website.] Any challenges to library materials will be handled following the process for handling challenges to instructional and library materials as established in board policy.

It is the responsibility of the principal of the building in which the school library is located to oversee the use of materials in the library.

It is the responsibility of the superintendent to develop procedures for the selection and replacement of both library and instructional materials, for the acceptance of gifts, for the weeding of library and instructional materials.

NOTE: This is a mandatory policy and reflects the educational standards. The language in italics is optional and is not a legal requirement. However, districts may wish to make this information accessible to parents and guardians to increase transparency for the school community.

Legal Reference: Iowa Code §§ 256.7(24); 279.8; 280.14; 301.

281 I.A.C. 12.3(11), (12).

Cross Reference: 602 Curriculum Development

605 Instructional Materials

Approved November 21, 2022 Reviewed Revised July 17, 2023

Employees and students may make copies of copyrighted materials that fall within the following guidelines. Where there is reason to believe the material to be copied does not fall within these guidelines, prior permission shall be obtained from the publisher or producer with the assistance of the [principal, teacher, teacher-librarian – choose all that apply or add others]. Employees and students who fail to follow this procedure may be held personally liable for copyright infringement and may be subject to discipline by the board.

Under the "fair use" doctrine, unauthorized reproduction of copyrighted materials is permissible for such purposes as criticism, comment, news reporting, teaching, scholarship or research. Under the fair use doctrine, each of the following four standards must be met in order to use the copyrighted document:

- Purpose and Character of the Use The use must be for such purposes as teaching or scholarship.
- Nature of the Copyrighted Work The type of work to be copied.
- Amount and Substantiality of the Portion Used Copying the whole of a work cannot be considered fair use; copying a small portion may be if these guidelines are followed.
- Effect of the Use Upon the Potential Market for or value of the Copyrighted Work If resulting economic loss to the copyright holder can be shown, even making a single copy of certain materials may be an infringement, and making multiple copies presents the danger of greater penalties.

Authorized Reproduction and Use of Copyrighted Material Reminders:

- Materials on the Internet should be used with caution since they may, and likely are, copyrighted.
- Proper attribution (author, title, publisher, place and date of publication) should always be given.
- Notice should be taken of any alterations to copyrighted works, and such alterations should only be made for specific instructional objectives.
- Care should be taken in circumventing any technological protection measures. While materials copied pursuant to fair use may be copied after circumventing technological protections against unauthorized copying, technological protection measures to block access to materials may not be circumvented.

In preparing for instruction, a teacher may make or have made a single copy of:

- A chapter from a book:
- An article from a newspaper or periodical;
- A short story, short essay or short poem; or,
- A chart, graph, diagram, drawing, cartoon or picture from a book, periodical or newspaper.

A teacher may make multiple copies not exceeding more than one per pupil, for classroom use or discussion, if the copying meets the tests of "brevity, spontaneity and cumulative effect" set by the following guidelines. Each copy must include a notice of copyright.

Brevity

- o A complete poem, if less than 250 words and two pages long, may be copied; excerpts from longer poems cannot exceed 250 words;
- O Complete articles, stories or essays of less than 2500 words or excerpts from prose works less than 1000 words or 10% of the work, whichever is less may be copied; in any event, the minimum is 500 words;
- o Each numerical limit may be expanded to permit the completion of an unfinished line of a poem or prose paragraph;

- o One chart, graph, diagram, drawing, cartoon or picture per book or periodical issue may be copied. "Special" works cannot be reproduced in full; this includes children's books combining poetry, prose or poetic prose. Short special works may be copied up to two published pages containing not more than 10 percent of the work.
- Spontaneity Should be at the "instance and inspiration" of the individual teacher when there is not a reasonable length of time to request and receive permission to copy.
- Cumulative Effect Teachers are limited to using copied material for only one course for which copies are
 made. No more than one short poem, article, story or two excerpts from the same author may be copied,
 and no more than three works can be copied from a collective work or periodical column during one class
 term. Teachers are limited to nine instances of multiple copying for one course during one class term.
 Limitations do not apply to current news periodicals, newspapers and current news sections of other
 periodicals.

Copying Limitations

Circumstances will arise when employees are uncertain whether or not copying is prohibited. In those circumstances, the, *[principal, teacher or teacher-librarian – choose all that apply or add others]* should be contacted. The following prohibitions have been expressly stated in federal guidelines:

- Reproduction of copyrighted material shall not be used to create or substitute for anthologies, compilations or collective works.
- Unless expressly permitted by agreement with the publisher and authorized by school district action, there shall be no copying from copyrighted consumable materials such as workbooks, exercises, test booklets, answer sheets and the like.
- Employees shall not:
 - Use copies to substitute for the purchase of books, periodicals, music recordings, consumable works such as workbooks, computer software or other copyrighted material. Copy or use the same item from term to term without the copyright owner's permission;
 - o Copy or use more than nine instances of multiple copying of protected material in any one term;
 - o Copy or use more than one short work or two excerpts from works of the same author in any one term;
 - o Copy or use protected material without including a notice of copyright. The following is a satisfactory notice: NOTICE: THIS MATERIAL MAY BE PROTECTED BY COPYRIGHT LAW.
 - o Reproduce or use copyrighted material at the direction of someone in higher authority or copy or use such material in emulation of some other teacher's use of copyrighted material without permission of the copyright owner.
 - o Require other employees or students to violate the copyright law or fair use guidelines.

Authorized Reproduction and Use of Copyrighted Materials in the Library

A library may make a single copy or three digital copies of:

- An unpublished work in its collection;
- A published work in order to replace it because it is damaged, deteriorated, lost or stolen, provided that an unused replacement cannot be obtained at a fair price.
- A work that is being considered for acquisition, although use is strictly limited to that decision. Technological protection measures may be circumvented for purposes of copying materials in order to make an acquisition decision.

A library may provide a single copy of copyrighted material to a student or employee at no more than the actual cost of photocopying. The copy must be limited to one article of a periodical issue or a small part of other material, unless the library finds that the copyrighted work cannot be obtained elsewhere at a fair price. In the latter circumstance, the entire work may be copied. In any case, the copy shall contain the notice of copyright and the student or staff member shall be notified that the copy is to be used only for private study, scholarship or research. Any other use may subject the person to liability for copyright infringement.

Authorized Reproduction and Use of Copyrighted Music or Dramatic Works

Teachers may:

- Make a single copy of a song, movement, or short section from a printed musical or dramatic work that is unavailable except in a larger work for purposes of preparing for instruction;
- Make multiple copies for classroom use of an excerpt of not more than 10% of a printed musical work if it
 is to be used for academic purposes other than performance, provided that the excerpt does not comprise a
 part of the whole musical work which would constitute a performable unit such as a complete section,
 movement, or song;
- In an emergency, a teacher may make and use replacement copies of printed music for an imminent musical performance when the purchased copies have been lost, destroyed or are otherwise not available.
- Make and retain a single recording of student performances of copyrighted material when it is made for purposes of evaluation or rehearsal;
- Make and retain a single copy of excerpts from recordings of copyrighted musical works for use as aural exercises or examination questions; and,
- Edit or simplify purchased copies of music or plays provided that the fundamental character of the work is not distorted. Lyrics shall not be altered or added if none exist.

Performance by teachers or students of copyrighted musical or dramatic works is permitted without the authorization of the copyright owner as part of a teaching activity in a classroom or instructional setting. The purpose shall be instructional rather than for entertainment.

Performances of nondramatic musical works that are copyrighted are permitted without the authorization of the copyright owner, provided that:

- The performance is not for a commercial purpose;
- None of the performers, promoters or organizers are compensated; and,
- Admission fees are used for educational or charitable purposes only.

All other musical and dramatic performances require permission from the copyright owner. Parents or others wishing to record a performance should check with the sponsor to ensure compliance with copyright.

Recording of Copyrighted Programs

Television programs, excluding news programs, transmitted by commercial and non-commercial television stations for reception by the general public without charge may be recorded off-air simultaneously with broadcast transmission (including simultaneous cable retransmission) and retained by a school for a period not to exceed the first forty-five (45) consecutive calendar days after date of recording. Upon conclusion of this retention period, all off-air recordings must be erased or destroyed immediately. Certain programming such as that provided on public television may be exempt from this provision; check with the *[principal, teacher or teacher librarian – choose all that apply or add others]* or the subscription database, e.g. unitedstreaming.

Off-air recording may be used once by individual teachers in the course of instructional activities, and repeated once only when reinforcement is necessary, within a building, during the first 10 consecutive school days, excluding scheduled interruptions, in the 45 calendar day retention period. Off-air recordings may be made only at the request of and used by individual teachers, and may not be regularly recorded in anticipation of requests. No broadcast program may be recorded off-air more than once at the request of the same teacher, regardless of the number of times the program may be broadcast. A limited number of copies may be reproduced from each off-air recording to meet the legitimate needs of teachers. Each additional copy shall be subject to all provisions governing the original recording.

After the first ten consecutive school days, off-air recordings may be used up to the end of the 45 calendar day retention period only for evaluation purposes, i.e., to determine whether or not to include the broadcast program in the teaching curriculum. Permission must be secured from the publisher before the recording can be used for instructional purposes after the 10 day period.

Off-air recordings need not be used in their entirety, but the recorded programs may not be altered from their original content. Off-air recordings may not be physically or electronically combined or merged to constitute teaching anthologies or compilations. All copies of off-air recordings must include the copyright notice on the broadcast program as recorded.

Authorized Reproduction and Use of Copyrighted Computer Software

Schools have a valid need for high-quality software at reasonable prices. To assure a fair return to the authors of software programs, the school district shall support the legal and ethical issues involved in copyright laws and any usage agreements that are incorporated into the acquisition of software programs. To this end, the following guidelines shall be in effect:

- All copyright laws and publisher license agreements between the vendor and the school district shall be observed:
- Staff members shall take reasonable precautions to prevent copying or the use of unauthorized copies on school equipment;
- A back-up copy shall be purchased, for use as a replacement when a program is lost or damaged. If the vendor is not able to supply a replacement, the school district shall make a back-up copy that will be used for replacement purposes only;
- A copy of the software license agreement shall be retained by the, [board secretary, technology director or teacher-librarian choose all that apply or add others]; and,
- A computer program may be adapted by adding to the content or changing the language. The adapted program may not be distributed.

Fair Use Guidelines for Educational Multimedia

Students may incorporate portions of copyrighted materials in producing educational multimedia projects such as videos, PowerPoints, podcasts and web sites for a specific course, and may perform, display or retain the projects.

Educators may perform or display their own multimedia projects to students in support of curriculum-based instructional activities. These projects may be used:

- In face-to-face instruction;
- In demonstrations and presentations, including conferences;
- In assignments to students;
- For remote instruction if distribution of the signal is limited;
- Over a network that cannot prevent duplication for fifteen days, after fifteen days a copy may be saved on-site only; or,
- In their personal portfolios.

Educators may use copyrighted materials in a multimedia project for two years, after that permission must be requested and received.

The following limitations restrict the portion of any given work that may be used pursuant of fair use in an educational multimedia project:

- Motion media: ten percent or three minutes, whichever is less;
- Text materials: ten percent or 1,000 words, whichever is less;
- Poetry: an entire poem of fewer than 250 words, but no more than three poems from one author or five poems from an anthology. For poems of greater than 250 words, excerpts of up to 250 words may be used, but no more than three excerpts from one poet or five excerpts from an anthology;
- Music, lyrics and music video: Up to ten percent, but no more than thirty seconds. No alterations that change the basic melody or fundamental character of the work;
- Illustrations, cartoons and photographs: No more that five images by an artist, and no more than ten percent or fifteen images whichever is less from a collective work;
- Numerical data sets: Up to ten percent or 2,500 field or cell entries, whichever is less:

Fair use does not include posting a student or teacher's work on the Internet if it includes portions of copyrighted materials. Permission to copy shall be obtained from the original copyright holder(s) before such projects are placed online. The opening screen of such presentations shall include notice that permission was granted and materials are restricted from further use.

Notices – Before including this section, make sure employees are ready to comply with it and notices are posted.

The [superintendent, principal, teacher, teacher-librarian, choose all that apply or add others] is responsible for ensuring that appropriate warning devices are posted. The warnings are to educate and warn individuals using school district equipment of the copyright law. Warning notices must be posted:

- On or near copiers;
- On forms used to request copying services;
- On video recorders;
- On computers; and,
- At the library and other places where interlibrary loan orders for copies of materials are accepted.

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 service 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, etc.) will develop administrative regulations implementing this policy. The superintendent will provide a written report on the role of health services in the education program to the board annually.

Note: This is a mandatory policy. If a school district will be using federal money to perform physical exams or screenings on students, the school district must annually notify parents of the exam or screening except for hearing, vision or scoliosis. The following language is suggested;

"The school district will annually notify parents of physical exams or screenings conducted on students except for vision, hearing or scoliosis."

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34 C.F.R. pt. 99, 104, 200, 300 et seq.
29 U.S.C. § 794(a)
28 C.F.R. 35
20 U.S.C. 1232g § 1400 6301 et seq..
Iowa Code §§ 22.7, 139A.3. .8, .21; 143.1, 152, 256.7(24), .11, 280.23 .
281 I.A.C. 12.3(4), (7), (11); 12.4(12); 12.8
282 I.A.C. 22
641 I.A.C. 7
655 I.A.C. 6

Cross Reference: 501.4 Entrance - Admissions
507 Student Health and Well-Being

Approved July 18, 2022 Reviewed Revised July 17, 2023
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Legal Reference: 42 U.S.C. §§ 12101 et seq.

STUDENT HEALTH SERVICES REGULATION

Student Health Services Administrative Regulations

Student Health Services - Each school building may develop a customized student health services
program within comprehensive school improvement based on its unique needs and resources.
Scientific advances, laws, and school improvement necessitate supports to students with health
needs to receive their education program.

Supports to improve student achievement include:

- qualified health personnel
- school superintendent, school nurse, and school health team working collaboratively
- family and community involvement
- optimal student health services program with commitment to its continuing improvement

Components provided within a coordinated school health program include:

- health services
- nutrition
- healthy, safe environment
- staff wellness

- health education
- physical education and activity
- counseling, psychological, and social services
- family and community involvement

Student health services are provided to identify health needs; facilitate access to health care; provide for health needs related to educational achievement; promote health, well-being, and safety; and plan and develop the health services program.

- II. Student Health Services Essential Functions
 - A. Identify student health needs:
 - 1. Provide individual initial and annual health assessments
 - 2. Provide needed health screenings
 - 3. Maintain and update confidential health records
 - 4. Communicate (written, oral, electronic) health needs as consistent with confidentiality laws
 - B. Facilitate student access to physical and mental health services:
 - 1. Link students to community resources and monitor follow through
 - 2. Promote increased access and referral to primary health care financial resources such as Medicaid, HAWK-I, social security, and community health clinics
 - 3. Encourage appropriate use of heath care
 - C. Provide for student health needs related to educational achievement:
 - 1. Manage chronic and acute illnesses
 - 2. Provide special health procedures and medication including delegation, training, and supervision of qualified designated school personnel

STUDENT HEALTH SERVICES REGULATION

- 3. Develop, implement, evaluate, and revise individual health plans (IHPs) for all students with special health needs according to mandates in the Individuals with Disabilities Education Act (IDEA), Rehabilitation Act (Section 504), and American with Disabilities Act (ADA)
- 4. Provide urgent and emergency care for individual and group illness and injury
- 5. Prevent and control communicable disease and monitor immunizations
- 6. Promote optimal mental health
- 7. Promote a safe school facility and a safe school environment
- 8. Participate in and attend team meetings as a team member and health consultant
- D. Promote student health, well-being, and safety to foster healthy living:
 - 1. Provide developmentally appropriate health education and health counseling for individuals and groups
 - 2. Encourage injury and disease prevention practices
 - 3. Promote personal and public health practices
 - 4. Provide health promotion and injury and disease prevention education
- E. Plan and develop the student health services program collaboratively with the superintendent, school nurse, and school health team:
 - 1. Gather and interpret data to evaluate needs and performance
 - 2. Establish health advisory council and school health team
 - 3. Develop health procedures and guidelines
 - 4. Collaborate with staff, families, and community
 - 5. Maintain and update confidential student school health records
 - 6. Coordinate program with all school health components
 - 7. Coordinate with school improvement
 - 8. Evaluate and revise the health service program to meet changing needs
 - 9. Organize scheduling and direct health services staff
 - 10. Develop student health services annual status report
 - 11. Coordinate information and program delivery within the school and between school and major constituents
 - 12. Provide health services by qualified health professionals to effectively deliver services, including multiple levels of school health expertise such as registered nurses, physicians, and advanced registered nurse practitioners
 - 13. Provide for professional development for school health services staff

III. Expanded Health Services

These additional health services address learning barriers and the lack of access to health care. Examples include school-based services in the school, school-linked services connected to the school, primary care, mental health, substance abuse, and dental health.

STOCK PRESCRIPTION MEDICATION SUPPLY

The [insert school district name] Community School District seeks to provide a safe environment for students, staff, and visitors who are at risk of potentially life-threatening incidents including severe allergic reactions, respiratory distress and opioid overdose. Therefore, it is the policy of the district to annually obtain a prescription for opioid antagonists from a licensed health care professional, in the name of the school district, for administration by a school nurse or personnel trained and authorized to administer to a student or individual who may be experiencing an acute opioid overdose.

Procurement and maintenance of supply: The district shall stock a minimum of the following for each attendance center:

• One dose opioid antagonist.

The supply of such medications shall be maintained in a secure, dark, temperature-controlled location in each school building.

Authorized personnel will be required to provide a procedural skills demonstration to the school nurse demonstrating competency in the administration of stock epinephrine auto-injectors bronchodilator canister or spacer, or opioid antagonist to retain authorization to administer these medications if the following occur:

• Failure to administer an epinephrine auto-injector, bronchodilator canister or spacer, or opioid antagonist to a student or individual by proper route, failure to administer the correct dosage, or

failure to administer an opioid antagonist according to generally accepted standards of practice ("medication error"); or

• Accidental injection of an epinephrine auto-injector into a digit of the authorized personnel administering the medication ("medication incident").

Code No. 804.5 Page 2 of 2

STOCK PRESCRIPTION MEDICATION SUPPLY

Reporting: The district will contact emergency medical services (911) immediately after a stock epinephrine auto-injector, bronchodilator canister or spacer, or opioid antagonist is administered to a student or individual. The school nurse or authorized personnel will remain with the student or individual until emergency medical services arrive.

Within 48 hours, the district will report to the Iowa Department of Education:

- Each medication incident with the administration of stock epinephrine, bronchodilator canister or spacer, or opioid antagonist;
- Each medication error with the administration of stock epinephrine, bronchodilator canister or spacer, or opioid antagonist; or
- The administration of a stock epinephrine auto-injector, bronchodilator canister or spacer, or opioid antagonist.

As provided by law, the district, board, authorized personnel or school nurse, and the prescriber shall not be liable for any injury arising from the provision, administration, failure to administer, or assistance in the administration of an epinephrine auto-injector, bronchodilator canister or spacer, or opioid antagonist provided they acted reasonably and in good faith.

The superintendent may develop an administrative process to implement this policy.

NOTE: Districts are not required by law to stock and maintain a supply of epinephrine auto-injectors, bronchodilator canister or spacer, or opioid antagonist. However, if a district decides to stock and maintain a supply of these medications, the board is required to establish a policy.

NOTE: For additional information and resources regarding epinephrine auto-injectors, please visit the "School Nurse Administrative Resources" section of the Iowa Department of Education's website, located at https://www.educateiowa.gov/administrative-resources-school-nurses.

Legal Reference:		.C. 14.3.	
Cross Reference:	507.2	Administration of Medication	
Approved <u>September</u>	19, 2022	Reviewed	Revised

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PARENTAL AUTHORIZATION AND RELEASE FORM FOR THE ADMINISTRATION

OF A VOLUNIARY SCHOOL SUPI	INCIDENT		LIFE THREATENING
	/ /	,	/ /
Student's Name (Last), (First), (Middle)	Birthday	School	Date
The district seeks to provide a safe environmentally life-threatening incidents The threatening incidents that are listed below	district supplies	the following prescrip	ption medications for life
 Epinephrine auto-injectors Bronchodilator Bronchodilator Canisters and Sp Opioid Antagonist 	oacers		
Pursuant to state law, the school district of from the provision, administration, failur prescription medications supplied by the reasonably and in good faith.	e to administer, o	or assistance in the ad	ministration of the selected
The parent or guardian shall sign consent medication listed for life threatening inci- is to incur no liability as a result of admir incidents provided the school district to h Electronic signature meets the requireme	dents and sign a s nistration of a pre- nave acted reason	statement acknowleds escription medication ably and in good faitl	ging that the school district for life threatening
 I request the above-named studer medication, in the name of the so authorized to administer to a student student may be experiencing sym administration instructions listed associated with the stock medical administration course requirement 	chool district, by dent who acting r aptoms associated as identified in t tion(s) above and	a school nurse or perse easonably and in good d with a life threatening he required annual av	sonnel trained and d faith perceives the ng incident following the wareness training
 I understand the school district as no liability as a result of adminis incidents provided the school dis 	tration of the pre	scription medication(s) for life threatening
Parent/Guardian Signature	<u></u>	nte	

(agreed to the above statement)