



Annual Notices

August 2018

It is the policy of the Marshalltown Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact Anthony Spurgetis, Equity/Affirmative Action Coordinator, Marshalltown Community School District, 1002 South 3rd Avenue, Marshalltown, IA 50158, Phone 641-754-1000. Email – aspurgetis@marshalltown.k12.ia.us).

Attendance

Compulsory Attendance (Board Policy 501.3)

Parents within the school district who have children over age six and under age sixteen by September 15, in proper physical and mental condition to attend school, will have the children attend the school district at the attendance center designated by the board. Students will attend school the number of days school is in session in accordance with the school calendar. Students of compulsory attendance age will attend school a minimum of 180 days or 1080 hours. Students not attending the minimum days must be exempted by this policy as listed below or, referred to the county attorney. Exceptions to this policy include children who: have completed the requirements for graduation in an accredited school or have obtained a high school equivalency diploma; are attending religious services or receiving religious instruction; are attending an approved or probationally approved private college preparatory school; are attending an accredited nonpublic school; are receiving independent private instruction; or, are receiving competent private instruction. It is the responsibility of the parent of a child to provide evidence of the child's mental and physical inability to attend school or of the child's qualifications for one of the exceptions listed above. The principal will investigate the cause for a student's truancy. The school will participate in mediation if requested by the county attorney. The superintendent or designee will represent the school district in mediation. The school district will monitor the student's compliance with the mediation agreement and will report violations of the mediation agreement to the county attorney.

Attendance Requirements (Board Policy 501.3-E1)

Daily, punctual attendance is an integral part of the learning experience and is required of all students to receive the maximum benefit of the educational program. Students are expected to attend classes regularly and to be on time. It is the responsibility of the parent, guardian, or legal custodian to make sure the student is enrolled in the Marshalltown Community School District, attends school as required by the laws of Iowa, and follows the district's policies and regulations for attendance. Parents, guardians, or legal custodians within the school district who have children who are over six and under sixteen years of age by September 15 in proper physical and mental condition to attend school shall have the children attend the school district at the attendance center designated by the Board. If a child turns sixteen (16) after September 15, he/she must attend school during that school year. Students shall attend school 180 days in accordance with the school calendar, with the exception of seniors who shall attend 175 days. Seniors may also be excused from make-up days due to inclement weather if they have met graduation requirements. Enforcement of attendance requirements is the duty of both the local school district and the county attorney. The Board of Education is required to adopt rules describing the attendance requirements for students. Students must attend at least one hundred forty-eight days, to be met by attendance for at least thirty-seven days each school quarter (Iowa code section 280.3). Any child who fails to attend school as required by this attendance policy, without reasonable excuse for the absence, shall be deemed to be a truant. If the parent, guardian, legal custodian or child refuses to accept the school's attempt to assure attendance or the school's attempt is unsuccessful, the matter shall be referred to the county attorney for mediation or prosecution. Exceptions to this policy include children who:

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

school;

- are attending an accredited nonpublic school;
- are receiving competent private instruction from a parent, guardian, or legal custodian or Iowa licensed practitioner; !are excused for sufficient reason by any court of record or judge; ! have been excused under section 299.22 [deaf and blind]; or ! are exempted under section 299.24 [religious exemption] (299.2).

It is the responsibility of the parent, guardian or legal custodian of a child to provide evidence of the child's mental and physical inability to attend school or of the child's qualifications for one of the exceptions listed above. The principal or other school official shall investigate the cause for a student's truancy. If the principal or other school official is unable to secure the truant student's attendance, the principal or other school official should discuss the next step among administrators. If actions are unsuccessful, the principal shall refer the matter over to the county attorney. Truant students will be subject to the processes outlined in the supporting administrative regulation. The school will participate in mediation if requested by the county attorney. The superintendent or designee shall represent the school district in mediation. The school district will monitor the student's compliance with the mediation agreement and will report violations of the mediation agreement to the county attorney.

Attendance Regulations (Board Policy 501.3-E2)

The Marshalltown Community School District believes there is a clear and direct connection between school attendance and student learning. We believe that school attendance is first the parents' responsibility. We believe the school district should do everything we can to work with families to assure the regular attendance of our students. Our goal is student success, and regular attendance at school is important to achieving that goal. Changes in school attendance can signal or be symptomatic of other problems. It is important that the school carefully monitor student attendance to identify problems and to intervene early. When an attendance problem is identified, the school and home must work together to analyze the problem and develop a plan to address the issues contributing to poor school attendance. To be successful, parents and everyone at school - administrators, teachers, nurses, counselor(s), other support staff - must see themselves as part of the effort.

A. Attendance In accordance with Iowa law, it is the parent's responsibility to ensure their student attends school (Code of Iowa, Chapter 299). The school will determine whether the absence is considered an excused or unexcused absence.

B. Absences

1. Parent(s)/Guardian(s) are expected to notify the school regarding a student's absence on the day of the absence. An absence must be reported within 24 hours of the date of absence. Any absence not properly reported by phone or note will be considered an unexcused absence. As a measure of safety, the building will attempt to contact the parent if the child does not appear at school.
2. Reasons for a student's absences may include:
 - a. Documented chronic or extended illness and hospitalization;
 - b. Documented medical or dental absence (it is expected that recurring appointments such as but not limited to orthodontia and dermatology, etc., will be scheduled outside of school hours);
 - c. Death or serious illness in the immediate family or household;
 - d. Suspension from school;
 - e. Religious holidays requiring absence from school;

- f. Prior approval or notification of court appearances or other legal proceedings beyond the control of the family;
- g. Classes missed because of attendance at a school-sponsored trip or activity;
- h. Other verified emergency as approved by the building administrator;
- i. The school does not condone students being absent from school for family trips, and encourages parents to arrange such trips to coincide with school vacation time.
 - Advance notice must be given to the school by direct communication from the parents or head of household at least five (5) school days before the absence.
 - All school work must be made up in advance, or arrangements made to make up the work, to the satisfaction of the teachers involved.

3. Schoolwork missed because of absence must be made up. Students will be given two (2) days for each day missed to make-up work. Make-up time may not exceed six (6) school days following the student's return. The time allowed for make-up work may be extended at the discretion of the classroom teacher. Full credit will be given for schoolwork made up because of absences.

4. An absent student not meeting the provisions required to have an excused absence will have an unexcused absence. Make-up work and assignments may be obtained and submitted within three (3) days of returning to school. If unexcused absences become excessive each child's case will be reviewed for intervention.

5. Days of family trips greater than five (5) consecutive days will be considered unexcused.

6. Nine (9) consecutive days of unexcused absence will result in a child being unenrolled. Parents or guardians will be notified of these actions. This notification will be sent to the last known address or contact information.

C. Truancy

1. Truancy is a student's absence from school or class without parent(s)/guardian(s) and/or school permission. Such absences are considered unexcused.

D. Excessive Absence

Excessive absenteeism will be reviewed and could result in the student being recommended for retention.

1. Excessive absence is any absence beyond the district policy of sixteen (16) allowable absences. Any absence by a student over sixteen (16) or days will be considered excessive and in violation of the student attendance policy. The parent(s)/guardian(s) may be subject to prosecution under the Iowa State Code Chapter 299.

2. The following provides guidance, which may be followed when students have excessive absences:

- a. When a student has been absent from school four (4) days during a given quarter, the parent(s)/guardian(s) may be contacted via telephone and/or regular mail regarding the student's absence record.
- b. When a student has been absent from school four (4) days during a quarter, interventions shall be implemented. Interventions may include: home visits, attendance contract, letters, requests for required medicals, and a School Attendance Review Committee (SARC) hearing which includes meeting with the building administrator.
- c. When a student has been absent from school for eight (8) or more days per school year, the parent(s)/guardian(s) may be contacted via

mail and a required meeting may be scheduled with the SARC to develop an intervention plan to improve the attendance of the student.

d. Failure to improve attendance per the identified plan will result in a required parent meeting with building administration and the district truancy officer or his/her designee.

e. Final Referral: If attendance does not consistently improve, a letter will be sent to the county attorney with documentation of nonattendance by the student. Referral to the county attorney will be based only on excessive absences.

f. SARC: Members of the SARC may include teachers, counselors, nurse, administrator(s), social workers, AEA personnel, Juvenile Court Officers, district administration. Students served under an IEP must be represented through their case coordinator.

E. Activity Absences A student present as a participant at a sanctioned school activity will not be considered absent. While the student is not counted absent, it should be noted that it is the responsibility of the student to arrange for any make-up work. (See section B3)

F. Tardy Procedure

A tardy is defined as not being on time to school or class. Because a tardy constitutes a class disruption, each will be treated as a violation of the attendance regulations.

a. PK-6

Tardy to class refers to the student not being in the classroom when the bell rings.

1. A student who is tardy five (5) or more times will receive written notification from the building administrator and/or designee and may be referred for interventions.

2. When a student has ten (10) or more tardies a meeting will be scheduled with the classroom teacher, administrator, parent and/or counselor. An attendance plan will be developed and monitored daily.

b. Middle School and High School

The following guidelines will be applied to any period of attendance for a student:

1. Any student who arrives late to school, must report to the attendance office upon entry to school.

2. Consequences related to tardies in a specific class will be the responsibility of the teacher. These consequences will be approved by administration and presented to students at the start of each semester.

G. Grievance Any action taken under this administrative regulation at the building level may be grieved under the terms and provisions of the Complaints and Grievances (502.4)

Anti-Bullying/Anti-Harassment Policy

(Board Policy 104)

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

school property, or at any school function or school-sponsored activity. Definitions :For the purposes of this policy, the defined words shall have the following meaning:

- “Electronic” means any communication involving the transmission of information by wire, radio, optic cable, electromagnetic, or other similar means. “Electronic” includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, and electronic text messaging.

- “Harassment” and “bullying” shall mean any electronic, written, verbal, or physical act or conduct toward a student based on the individual’s actual or perceived age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status, and which creates an objectively hostile school environment that meets one or more of the following conditions:

- (1) Places the student in reasonable fear of harm to the student’s person or property.
- (2) Has a substantial detrimental effect on the student’s physical or mental health.
- (3) Has the effect of substantially interfering with a student’s academic performance.
- (4) Has the effect of substantially interfering with the student’s ability to participate in or benefit from the services, activities, or privileges provided by a school.

- “Trait or characteristic of the student” includes but is not limited to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.

- “Volunteer” means an individual who has regular, significant contact with students.

Filing a Complaint

A Complainant who wishes to avail himself/herself of this procedure may do so by filing a complaint with the superintendent or superintendent’s designee. An alternate will be designated in the event it is claimed that the superintendent or superintendent’s designee committed the alleged discrimination or some other conflict of interest exists. Complaints shall be filed within 45 days of the event giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence. The Complainant will state the nature of the

complaint and the remedy requested. The Complainant shall receive assistance as needed. School employees, volunteers, and students shall not engage in reprisal, retaliation, or false accusation against a victim, witness, or an individual who has reliable information about an act of bullying or harassment.

Investigation

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

Decision

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures, which may include suspension and expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures, which may include termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures, which may include exclusion from school grounds. A school employee, volunteer, or student, or a student’s parent or guardian who promptly, reasonably, and in good faith reports an incident of

bullying or harassment, in compliance with the procedures in the policy adopted pursuant to this section, to the appropriate school official designated by the school district, shall be immune from civil or criminal liability relating to such report and to participation in any administrative or judicial proceeding resulting from or relating to the report. Individuals who knowingly file false bullying or harassment complaints and any person who gives false statements in an investigation may be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

Please see the following District Policies for more information:

104- Anti-Bullying/Anti-Harassment

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

104 -R2- Harassment -Students- Initiations, Hazing, Bullying or Harassment

104-E1- Harassment Complaint Form

104.E-2- Harassment Witness Disclosure Form

104-E3 - Harassment Disposition of Complaint Form

Education Records Access

Annual Notice (Board Policy 506.1-E8)

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

1. The right to inspect and review the student’s education records within 45 days of the day the district receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading or in violation of the student’s privacy rights. Parents or eligible students may ask the school district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor,

instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, AEA employees, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or student assistance team, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll or is already enrolled if the disclosure is for purposes of the student's enrollment of transfer.

4. The right to inform the school district that the parent does not want directory information, as defined below, to be released. Directory information can be released without prior parental consent. The school district will not market or sell directory information without prior consent of the parent. Any student over the age of eighteen or parent not wanting this information released to the public must make objection in writing by September 15 to the principal. The objection needs to be renewed annually. For elementary students, directory information consists of the following: the student's name, grade level, participation in officially recognized activities and sports, special recognition of awards received and a photograph or other likeness of the student. For middle school and high school students, directory information consists of the following: the student's name, grade level, date of birth, name of parent or guardian, participation in officially recognized activities or sports, weight and height of members of athletic teams, special recognition or awards received and a photograph or other likeness of the students.
5. The school district may share any information with the Parties contained in a student's permanent record, which is directly related to the juvenile justice system's ability to effectively serve the student. Prior to adjudication information contained in the permanent record may be disclosed by the school district to the Parties without parental consent or court order. Information contained in a student's permanent record may be disclosed by the school district to the Parties after adjudication only with parental consent or a court order. Information shared pursuant to the agreement is used solely for determining the programs and services appropriate to the needs of the student or student's family or coordinating the delivery of programs and services to the student or student's family. Information shared under the agreement is not admissible in any court proceedings, which take place prior to a disposition hearing, unless written consent is obtained from a student's parent, guardian, or legal or actual custodian. Information obtained from others shall not be used for the basis of disciplinary action of the student. This agreement only governs a school district's ability to share information and the purposes for which that information can be used.
6. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC, 20202- 8520

Juvenile Justice Agency Information Sharing Agreement

(Board Policy. 506.1E7)

The purpose of this Agreement is to allow for the sharing of information among the

School District and the Agencies prior to a student's adjudication in order to promote and collaborate to improve school safety, reduce alcohol and illegal drug use, reduce truancy, reduce in-school and out-of-school suspensions, and to support alternatives to in-school and out-of-school suspensions and expulsions which provide structured and well supervised educational programs supplemented by coordinated and appropriate services designed to correct behaviors that lead to truancy, suspension, and expulsions and to support students in successfully completing their education. This agreement implements Iowa Code § 280.25 and is consistent with 34 C.F.R. 99.38 (2012).

Student Directory Information

(Board Policy 506.2)

Student directory information is designed to be used internally within the school district. Directory information is information contained in the education records of a student that would not generally be considered harmful or an invasion of privacy if disclosed. The district may disclose "directory information" to third parties without consent if it has given public notice of the types of information which it has designated as "directory information," the parent's or eligible student's right to restrict the disclosure of such information, and the period of time within which a parent or eligible student has to notify the school in writing that he or she does not want any or all of those types of information designated as "directory information." The district has designated the following as "directory information":

For elementary students, directory information consists of the following: the student's name, grade level, participation in officially recognized activities and sports, special recognition of awards received and a photograph or other likeness of the student.

For middle school and high school students, directory information consists of the following: the student's name, grade level, date of birth, name of parent or guardian, participation in officially recognized activities or sports, weight and height of members of athletic teams, special recognition or awards received and a photograph or other likeness of the students.

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

You have the right to refuse the designation of any or all of the categories of personally identifiable information as directory information with respect to your student provided that you notify the school district in writing within 10 days of the student's first day of school. You may file board policy form 506.2-E1- Authorization for Releasing Student Directory Information if you desire to make such a refusal.

Release of Student Directory Information to Military Recruiters

Two federal laws (Section 9528 of the Elementary and Secondary Education Act (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).) require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent

Because the Marshalltown School District has not identified students' address and phone

number as “directory information,” we are required to give separate and specific notice regarding the release of this information to military recruiters and to provide you with the opportunity to request that this information not be provided to military recruiters.

Equal Educational Opportunity

(Board Policy 102)

It is the policy of the Marshalltown Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact Anthony Spurgetis, Equity/Affirmative Action Coordinator, Marshalltown Community School District, 1002 South 3rd Avenue, Marshalltown, IA 50158, Phone 641-754-1000. Email – aspurgetis@marshalltown.k12.ia.us. The board requires all persons, agencies, vendors, contractors and other persons and organizations doing business with or performing services for the school district to subscribe to all applicable federal and state laws, executive orders, rules and regulations pertaining to contract compliance and equal opportunity.

Annual Notice of Nondiscrimination

(Board Policy 102.E1)

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

- 1) Agricultural, Food and Natural Resources
- 2) Applied Science, Technology, Engineering and Manufacturing
- 3) Information Solutions
- 4) Business, Finance, Marketing and Management
- 5) Health Science
- 6) Human Services

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Section 504/ADA Grievance Procedures

The Marshalltown Community School District does not discriminate on the basis of disability with regard to admission, access to services, treatment, or employment in its program or activities. Any qualified individual who wishes to complain about alleged discriminatory treatment falling under Section 504 or Title II of the Americans with

Disabilities Act (“TITLE II”) shall be addressed by the following Grievance Procedure. Please see board policy Notice of Section 504 and Parental Rights 102.E3.

This Grievance Procedure is established to meet the requirements of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (“ADA”). The District strongly prohibits retaliation on the basis of any grievance filed under this Policy. For more information contact the Director of Special Services at 641-754-1000.

Chapter 103 and Physical Restraint

Physical Restraint (Corporal Punishment) (Board Policy 503.5)

Marshalltown Community School District prohibits the use of corporal punishment as a form of student discipline. Corporal punishment is defined as the intentional physical punishment of a student and is prohibited. It may be necessary at times, however, to use physical restraint of a student to protect the student, others, or property from harm. No employee is prohibited from:

- Using reasonable and necessary force, not designed or intended to cause pain, in order to accomplish any of the following:
 - To quell a disturbance or prevent an act that threatens physical harm to any person.
 - To obtain possession of a weapon or other dangerous object within a pupil’s control.
 - For the purposes of self-defense or defense of others as provided for in Iowa Code section 704.3.
 - For the protection of property as provided for in Iowa Code section 704.4 or 704.5.
 - To remove a disruptive pupil from class or any area of school premises or from school-sponsored activities off school premises.
 - To protect a student from the self-infliction of harm.
 - To protect the safety of others.
- Using incidental, minor, or reasonable physical contact to maintain order and control.

Reasonable physical force should be commensurate with the circumstances of the situation. The following factors should be considered in using reasonable physical force for the reasons stated in this policy:

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

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

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

Iowa Code 281 Chapter 103 Corporal Punishment Ban; Restraint; Physical Confinement and Detention

Areas used for behavior intervention will ensure that the students have reasonable space, sufficient light, ventilation and a comfortable temperature and students are

allowed reasonable break period to attend to bodily needs (this does not include sleep). The area will be adequately supervised and able to leave the area during an emergency. The room will be free of dangerous objects or instruments. Revised Iowa Code 281-Chapter 103 applies to all students. Material restraints will not be utilized. Adult supervision is maintained in all areas used for student behavior intervention. Physical restraint, confinement, and detention will only be utilized when reasonable disciplinary techniques have been attempted. (Refer to school behavior management system.) Physical restraints will only be utilized to keep the students, staff, and property safe. Prone restraints will not be utilized as a restraint method. If for emergency safety reasons, students are placed in a prone restraint position, the staff must take immediate steps to end the prone restraint. School staff will receive adequate and periodic training prior to using physical restraints. Parents/guardians will receive notification of behavior intervention. The special school building principal has a copy of Iowa Code 281-Chapter 103 which is available for parent review. Parents/guardians will receive notification from the school if physical restraints were utilized with their child, and/or if their child was removed from the classroom and placed in an intervention area where the student's egress was physically prevented.

Right to Know (Hazardous Chemicals)

Iowa law provides parents and employees with the "Right to Know" of any dangerous chemicals and/or cleaning supplies which may be in the educational environment or the workplace. Any requests for information should be filed with the Superintendent of Schools. Please see board policy Hazardous Chemicals-Right to Know 403.4 for more information.

Allegations of Child Abuse

The legislature has required all schools in the State of Iowa to adopt a uniform procedure for investigating allegations of abuse of students by school employees. Anthony Spurgetis, Director of Human Resources, is the district's designated investigator for level 1 child abuse complaints against district employees. Marshalltown High School Principal, Jacqueline Wyant, is the alternate investigator. The Marshalltown Police Department will provide the designated investigators for level 2 child abuse complaints against school employees. Please see board policies Abuse of Students by School District Employees 402.3, Regulation 402.3-R, Exhibit 402.3-E1, and Exhibit 402.3-E2.

Interviews of Students by Law Enforcement and Outside Agencies , Gangs, and Weapons

The Marshalltown Community School District believes that the presence of gangs and gang activities may cause substantial disruption of school and school activities and prohibits the existence of gangs and gang activities on or about school property or at any school activity. Please see board policy Gangs 502.11.

The District supports a "zero tolerance" concept toward weapons and violence in our schools. The Board believes weapons and other dangerous objects and look-a-likes in school district facilities cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on the school district premises or property within the jurisdiction of the school district. School district facilities are not an appropriate place for weapons or dangerous objects and look alike. Weapons and other dangerous objects and look alike shall be

taken from students and others who bring them onto the school district property or onto property within the jurisdiction of the school district or from students who are within the control of the school district. Parents or guardians of students found to possess weapons or dangerous objects or look-a-likes on school property shall be notified of the incident. Possession or confiscation of weapons or dangerous objects may be reported to the law enforcement officials, and students may be subject to disciplinary action including suspension or expulsion. Please see policy Weapons 502.6.

It shall be the policy of the Marshalltown Community School District that a [reasonably] cooperative effort be maintained between the school administration and law enforcement agencies. Law enforcement officials may be summoned in order to conduct an investigation of alleged criminal conduct on the school premises or during a school-sponsored activity or to maintain the educational environment. They may also be summoned for the purpose of maintaining or restoring order when the presence of such officers is necessary to prevent injury to persons or property. If a student is involved in a criminal offense that involves violence, weapons, harassment, theft, possession of alcohol or drugs, law enforcement officials may be contacted. Administrators have the responsibility and the authority to determine when the assistance of law enforcement officers is necessary within their respective jurisdictions. The School District's administrators shall at all times act in a manner which protects and guarantees the rights of students and parents. Please see policy Interviews of Students by Law Enforcement and Outside Agencies 502.9.

Human Growth and Development Instruction

A state mandated human growth and development curriculum and AIDS education curriculum are taught in classes dealing with health, home economics, human biology, and physical education. Parents or guardians are welcome to request specific information about the curricular content and can examine materials used during instruction. If a parent or guardian wishes to have their child excused from the human growth and development or AIDS instruction, a written request must be filed with the building principal.

Open Enrollment

Parents/guardians considering the use of the open enrollment option to enroll their child(ren) in another public school district in the state of Iowa should be aware of the following dates:

March 1 — Last date for regular open enrollment requests for the next school year.

September 1 — Last date for open enrollment requests for entering kindergarten students.

Please see board policies 501.14 and 501.14-R for more information or contact the District Registrar for details.

For those who Parents/guardians of open enrolled students whose income falls below 160% of the federal poverty guidelines are eligible for transportation assistance. This may be in the form of actual transportation or in the form of a cash stipend. Parents should be aware that open enrollment may result in the loss of athletic eligibility. Open enrollment forms are available at the School Administration Office, Support Services Center, 1002 South 3rd Avenue, 2nd Floor.

Fines, Fees, and Charges

(Fines, Fees, and Charges Board Policy 503.3)

Marshalltown Community School District will provide students with educational materials, approved by the Board of Education, in all grades through the Senior High. The Board may establish reasonable fees for textbook rental and for purchase of consumable materials. Textbooks remain the property of the District. The board believes students should respect school district property and assist in its preservation for future use by others. Students may be assessed fines, charges, or fees for the materials needed in a course, for overdue school materials, for participating in activities, or for misuse of school property. The superintendent will inform the board of the dollar amount to be charged to students or others for fines, charges, or fees annually. Parents of students meeting specific financial eligibility standards will be eligible for a waiver of student fees or a reduction of student fees based upon the request of the parent. It is the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy. Please see policy 503.3-R Student Fee Waiver and Reduction Procedures for more information on how to apply.

Meal Charges

(Board Policy 710.4)

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

Payment of Meals

Students have use of an individual meal account. When the balance reaches \$0.00 a student may charge no more than THREE (3) meals or the cost of THREE (3) lunches to this account. When an account reaches this limit, a student shall not be allowed to charge further meals until the negative account balance is paid. Students will not be allowed to charge a la carte purchases to their account after the balance reaches \$0.00. Funds may be deposited into the student account online through the District's website or by bringing a check/ cash to the student's school office, cafeteria or to the Food Service Office.

Students who qualify for free meals shall never be denied a reimbursable meal, even if they have accrued a negative balance from previous purchases. Students with outstanding meal charge debt shall be allowed to purchase a meal if the student pays for the meal when it is received. A student who has charged the maximum allowance to the student account and cannot pay out of pocket for a meal, will be provided with an alternate meal at no cost that meets the minimum federal and state requirements. If a student elects not to select the alternate meal, the student's account will be charged for the meal. Students with unpaid balances of \$50.00 or more at the end of each month will be turned to collections.

Employees may use a charge account for meals, but may charge no more than one meal to this account. When an account reaches this limit, an employee shall not be allowed to charge further meals until the negative account balance is paid. A la Carte purchases will not be allowed if there are not sufficient funds in the account to cover the purchase.

Negative Account Balances

The school district will make reasonable efforts to notify families when meal account balances are low. Additionally, the school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. The school district will coordinate communications with families to resolve the matter of unpaid charges. Families will be notified prior to becoming negative. Notifications of low balances will be sent out when the account balance is below \$10.00. Families will be notified of an outstanding negative balance once the negative balance reaches \$0.00. Families will be notified by Infinite Campus messenger, phone call by district staff member and quarterly mailings.

Negative balances not paid prior to end of the school year or upon transfer out of the district, will be turned over to the superintendent or superintendent's designee for collection. Options may include: collection agencies, small claims court, or any other legal method permitted by law.

Communication of the Policy

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

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

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

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

Academic Freedom

(Board Policy 603.8 and 603.8-R)

The Marshalltown Community School District's Board believes students should have an opportunity to reach their own decisions and beliefs about conflicting points of view. Academic freedom is the opportunity of licensed employees and students to study, investigate, present, interpret, and discuss facts and ideas relevant to the subject matter of the classroom and appropriate to and in good taste with the maturity and intellectual and emotional capacities of the students. It is the responsibility of the teacher to refrain from advocating partisan causes, sectarian religious views, or biased positions in the classroom or through teaching methods. Teachers are not discouraged from expressing personal opinions as long as students are aware it is personal opinion and students are allowed to reach their own conclusions independently. It is the responsibility of the principal to ensure academic freedom is allowed but not abused in the classroom.

A "controversial issue" is defined as an area of significant academic inquiry about which substantial segments of the citizens of this community, state, or nation hold sincere conflicting points of view. It is the belief of this Marshalltown Community School District that controversial issues should be fairly presented in a spirit of honest academic freedom to the end that individual students may recognize the validity of other points of view but can learn to formulate their own opinions based upon dispassionate, objective, unbiased study and discussion of the factual bases underlying the controversy. It shall be the responsibility of the instructor to present fully and fairly the opportunity and means for students to study, consider, and discuss all sides of controversial issues, including but not limited to political philosophies. It shall be the responsibility of the instructor to protect the right of the student to study pertinent controversial issues within limits of good taste, allowing the expression of their personal opinions without jeopardizing their relationships with their instructors or school. It shall be the responsibility of the instructor to refrain from

advocating partisan causes, sectarian religious views, or selfish propaganda of any kind through any classroom or school device; however, an instructor shall not be prohibited from expressing a personal opinion as long as the student is encouraged to reach his own decision independently. It shall be the policy of this school system with respect to controversial issues to Adopted: Fall 1969 Legal Reference: (Code of Iowa) Reviewed: October 5, 2015 Amended: September 14, 2009 Cross Reference: encourage instructors to lead full discussions thereof in a spirit of academic freedom to the end that the student may learn that he/she has the right to disagree with the opinion of another, but he/she has the responsibility to base his/her disagreement upon fact and at the same time respect the right of another to hold a conflicting opinion.

Homeless Children and Youth

The Marshalltown Community School District believes all students should have access to a free, appropriate public education. The district will ensure that homeless children and youth have equal access to the same free, appropriate public education as other children and youth. The term “homeless children and youth” means individuals who lack a fixed, regular, and adequate nighttime residence. The term includes:

-Children and youth who are:

- Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason (sometimes referred to as “doubled up”);
- Living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations;
- Living in emergency or transitional shelters; or
- Abandoned in hospitals.

-Children and youth who have a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings;

-Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and

-Migratory children who qualify as homeless because they are living in circumstances described above.

Please see board policy Homeless Children and Youth 501.16 for more information.

Under the McKinney-Vento Act, children in homeless situations have the right to:

Go to school, no matter where they live or how long they have lived there; attend either the local school or the school of origin, if this is in their best interest; the school of origin is the school the child attended when he/she was permanently housed, or the school in which the child was last enrolled; receive transportation to and from the school of origin; enroll in school immediately, even if missing records and documents normally required for enrollment such as a birth certificate, proof of residence, previous school records, or immunization/medical records; enroll, attend classes, and participate fully in all school activities while the school arranges for transfer of records; have access to the same programs and services that are available to all other students including transportation and supplemental educational services; have access to free school meals/lunch programs; attend school with children not experiencing homelessness; segregation based on a student’s status as homeless is prohibited.

The local liaison for homeless education is Anthony Spurgetis, Director, Human Resources at 641-754-1000.

Asbestos Notification

School board policy Asbestos-Containing Materials 804.4 states friable and non-friable asbestos-containing materials will be maintained in good condition and appropriate precautions will be followed when the material is disturbed for any reason. If there is a need to replace asbestos it will be replaced with non-asbestos-containing materials. The School District will implement the rules of AHERA and will provide the necessary funding to implement the response actions as required. The School District will notify, appoint and train as necessary the appropriate person as required in the rules.

For information regarding response action activities, removal projects, or general asbestos related information for Marshalltown Community School facilities, contact the Director of Buildings and Grounds or review the Asbestos Management Plan located in the school building’s main office during regular school hours. The director can be reached by contacting the school district Buildings and Grounds office at the Central Services Building – phone 641-754-1090.

Student Conduct (Board Policy 503.1)

I. Philosophy

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

The Marshalltown Community School District recognizes the vital relationship between an orderly atmosphere and a positive and successful learning experience in school. Discipline is a necessary ingredient for success, and its foundation originates in the home. As the first teacher of the child, it is the parent’s responsibility to develop good habits of behavior as well as positive attitudes toward school. The child benefits when the home and the school work together toward the goal of educating the child to become a responsible member of society capable of self-discipline and effective decision making. The District encourages parents and guardians to recognize their responsibilities, and seeks a cooperative effort in the implementation of an effective climate. The implementation of school procedures is the joint responsibility of the Board of Education, school staff, students, and their parents. The dignity of the student, as an individual, should be protected with proper consideration for his or her personal feelings which may be associated with race, color, age, religion, creed, national origin, sex, marital status, sexual orientation, gender identity or disability. The recognition by the student and the staff member of mutual responsibilities in this connection will establish a mutual respect stimulating a sound environment for carrying out school procedures. Respect for the teachers, the principal, and staff in their professional capacity is an important part of the school system and that dignity should be protected. Members of the school staff shall have the authority necessary to carry out such school procedures, including the use of reasonable physical restraint to prevent and/or stop any act of interference with the scholarly, disciplined atmosphere of the school. Teachers and principals are assured of Central Office Administration and Board of Education cooperation and support in the efforts to maintain a properly disciplined atmosphere.

II. Jurisdiction

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

III. School Discipline (Definition)

School discipline is the guidance of the conduct of students in a way which permits the orderly and efficient operation of the school, as well as the maintenance of a scholarly, controlled environment in which maximum educational benefits for all pupils may be achieved.

IV. Breach of Discipline

Breach of discipline is any conduct by students which interferes with the maintenance of school discipline. Acts or behavior which tend to conflict with, or disrupt, the education program or which are antagonistic to other students or to school personnel cannot be tolerated. Insubordination and misbehavior are incompatible with good citizenship and good government.

V. EXAMPLES OF BREACH OF DISCIPLINE

(Not intended to be a complete listing)

- A. Inappropriate behaviors such as: temper tantrums, bully type behavior, fighting, cheating
- B. Use of profane, vulgar or obscene language, or loud and boisterous conduct which disturbs the orderly, efficient, and disciplined atmosphere and operation of the school
- C. Refusal to comply with the requests or directions of teachers, administrators, or other school personnel who are carrying out school responsibilities or duties (open defiance, insubordination or willful disobedience)
- D. Malicious mischief or vandalism. Defacing or destruction of any building or fixture which may include the willful writing, making marks, drawing characters, etc. on walls, furniture and fixtures
- E. Smoking or use of tobacco products on school premises or possession of cigarettes, cigars, smoking tobacco, e-cigarettes, or chewing tobacco on school premises in violation of school regulations
- F. The use, possession, sale, or attempted sale, of any alcoholic beverage or controlled substance on school property or at any school related activity
- G. Physical attack upon or threat of physical violence to teachers, students, or other school personnel, or persons within school jurisdiction
- H. Violation of policies 502.6, 502.11, 502.12 regarding weapons, gangs or violence
- I. Personal misbehavior, such as extortion, intimidation, or possession of dangerous objects
- J. Display of racial bigotry, intolerance or harassment due to race, color, age, religion, creed, national origin, sex, marital status, sexual orientation, gender identity or disability
- K. Violation of any criminal statute of the State of Iowa, or the United States. Examples of violations of such laws may include: assault, larceny, robbery, theft, unlawful

assembly, disturbing public assembly, malicious threats, malicious use of the telephone, or distribution of obscene material

- L. Violation of Internet rules

VI. Assault and Threats to School Personnel

- A. A student who commits an assault against an employee on school district property or on property within the jurisdiction of the school district; while on school-owned or school-operated chartered vehicles; or while attending or engaged in school district activities will be suspended by the principal. Notice of the suspension is sent to the board president. The board will review the suspension and decide whether to hold a disciplinary hearing to determine whether to impose further sanctions against the student which may include expulsion. In making its decision, the board shall consider the best interests of the school district, which shall include what is best to protect and ensure the safety of the school employees and students from the student committing the assault. Assault for purposes of this section of this policy is defined as, when, without justification, a student does any of the following:
 - an act which is intended to cause pain or injury to, or which is intended to result in physical contact which will be insulting or offensive to another, coupled with the apparent ability to execute the act; or
 - any act which is intended to place another in fear of immediate physical contact which will be painful, injurious, insulting or offensive, coupled with the apparent ability to execute the act; or
 - intentionally points any firearm toward another or displays in a threatening manner any dangerous weapon toward another.

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

- B. A student shall not be suspended or expelled under this Section if the suspension or expulsion would violate the federal Individuals with Disabilities Education Act.

VII. Rules and Regulations Enforcement (Disciplinary Action)

Students who fail to abide by this policy, and the administrative regulations supporting it, may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to participate in or obtain their education; conduct that is violent or destructive; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation, and expulsion.

Each school building principal and the director of transportation may make such rules and regulations as deemed necessary to implement and carry out the intent of this policy subject to the approval of the superintendent and Board of Education. In the consideration of such approval, the superintendent shall give due regard to the desirability of uniformity of such rules and regulations.

VIII. SPECIAL EDUCATION RIGHTS

Students identified as special education students shall receive all due process considerations required under federal and state legislation. A review of the student's individual educational program shall precede an expulsion hearing under this policy and shall be made a part of the record in any disciplinary proceedings where applicable.

Good Conduct Rule

(Board Policy 503.4)

Participation in school activities is a privilege. School activities provide the benefits of promoting additional interests and abilities in the students during their school years and for their lifetimes. Students who participate in extracurricular activities serve as ambassadors of the school district throughout the calendar year, whether away from school or at school. Students who wish to have the privilege of participating in extracurricular activities must conduct themselves in accordance with board policy and must refrain from engaging in activities which are illegal, unhealthy or which reflect adversely upon the student, his or her family, our school or our community. Students who fail to abide by this policy and the administrative regulations supporting it may be subject to disciplinary measures. The principal will keep records of violations of the good conduct rule. It is the responsibility of the superintendent to develop rules and regulations for school activities. Students wanting to participate in school activities must meet the requirements set out by the school district for participation in the activity.

Please see Student Conduct in Extra-Curricular Activities Code No. 503.4-R1 and Student Conduct in Extra-Curricular Activities Code No. 503.4-R2 for more information.

Disciplinary Procedures And/Or Penalties (Responsibility)

Board Policy 503.1-R1

As set forth in the rules and regulations of the Board of Education and the Administration, discipline shall be subject to the following procedures and penalties. These actions are authorized to be taken either individually or collectively by the designated school official.

A. Classroom Teacher Responsibility

Teachers are responsible for classroom discipline; therefore, actions for disciplinary offenses are the responsibility and the obligation of the classroom teacher. The term "classroom teacher" is used in a broad sense and is to include educational aides or any other staff member involved in the process of supervising or instructing students. An offense that is not greatly disturbing to the class routine is a minor offense; however, it is possible that repeated minor offenses could become a major problem. The classroom teacher is authorized to take the following possible actions:

- 1. Verbal correction**
- 2. Denial of classroom privileges**
- 3. Removal - from a class or activities of the class.** Removal from the classroom means a student is sent to the building principal's office. Secondary students excluded from class by a classroom teacher may not be readmitted to the same class the day of the infraction and a conference may be held by the principal with the student and teacher prior to readmission to the class. Elementary students excluded from a class by a teacher may be readmitted the same day following a conference with the student and teacher.
- 4. Detention.** Detention is requiring the student to serve disciplinary time before and/or after school or at other times determined by the teacher or administrator. The time served shall be supervised and the student shall be required to do constructive work. Detention should be served within the day of the violation, if

possible. A bus student may serve the detention on the following day, if necessary, so that transportation arrangements may be made.

- 5. Physical restraint.** Restraint is considered an act of controlling the actions of a student when the student's actions may inflict harm to self or to others and is not considered physical punishment. Teachers and administrators may use reasonable and necessary physical force to prevent a student from harming self or others. See Board Policy 503.5/503.5E.
- 6. Restitution.** Restitution is the act of making up for damages or harm caused by the student's actions which resulted in the implementation of disciplinary procedures. A student may be held responsible for situations where school or personal property is damaged as a result of the student's actions which resulted in the implementation of disciplinary procedures.

B. Administration Responsibility

When a situation arises in which the educational process is unable to proceed or if the situation is of a serious nature, the classroom teacher can no longer be considered the sole disciplinarian. The student who causes serious disturbances in the classroom shall be referred to the building principal or designee for assistance in correcting the discipline problem. The building principal shall maintain, review, and provide to the staff and students guidelines that will foster a positive learning environment. When a student has been referred to the principal or designee for breach of discipline, the principal may take any of the actions outlined previously for teachers. In addition to these actions, the principal is authorized to take any of the following steps if deemed necessary:

- 1. Suspension** (either an in-school suspension, an out-of-school suspension) means a restriction from school activities or loss of extracurricular eligibility. An in-school suspension means the student will attend school but will be temporarily isolated from one or more classes while under supervision. An in-school suspension will not exceed five (5) consecutive school days. An out-of-school suspension means the student is removed from the school environment, which includes school property, classes and activities. An out-of-school suspension will not exceed ten (10) consecutive school days. A restriction which is limited to school activities means a student will attend school, classes and practice but will not participate in school activities.
- 2. Probation** means a student is given a conditional suspension of a penalty for a definite period of time in addition to being reprimanded. The conditional suspension means the student must meet the conditions and terms for the suspension of the penalty. Failure of the student to meet these conditions and terms will result in immediate reinstatement of the penalty.
- 3. Suspension to Consider Expulsion.** In the event an apparent breach of discipline is so aggravated that in the opinion of the building principal, expulsion of a student might be considered, the principal or designee may suspend a student for such length of time as may be necessary to determine whether the student should be expelled. In such case, the principal should arrange a conference with the student, the student's parents or guardians, and the superintendent of schools or designee, to consider whether or not the student has been guilty of a breach of discipline so aggravated that the matter should be submitted to the Board of Education to consider the expulsion of the student from school. The Board of Education will hold a hearing within ten (10) school days of the commencement of the suspension. If the hearing cannot be held within ten (10) school days of the commencement of the suspension, an alternate educational plan will be arranged for the student.

4. **Expulsion** means an action by the board to remove a student from the school environment, which includes, but is not limited to, property, classes and activities, for a period of time set by the board. Discipline of special education students, including suspensions and expulsions, will comply with the provisions of applicable federal and state laws.
5. **Cooperation with Law Enforcement Officials.** If students are involved in fighting, police may be called and students may be taken to the police station. They may be charged with disorderly conduct or one of various levels of assault and referred to juvenile authorities. Police may be involved in other criminal actions such as theft or possession of alcohol, drugs, tobacco, and weapons. In the case of tobacco possession, the student will be cited while at school.

C. Board of Education Responsibility

Expulsion from school may be imposed by the Board of Education (See expulsion procedure, Board Policy 503.2)

Student Suspension

Board Policy No. 503.1-R2

Administrative Action

A. Probation

1. Probation is conditional suspension of a penalty for a set period of time. Probation may be imposed by the principal for infractions of school rules which do not warrant the necessity of removal from school.
2. The principal will conduct an investigation of the allegations against the student prior to imposition of probation. The investigation will include, but not be limited to, written or oral notice to the student of the allegations against the student and an opportunity to respond. Written notice and reasons for the probation will be sent to the parents.

B. In-School Suspension

1. In-school suspension is the temporary isolation of a student from one or more classes while under administrative supervision. In-school suspensions may be imposed by the principal for infractions of school rules, which are serious but which do not warrant the necessity of removal from school.
2. The principal will conduct an investigation of the allegations against the student prior to imposition of an in-school suspension. The investigation will include, but not be limited to, written or oral notice to the student of the allegations against the student and an opportunity to respond. In-school suspension will not be imposed for more than ten (10) school days. Written notice and reasons for the in-school suspension will be sent to the student's parents.

C. Out-of-School Suspension

1. Out-of-school suspension is the removal of a student from the school environment for periods of short duration. Out-of-school suspension is to be used when other available school resources are unable to constructively remedy student misconduct.
2. A student may be suspended out of school for up to ten (10) school days by a principal for a commission of gross or repeated infractions of school rules, regulations, policy or the law, or when the presence of the student will cause interference with the maintenance of the educational environment or the operation of the school. The principal may suspend students after conducting an investigation of the charges against the student, giving the student:
 - a. Oral or written notice of the allegations against the student, and

- b. The opportunity to respond to those charges. At the principal's discretion, the student may be allowed to confront witnesses against the student or present witnesses on behalf of the student.

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

D. Suspensions and Special Education Students

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

Due Process

Before a principal or designee may impose any of the five (5) kinds of suspensions previously mentioned, the following minimum steps of due process must be afforded to the student.

- A. The principal or designee shall conduct an informal investigation of the charges against the student.
- B. The principal or designee shall give the student oral or written notice of the allegations and of the time and place of a hearing concerning those allegations.
- C. The principal or designee shall conduct the hearing where the student shall be advised of the basis for the charges and afforded the opportunity to respond to the charges.
- D. The investigation, notice to the student and informal hearing, must precede removal of the student from school. Nothing, however, shall prevent the immediate suspension of a student when the student's continued presence on school property would endanger the student's safety or well-being, the safety or well-being of other members of the school, or would substantially interfere with the proper functioning of the school. In the event of an immediate suspension, a hearing will be held within three (3) school days at such time and place as designated by the principal with written or oral notice to the student and/or parent or guardian.
- E. The principal or designee will document the basis and procedures used for each and every suspension.
- F. Notice of an out-of-school suspension will be mailed to the student's parents or legal guardians, superintendent, and to the President of the Board of Education no later than the end of the day following the suspension. There shall be documentation showing that a reasonable effort has been made by the Administration in the attempt to contact the home. The written notice to the student's parents or guardians should include the circumstances involving the student which led to the suspension, and identification of the Board of Education Policy and/or rules pertaining to the suspension.

- G. No more than one administrative suspension may be imposed upon a student for the same set of facts.
- H. Expulsion: Board of Education Action (See Board Policy 503.2)
 - 1. Board of Education expulsions are extreme measures of discipline to be employed only when all available school resources are unable to cope constructively with student misconduct. The removal of a student from the educational environment for any length of time is viewed as a severe consequence to be used sparingly.
 - 2. Upon the recommendation of the superintendent or designee, and after giving at least three (3) days' written notice to the student of time and place of the Board of Education meeting and hearing upon the question of expulsion, the student may be expelled from school by the Board of Education after such hearing for serious or repeated violations of discipline.
- I. Condition of Readmission: The Board of Education may consider, and by a majority vote, grant readmission to a student expelled by Board of Education action at any time and upon any condition it may determine.

Student Expulsion

(Board Policy. 503.2)

Only the board may remove a student from the school environment. The removal of a student from the school environment, which includes, but is not limited to, classes and activities, is an expulsion from school. Students may be expelled for violations of board policy, school rules or the law. It is within the discretion of the board to discipline a student by using an expulsion for a single offense or for a series of offenses depending on the nature of the offense and the circumstances surrounding the offense. It is within the discretion of the superintendent to recommend to the board the expulsion of a student for disciplinary purposes. Only the board may take action to expel a student and to readmit the student. The principal will keep records of expulsions in addition to the board's records. When a student is recommended for expulsion by the board, the student is provided with:

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

In addition to these procedures, a special education student must be provided with additional procedures. A determination should be made of whether the student is actually guilty of the misconduct. A staffing team should determine whether the student's behavior is caused by the student's disability and whether the conduct is the result of inappropriate placement. Discussions and conclusions of this meeting should be recorded. If the special education student's conduct is not caused by the disability, the student may be expelled or suspended for a long-term period following written notice to the parent and pursuant to the school district's expulsion hearing procedures. If the misconduct is caused by the disability and a change in placement is recommended, the change must be made pursuant to the placement procedures used by the school district.

Please see board policy Student Expulsion Regulation 503.2-R for more information.

Violence

(Board Policy 502.12)

The Board of Directors of the Marshalltown Community School District believes our society should be free of violence and that the school should set a non-violent example for our children. We believe disputes should be resolved by peaceful means. We believe unnecessary depiction of violence in television, movies, print, and on line, should be discouraged. We believe the School Board and staff should be proactive of a non-violent society. Fighting, assault, and other violent acts will be dealt with as serious offenses. If a student is involved in criminal offenses, law enforcement agencies will be contacted. Students may be taken to the police station, charged with disorderly conduct and referred to juvenile authorities.

Smoking, Drinking, Drugs

(Board Policy 502.7)

The board prohibits the distribution, dispensing, manufacture, possession, use, or being under the influence of beer, wine, alcohol, tobacco, other controlled substances, or "look alike" substances that appear to be tobacco, beer, wine, alcohol or controlled substances by students while on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if the misconduct will directly affect the good order, efficient management and welfare of the school district.

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

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

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

- Age-appropriate, developmentally-based drug and alcohol curriculum for students in grades kindergarten through twelve, which address the legal, social, and health consequences of tobacco, drug and alcohol use and which provide information about effective techniques for resisting peer pressure to use tobacco, drugs or alcohol;
- A statement to students that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful;
- Standards of conduct for students that clearly prohibit, at a minimum, the unlawful possession, use, being under the influence of or distribution of illicit drugs and alcohol by students on school premises or as part of any of its activities;
- A clear statement that disciplinary sanctions, up to and including suspension or expulsion and referral for prosecution, will be imposed on students who violate the policy and a description of those sanctions;

- A statement that students may be required to successfully complete an appropriate rehabilitation program;
- Information about drug and alcohol counseling and rehabilitation and re-entry programs available to students;
- A requirement that parents and students be given a copy of the standards of conduct and the statement of disciplinary sanctions required; and
- Notification to parents and students that compliance with the standards of conduct is mandatory. It is the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)
 1. Political affiliations or beliefs of the student or student’s parent;
 2. Mental or psychological problems of the student or student’s family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or parents; or
 8. Income, other than as required by law to determine program eligibility.
 - Receive notice and an opportunity to opt a student out of
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others
 - Inspect, upon request and before administration or use
 1. Protected information surveys of students;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.
- These rights transfer to from the parents to a student who is 18 years old or an emancipated minor under State law.

The District will adopt policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted

below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
 - Administration of any protected information survey not funded in whole or in part by ED.
 - Any non-emergency, invasive physical examination or screening as described above.
- Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
 U.S. Department of Education
 400 Maryland Avenue, SW
 Washington, D.C. 20202-5901

General Education Interventions

Iowa Administrative Code 281—41.312

The District (LEA), in conjunction with the AEA, shall attempt to resolve the presenting problem or behaviors of concern in the general education environment prior to conducting a full and individual evaluation. In circumstances when there is a suspicion that a child is an eligible individual under this chapter, the AEA or AEA in collaboration with the District shall conduct a full and individual initial evaluation. Documentation of the rationale for such action shall be included in the individual’s educational record.

41.312(1) Notice to parents. Each LEA shall provide general notice to parents on an annual basis about the provision of general education interventions that occur as a part of the agency’s general program and that may occur at any time throughout the school year.

41.312(2) Nature of general education interventions. General education interventions shall include consultation with special education support and instructional personnel. General education intervention activities shall be documented and shall include measurable and goal-directed attempts to resolve the presenting problem or behaviors of concern, communication with parents, collection of data related to the presenting problem or behaviors of concern, intervention design and implementation, and systematic progress monitoring to measure the effects of interventions.

41.312(3) Referral for full and individual initial evaluation. If the referring problem or behaviors of concern are shown to be resistant to general education interventions or if interventions are demonstrated to be effective but require continued and substantial effort that may include the provision of special education and related services, the agency shall then conduct a full and individual initial evaluation.

41.312(4) Parent may request evaluation at any time. The parent of a child receiving general education interventions may request that the agency conduct a full and individual initial evaluation at any time during the implementation of such interventions. [ARC 8387B, IAB 12/16/09, effective 1/20/10] 281—41.313(256B,34CFR300) Systematic problem-solving process.

Parent and Family Engagement

Parent and family engagement is an important component in a student's success in school. The board encourages parents and families to become involved in their child's education to ensure the child's academic success. The board will:

- (1) Involve parents and families in the development of the Title I plan, the process for school review of the plan and the process for improvement;
- (2) Provide the coordination, technical assistance and other support necessary to assist and build the capacity of all participating schools in planning and implementing effective parent and family involvement activities to improve student academic achievement and school performance;
- (3) To the extent feasible, coordinate and integrate parent and family engagement strategies under Title I with parent and family engagement strategies outlined in other relevant Federal, State, and local laws and programs;
- (4) Conduct with the involvement of parents and family members, an annual evaluation of the content and effectiveness of the parent and family engagement policy in improving the academic quality of the school served including identifying barriers to greater participation by parents in Title I activities (with particular attention to low-income parents, Limited English Proficient (LEP) parents, parents of any racial or ethnic minority, parents with disabilities and parents with limited literacy);
- (5) Use the findings of the annual evaluation to design strategies for more effective parent and family involvement and to revise, as necessary, the parent and family involvement policies; and;
- (6) Involve parents and families in Title I activities.

Parents Right to Know

Parents have the right to request information about the professional qualifications of both the teachers and the paraprofessionals who teach and work with their children on the following:

1. Whether the student's teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
2. Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
3. Whether the teacher is teaching in the field of discipline of the certification of the teacher.

If you would like to receive information regarding your child's teacher, please contact your school's principal. The Marshalltown Community School District is committed to the success of your child and we appreciate your partnership efforts.

A complete list of updated policies approved by the school board is available at <https://www.marshalltown.k12.ia.us/schoolboardpolicies/>