**Policy Booster: COVID-19 Board Policy Updates**

The COVID-19 global pandemic and enactment of [SF 2310](https://www.legis.iowa.gov/legislation/BillBook?ga=88&ba=SF2310) Online Learning and COVID Flexibility provide an opportunity to review your board policy manual to determine what updates are required to be consistent with the district’s Return to Learn plan (RTL) and the requirements of SF 2310.

Most board policy manuals already have policies on Emergency School Closings, Attendance, Instructional Time, Staff Health and Safety, Student Health and Safety, Communicable Disease, Extracurricular Activities Participation, and Family and Medical Leave Act Requirements. Many of these policies are written in broad enough terms to necessitate very small changes or none at all in policy, although administrative regulations may need some additional change.

Remember too, that changes to the board policy manual have to undergo a local process of introduction, perhaps two readings, then approval. This process is not particularly nimble in times of constant changes in guidance and expectations, which this pandemic has certainly delivered. Our recommendation is to consider your current policies and processes in light of the COVID-19 pandemic and be cautious about making changes for flexibility and state laws which are time limited to just the 2020-21 school year. Your current board resolution that is operative during the Governor’s proclamation is likely sufficient to operate for the time being. These attached policy changes are sustainable going forward and appropriate for board policy over the long haul.

* **Policy 603 Emergency School Closings**: adds the district’s Return-to-Learn plan as an appropriate way to count instructional time.
* **Policy 515 Attendance of Classes and Instructional Time**: adds a statement that instructional time during continuous remote learning counts per your Return-to-Learn Plan, adds that quarantine is an excused absence, and specifies if a student engages in required continuous learning during quarantine, the student is not counted absent.
* **Policy 533 Communicable Diseases**: updates Policy 533.1 Communicable Disease chart to add COVID-19 to the list, and adds COVID-19 to Policy 533.2 Reportable Infectious Diseases.
* **Policy 420 Employee Health and Safety**: adds a new category of Employees Working Remotely which authorizes the Superintendent to maintain staff compliance with the district’s Return-to-Learn Plan (required Board action in SF 2310).
* **Policy 513 Compulsory Attendance**: requires that students participate in required continuous learning, specifies that students not participating in required continuous learning are considered truant (required by SF 2310), and allows the Superintendent to provide an option to parents with a preference for virtual learning.
* **Policy 550.1 Co-Curricular Activities Regulations**: adds to scheduling of events section the requirement that the Superintendent consult with appropriate entities regarding protection for staff and students in activities including appropriate social distancing measures and suspension of district participation in the activity.
* **Policy 602 School Day**: provides the Superintendent authority to determine which continuous remote learning opportunities are appropriate in accordance with district’s RTL plan (SF 2310 allows the School Board to determine closure – this delegates that action to the Superintendent). The policy requires the Superintendent to consult with appropriate authorities and cross references back to measuring instructional time. The policy provides for parents of student with a health risk (or immediate family member or caretaker with health risk) to request and the district to provide a remote learning option (required by SF 2310).
* Lastly, we reviewed the FMLA and transportation policies, both of which are sufficient from the board policy manual vantage point giving authority to the district and Superintendent to require adherence to rules and processes. The FMLA changes, in particular at the federal level, expire on Dec. 31, 2020, so it is not advisable to change board policy in that area. Regarding transportation, students are required by board policy to adhere to the rules during transport. It is the rules that need to make specifications regarding social distancing, not the board policy.
* Again, the board resolution to set aside policy that conflicts with necessary action during a public health emergency, which is already in place in your district, is sufficient for much of the decision-making going on regarding starting the school year. It is prudent and best practice for the Superintendent to notify the School Board when such rules need to change and to get input from the board along the way.

**Sample Draft Policies**

A sample Board Policy of each of the above is attached for your reference with redline suggested changes. Your district’s approved Return-to-Learn Plan is a key driver of options in your School Board policy. With several references to the RTL Plan, less specificity is required in the Board Policy Manual. This leaves the district in a nimble position to makes changes as additional requirements or best practices unfold. This is a modest approach to policy making, which allows for more flexibility going forward as the science of the COVID-19 virus and state public policy evolves. If your district demands more in depth delineation of social distancing practices, metrics to consider which trigger required continuous learning opportunities, or other specifics, let us know as we can research other examples to meet your needs.

Contact margaret@iowaschoolfinance.com with questions.

***The “dot your I’s and cross your T’s” disclaimer:*** *This Policy Booster is not a substitute for legal advice, but rather, the impetus to get the local ball rolling. Check with your local school attorney and consider the impact this policy will have on other policies, handbooks, bargaining agreements, administrative procedures and forms in the district.*

# 603 EMERGENCY SCHOOL CLOSINGS

603 EMERGENCY SCHOOL CLOSINGS

The superintendent of schools for the District or the superintendent’s designee shall have the authority to close schools because of extreme weather or other emergency conditions for the length of time the conditions exist. The superintendent shall make provisions to publicly announce such closings via available mass communication media as soon as possible after the decision to close. Every reasonable effort shall be made to have students attend the total amount of school days or hours annually as specified by statute, state departmental rules, the district’s Return to Learn plan, and local school board policy

**515 ATTENDANCE OF CLASSES AND INSTRUCTIONAL TIME**

515 ATTENDANCE OF CLASSES AND INSTRUCTIONAL TIME

Attendance is required of all students in all regularly scheduled classes and instructional time. Attendance for continuous remote learning is required as included in the District’s Return to Learn Plan, in consideration of age and content area, understanding that some work is done without synchronous computer connection. The superintendent shall, in cooperation with the school administration, staff, parents/guardians, and students, prepare rules and regulations to implement this policy.

Elementary School Attendance

The Board and faculty of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Community School District consider regular attendance highly important and have established the following policy to deal with student absence and tardiness in the elementary school(s).

I.  Absences

1. The following absences will be excused, providing the excuse has been provided by the parent or guardian in advance of the absence, or at the time of personal illness or by the next school day:
	1. Personal illness;
	2. Family death or emergency;
	3. Quarantine due to exposure to COVID-19 or immediate family member quarantine due to such exposure. However, if participation in continuous remote learning is appropriate during the quarantine, attendance will be in compliance with the district’s Return to Learn Plan and will not be counted as an absence.
	4. Medical appointments that must be made during school time;
	5. Court appearance if validated by the assigned time on the ticket, and the appearance is validated by the Clerk of the Magistrate Court and/or District Court.
	6. Family trips and other extended absences which can be justified from an educational standpoint.  These must be approved by the principal well in advance and arrangements made with each teacher involved for the make-up of work to be missed.
	7. School initiated absence (no parent excuse required).
2. The following absences will be treated as unexcused:
	1. Any absence not properly excused before the occurrence, or at the time in the case of personal illness.  It is the responsibility of the parent/guardian to notify the school if a student is to be absent and the absence is to be excused.  However, to satisfy a mutual concern of parents/guardians and the school for the welfare of unaccounted-for students, the office will contact parent/guardian should a student be found absent for whom no parent/guardian excuse has been received.  This call will be to confirm the whereabouts of the student but will be considered after the fact for attendance purposes and will not be considered excused if the school has to call to find a student;
	2. Leaving the building during the day without parental excuse and authorization of the principal's office;

II.  Tardiness

1. Tardies are unexcused absences that are thirty (30) minutes or less in nature.  Up to three (3) tardies will be given without penalty per school year.  After the third (3) tardy, parents/guardians will be notified and a meeting will be held between the principal and the parent/guardian.  An attempt to resolve the tardy issue will be made.
2. Unexcused tardies beyond four (4) will be considered truant.  Those children who are truant and have accumulated fifteen (15) unexcused absences during a three-year period will be considered in violation of the state's mandatory attendance laws.  These cases will be referred to the County Attorney for mediation or prosecution.

Middle School and High School Attendance

The Board and faculty of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Community School District consider regular attendance highly important and have established the following policy to deal with student absence and tardiness in the middle school and the high school.

I. General Attendance Policies Applicable to Both Middle School and High School

1. The following absences will be excused, providing the excuse has been provided by the parent or guardian in advance of the absence, or at the time of personal illness:
	1. Personal illness;
	2. Family death or emergency;
	3. Quarantine due to exposure to COVID-19 or immediate family member quarantine due to such exposure. However, if participation in continuous remote learning is appropriate during the quarantine, attendance will be in compliance with the district’s Return to Learn Plan and will not be counted as an absence.Medical appointments that must be made during school time;
	4. Court appearance if validated by the assigned time on the ticket, and the appearance is validated by the Clerk of the Magistrate Court and/or District Court;
	5. College visits with the recommendation of the counselor.  Parent-teacher conference days and semester break days should be used when possible for these visits;
	6. Family trips and other extended absences that can be justified from an educational standpoint.  These must be approved by the principal well in advance and arrangements made with each teacher involved for the make-up of work to be missed; and
	7. School initiated absence (no parent excuse required).
2. Either prior to an excused absence if possible, or following an excused absence, the student will be responsible for contacting teachers to complete all work not previously made-up.  Make-up work timeline is outlined in the Student Handbook.  After ten (10) consecutive excused absences, a parent conference will be held to discuss educational planning.
3. The following absences will be treated as unexcused:
	1. Any absence not properly excused before the occurrence, or at the time in the case of personal illness.  It is the responsibility of the parent/guardian to notify the school if a student is to be absent and the absence is to be excused.  However, to satisfy a mutual concern of parents/guardians and the school for the welfare of unaccounted-for students, the office will contact parent/guardian should a student be found absent for whom no parent/guardian excuse has been received.  This call will be to confirm the whereabouts of the student but will be considered after the fact for attendance purposes and will not be considered excused if the school has to call to find a student;
	2. Leaving the building during the day without parental excuse and authorization of the principal's office;
	3. Leaving the building during the day or failing to attend class for tournament games not approved by the school principal or his/her designee;
	4. Work for parent/guardian or an employer;
	5. Haircut appointments;
	6. Oversleeping;
	7. Car trouble;
	8. Shopping trips;
	9. Senior pictures; or
	10. Obtaining drivers’ license or permit.

II.  Attendance Policies Applicable Only to Middle School

1. Following an unexcused absence:
	1. All work must be made-up the day the student returns to school.  Credit will be granted for work made-up.
	2. Following the first unexcused absence the student will be assigned a 90 minute detention (45 minutes if only one period is missed).
	3. Following the second unexcused absence greater than 90 minutes, a student will be placed on in-school suspension for 1/2 day.
	4. A third unexcused absence will result in a one-day in-school suspension. Parents/guardians will be required to meet with the principal and truant officer to develop an attendance plan before the student returns to class.
	5. Parents/guardians will be notified by mail or phone or email of any unexcused absence from school.
2. Tardiness
	1. The only tardiness that will be excused will be that from being detained by another teacher (in which case the detaining teacher will issue a late pass) or because of a late bus.  Being over 30 minutes late will be considered the same as an unexcused absence.
	2. To provide for those cases where being late is unavoidable, there will be no penalty assessed for the first three (3) instances of tardiness each semester.  Following the fourth (4) tardy and each succeeding tardy up to six in a semester, a student will have to make up 45 minutes of detention.  Following the sixth (6) tardy in a semester, a parent conference may be held to develop a behavior modification plan that will encourage more prompt attendance.
3. Detention
	1. Detention may be assigned to students by any school employee for conduct, which is inappropriate, disruptive, uncooperative, or for refusal to follow the accepted rules of the school.
	2. All detention assignments will be in multiples of 45 minutes.
	3. he detention slip is completed in triplicate and signed by the student.  This signature is to confirm that the student has received the assignment, not an indication that the student agrees or disagrees with the assignment.
	4. Students will be expected to call their parents/guardians and inform them of the assigned detention.
	5. Detention is to be completed after school on the school day it is assigned.  The principal may excuse a student from serving a detention the same day it is assigned only if parents/guardians have provided an acceptable excuse and have made arrangements for their student to serve the detention the following day.

III.  Attendance Policies Applicable Only to High School

1. Following the first unexcused absence from a class(es) during a calendar year:
	1. The student will be assigned a 45-minute detention for one period, 90- minute detention for two periods and Saturday School for anything beyond two periods.  This may be waived if there is a parent/guardian contact for the absence in advance and, though unexcused, it is for something that cannot be done outside of school time.
	2. The student and his/her parent/guardian will be contacted to review school policy and procedure.
	3. Truant students will not be given credit for work in the class during the unexcused absence, but may be required by the teacher to complete it as part of the class requirements.
2. Following the second unexcused absence from class(es):
	1. The student will be assigned a 90-minute detention for one period, and Saturday school for more than one period missed.  This will not be waived.
	2. A conference between the student, the student's parent/guardian, and an administrator or counselor will be held.
	3. Truant students will not be given credit for work missed in the class during the unexcused absence, but may be required to complete it as part of the requirements.
3. Following the third unexcused absence from class(es):
	1. If the absence results in the third unexcused period from any class the student will be removed from the class with loss of credit and assigned to study hall.  The parent/guardian shall be given proper notification that all credit for the class(es) has been lost.
4. Missing a class while being elsewhere in the building without the authorization of a teacher or skipping a study hall will result in the assignment of 90 minutes of detention.
5. If a student accumulates a total of ten (10) absences (excused or unexcused) per semester from any class, a conference with parents/guardians, student, teachers, and principal may be requested by the principal to determine if the student is progressing well enough to justify continuation in the class.
6. Tardiness
	1. The only tardiness that will be excused will be that from being detained by another teacher (in which case the detaining teacher will issue a late pass) or because of a late bus.
	2. To provide for those cases where being late is unavoidable there will be no penalty assessed for the first instance of tardiness each semester.
	3. On the second, third and fourth tardies, the student will be assigned 45 minutes of detention.
	4. For the fifth, sixth and seventh tardies, the student will be assigned 90 minutes of detention, and the parents/guardians will be contacted.
	5. For each tardy beyond seven, the student will be assigned Saturday school for each succeeding tardy.
	6. Parents/guardians will be notified by mail of any detention assigned.
7. Detention
	1. The detention room will be open Tuesday through Friday mornings from 7:25 a.m. to 8:15 a.m. and Monday through Thursday afternoons from 3:15 p.m. to 4:05 p.m.
	2. Students must arrive during the first five (5) minutes.  After that time, the door will close and there will be no admittance.
	3. All detentions will be assigned and made up in forty-five (45) minute segments.
	4. Students will have four (4) scheduled detention sessions to make up assigned detention after it has been issued.
	5. A student who fails to make up an assigned detention will be assigned Saturday School.

# 533 COMMUNICABLE DISEASES

533 COMMUNICABLE DISEASES

Students with a communicable disease will be allowed to attend school provided their presence does not create a substantial risk of illness or transmission to other students or employees.  The term "communicable disease" will mean an infectious or contagious disease spread from person to person, or animal to person, or as defined by law.

Prevention and control of communicable diseases is included in the school District's bloodborne pathogens exposure control plan.  The procedures will include scope and application, definitions, exposure control, methods of compliance, universal precautions, vaccination, post-exposure evaluation, follow-up, communication of hazards to employees and record keeping.  This plan is reviewed annually by the superintendent and school nurse.

The health risk to immunodepressed students is determined by their personal physician.  The health risk to others in the school District environment from the presence of a student with a communicable disease is determined on a case-by-case basis by the student's personal physician, a physician chosen by the school District or public health officials.

A student’s parent or guardian shall notify the superintendent or the school nurse when the student learns the student has a communicable disease.  It shall be the responsibility of the superintendent, when the superintendent or school nurse, upon investigation, has knowledge that a reportable communicable disease is present, to notify the Iowa Department of Public Health.  Health data of a student is confidential and it shall not be disclosed to third parties, except in cases of reportable communicable diseases.

It is the responsibility of the superintendent, in conjunction with the school nurse, to develop administrative regulations stating the procedures for dealing with students with a communicable disease.

# 533.1 COMMUNICABLE DISEASE CHART

533.1 COMMUNICABLE DISEASE CHART

CONCISE DESCRIPTIONS AND RECOMMENDATIONS FOR

EXCLUSION OF CASES FROM SCHOOL

|  |  |  |  |
| --- | --- | --- | --- |
| DISEASE\*Immunization is available | Usual Interval Between Exposure and First Symptoms of Disease | MAIN SYMPTOMS | Minimum Exclusion From School |
| CHICKENPOX\* | 13 to 17 days | Mild symptoms and fever.  Pocks are "blistery."  Develop scabs, most on covered parts of body. | 7 days from onset of pocks or until pocks become dry |
| CONJUNCTIVITIS(PINK EYE) | 24 to 72 hours | Tearing, redness and puffy lids, eye discharge. | Until treatment begins or physician approves readmission. |
| COVID-19 | 5-6 days, but can be asymptomatic and contagious for up to 14 days | Typical symptoms include fever, cough, and shortness of breath. Atypical symptoms include chills, malaise, sore throat, increased confusion, rhinorrhea or nasal congestion, myalgia, dizziness, headache, nausea, and diarrhea | 14 days following exposure or and at least 3 days (72 hours) after recovery. |
| ERYTHEMIAINFECTIOSUM(5TH DISEASE) | 4 to 20 days | Usual age 5 to 14 years – unusual in adults.  Brief prodrome of low-grade fever followed by Erythemia (slapped cheek) appearance on cheeks, lace-like rash on extremities lasting a few days to 3 weeks.  Rash seems to recur. | After diagnosis no exclusion from school. |
| GERMAN MEASLES\*(RUBELLA) | 14 to 23 days | Usually mild.  Enlarged glands in neck and behind ears.  Brief red rash. | 7 days from onset of rash.  Keep away from pregnant women. |
| HAEMOPHILUSMENINGITIS | 2 to 4 days | Fever, vomiting, lethargy, stiff neck and back. | Until physician permits return. |
| HEPATITIS A | Variable – 15 to 50 (average 28 to 30 days) | Abdominal pain, nausea, usually fever.  Skin and eyes may or may not turn yellow. | 14 days from onset of clinical disease and at least 7 days from onset of jaundice. |
| IMPETIGO | 1 to 3 days | Inflamed sores, with puss. | 48 hours after antibiotic therapy started or until physician permits retune. |
| MEASLES\* | 10 days to fever, 14 days to rash | Begins with fever, conjunctivitis, runny nose, cough, then blotchy red rash. | 4 days from onset of rash. |
| MENINGOCOCCALMENINGITIS | 2 to 10 days (commonly 3 to 4 days | Headache, nausea, stiff neck, fever. | Until physician permits return. |
| MUMPS\* | 12 to 25 (commonly 18) days | Fever, swelling and tenderness of glands at angle of jaw. | 9 days after onset of swollen glands or until swelling disappears. |
| PEDICULOSIS(HEAD/BODY LICE) | 7 days for eggs to hatch | Lice and nits (eggs) in hair. | 24 hours after adequate treatment to kill lice and nits. |
| RINGWORM OF SCALP | 10 to 14 days | Scaly patch, usually ring shaped, on scalp. | No exclusion from school.  Exclude from gymnasium, swimming pools, contact sports. |
| SCABIES | 2 to 6 weeks initial exposure; 1 to 4 days reexposure | Tiny burrows in skin caused by mites. | Until 24 hours after treatment. |
| SCARLET FEVERSCARLATINASTREP THROAT | 1 to 3 days | Sudden onset, vomiting, sore throat, fever, later fine rash (not on face).  Rash usually with first infection. | 24 hours after antibiotics started and no fever. |
| WHOOPING COUGH\* (PERTUSSIS) | 7 to 10 days | Head cold, slight fever, cough, characteristic whoop after 2 weeks. | 5 days after start of antibiotic treatment. |

# 533.2 REPORTABLE INFECTIOUS DISEASES

533.2 REPORTABLE INFECTIOUS DISEASES

While the school district is not responsible for reporting, the following infectious diseases are required to be reported to the state and local public health offices:

|  |  |  |
| --- | --- | --- |
| Acquired Immune  Deficiency Syndrome  (AIDS) | Leprosy | Rubella (German  measles) |
| Leptospirosis |
| Lyme disease | Rubeola (measles) |
| Amebiasis | Malaria | Salmonellosis |
| Anthrax | Meningitis  (bacterial or viral) | Shigellosis |
| Botulism | Tetanus |
| Brucellosis | Mumps | Toxic Shock Syndrome |
| Campylobacteriosis | Parvovirus B 19  infection (fifth  disease and other  complications) | Trichinosis |
| Chlamydia trachomatis | Tuberculosis |
| Cholera | Tularemia |
| COVID-19 |  |
| Diphtheria | Typhoid fever |
| E. Coli 0157:h7 | Pertussis  (whooping cough) | Typhus fever |
| Encephalitis | Venereal disease  Chancroid  Gonorrhea  Granuloma Inguinale |
| Giardiasis | Plague |
| Hepatitis, viral  (A,B, Non A-  Non-B, Unspecified) | Poliomyelitis |
| Psittacosis |
| Rabies |   Lymphogranuloma    Venereum  Syphilis |
| Histoplasmosis | Reye's Syndrome |
| Human Immunodeficiency  Virus (HIV) infection  other than AIDS | Rheumatic fever |
| Rocky Mountain  spotted fever | Yellow fever |
|   |
| Influenza | Rubella (congenital  syndrome) |   |
| Legionellosis |   |

Any other disease which is unusual in incidence, occurs in unusual numbers of circumstances, or appears to be of public health concern, e.g., epidemic diarrhea, food or waterborne outbreaks, acute respiratory illness.

# 420 EMPLOYEE HEALTH AND SAFETY

420 EMPLOYEE HEALTH AND SAFETY

It is the policy of this District to ensure, so far as possible, that every employee has a safe and healthful place in which to work.  It is also the policy of this District to help each employee recognize his/her responsibilities for safe employment, and require that he/she adhere to those responsibilities.

Physical Examinations

Employees will be required to submit to a pre-employment physical examination, which may include a requirement for tuberculosis screening based on risk factors identified by the Center for Disease Control, after an offer of employment has been made and before the beginning of service.  The District will provide the standard examination form to be completed by an appropriately licensed health care provider who performs the physical examination.  A written report of the physical examination shall be submitted to the District.  The date by which any such physical examination report shall be submitted to the District shall be determined by the superintendent, but in no case shall be any less than five (5) business days prior to the first working day.

Bus drivers will be examined using all applicable state and federal criteria at the beginning of employment and every two years thereafter.

Fitness-for-duty examinations may be required following an absence from work due to illness, if there is a reasonable belief that the employee is unable to perform the essential functions of the job, or if there is a reasonable belief that the employee poses a direct threat to the employee or others because of a health condition.  A direct threat occurs when an individual poses a significant risk of substantial harm to him/herself or others, and the risk cannot be reduced below the direct threat level through reasonable accommodations.

All information regarding the medical condition or history of an employee must be kept in files separate from the employee’s personnel records and treated as a confidential medical record subject to state and federal confidentiality laws.

The cost of an initial physical examination is set through negotiations and the certified bargaining unit for certified staff.  Classified staff will be reimbursed at a rate set by the Board.

Communicable Diseases

The District recognizes that some employees with a communicable disease, as defined by law, may be able to attend to their customary employment duties without creating a risk of transmission of the illness to the students or other employees.  The District also recognizes that there may be a greater risk of transmission of some communicable diseases for some employees with certain conditions than for other employees infected with the same disease.

Employees with a communicable disease will be allowed to perform their customary duties, provided they are able to perform the essential functions of their position and their presence does not pose a direct threat.  A direct threat occurs when an individual poses a significant risk of substantial harm to him/herself or others, and the risk cannot be reduced below the direct threat level through reasonable accommodations.

An employee who is at work and who has a communicable disease that poses a direct threat, as defined above, shall report the condition to the superintendent any time the employee is aware that the employee’s condition poses a direct threat.  Any individual who has information that a District employee may have a communicable disease is encouraged to report the information to the superintendent.

The superintendent shall determine on a case-by-case basis whether the presence of an employee with a communicable disease in the District environment constitutes a direct threat.  In making this determination, the superintendent shall consider credible, objective evidence.  If the superintendent, after reviewing the credible, objective evidence, determines the employee’s presence may constitute a direct threat, the superintendent may request additional medical information from the employee’s physician (with the employee’s consent), a physician chosen by the District or public health officials, to confirm the superintendent’s determination.

All information regarding the medical condition or history of an employee must be kept in files separate from the employee’s personnel records and treated as a confidential medical record subject to state and federal law.

It is the responsibility of the superintendent, in conjunction with the school nurse, to develop administrative regulations stating the procedures for dealing with employees with a communicable disease.

Employees Working Remotely

The superintendent is authorized to maintain staff compliance with requirements of required continuous learning provided during any remote learning period pursuant to the district’s the Return to Learn Plan or for staff working remotely to provide remote continuous learning options to participating students.

**513 COMPULSORY ATTENDENCE**

513 COMPULSORY ATTENDENCE

Parent/guardians within the school District who have children over age six (6) and under age sixteen (16) 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. If the student’s classroom or attendance center transitions to required continuous learning opportunities included in the district’s approved Return to Learn Plan, the student’s participation is required. The superintendent may include in the district’s approved Return to Learn Plan an option for parents or guardians who prefer to have students participate in required continuous learning.An enrolled student who does not participate in compulsory remote-learning opportunities offered by the school district during a period of school closure implemented any time during the school year beginning July 1, 2020, and ending June 30, 2021, due to the COVID-19 pandemic shall be considered truant.

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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (\_\_\_\_) days.  Students of compulsory attendance age, students over age six (6) and under age sixteen (16) on September 15, may not attend the minimum days only if the student falls into one of the following exemptions:

1. has completed the requirements for graduation in an accredited school or has obtained a high school equivalency diploma;
2. is attending religious services or receiving religious instruction;
3. is attending an approved or probationally approved private college preparatory school;
4. is attending an accredited nonpublic school;
5. is receiving competent private instruction; or
6. is subject to the Attendance Cooperation Process.

It is the responsibility of the parent/guardian 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 truancy officer, principal or other school official will investigate the cause for a student's truancy.  If the truancy officer, principal or other school official is unable to secure the truant student's attendance, the truancy officer, principal or other school official should discuss the next step with the school Board.  If after school Board action, the student is still truant, the truancy officer, principal or other school official will refer the matter over to the county attorney for students of compulsory attendance age. Truant students who have not yet completed sixth grade will be subject to the Attendance Cooperation Process outlined in the supporting administrative regulation.

The school will participate in mediation if requested by the county attorney.  The superintendent 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.

# 550.1 CO-CURRICULAR ACTIVITIES REGULATIONS

550.1 CO-CURRICULAR ACTIVITIES REGULATIONS

The rules and regulations of the District and state associations shall be in effect for all events in which students participate, representing the District, during or after school hours, either on school premises or off school premises for events considered school sponsored or school approved activities.  This policy includes athletics, speech, drama, music, academic competitions, FFA competitions, FCCLA activities, cheerleading, dance, homecoming royalty and other royalty, speaker at graduation and other school related events, competitive conference activities or performing or participating in any activity as a representative of the District.

Penalties for violations after school hours or at designated places for events will be the same as during regularly scheduled school hours or on school premises except where a special discipline policy has been specified.  This includes particular rules and regulations established by the Department of Education, director of the activity, special temporary restrictions imposed on the students prior to this scheduled event, and any other mandates determined by the administration.

Additionally, the executive Boards of the Iowa High School Athletic Association (IHSAA) and the Iowa Girls High School Athletic Union (IGHSAU) may sanction member and associate member schools that permit or allow participation in any event by a person in violation of the eligibility rules or by a student who has been suspended from school and/or school activities in accordance with local rules.

General Co-curricular Activities Policies

1.         Students who participate in the above co-curricular activity programs are subject to the rules and policies governing activity eligibility participation and the training and conduct rules set down by the coach or sponsor, twenty-four hours per day, year round.  Students may be declared ineligible from activity participation by the athletic director, principal or the superintendent/designee for violation of any of these rules and policies.

2.         The principal/designee shall be responsible for informing coaches/sponsors of which students are not eligible for participation.

3.         A student with an unexcused absence during any part of the school day or who was not present the last half of the school day will not be eligible for activity participation on the day of the absence, unless approved by the principal/designee.

4.         Freshmen (ninth grade students) may not participate in junior varsity football and basketball or varsity interscholastic athletic competition in any sport or cheerleading except with the recommendation of the coach/sponsor, and, approval of the athletic director/principal, in consultation with the parents or guardians.

5.         Beyond the freshman year, a coach may cut a student from an athletic activity before the first contest by notifying the athletic director/principal and the parents/guardians of the reason why the participant is being cut.

6.         A student will not be penalized for non-participation (practice or contests) during regularly scheduled vacation periods, if that student is excused from these by his/her parent or guardian.  Communication between the parent/guardian, athletic director, and coach is required prior to a participant’s absence that will occur during a scheduled vacation period.

7.         A student may not be dropped from practice or competition during the season or during tournament play unless he/she has violated the Districts or coach’s good conduct rules or the Department of Education eligibility rules.  In the event that a student is to be removed for this cause, the athletic director/principal will be notified and will be a part of the decision and the appropriate action.  The parent/guardian shall be notified of the action taken.

8.         If a student drops one activity for good cause during the season, he/she will not be penalized for participation in any succeeding activity for which he/she is eligible for the same good cause offense.

9.         Athletic directors, coaches, and sponsors have the prerogative to establish reasonable training and conduct rules, when not in conflict with District policy and regulations, for a particular co-curricular activity or competition, all of which must be followed by the participants, including but not limited to, the special rules below.  Those rules shall be sent to the students' parents/guardians before the activity commences.

Department of Education Co-curricular Activities Policies

A.         Eligibility Rules

            1.         Eligibility may be compromised if any of the following are true:

a.            You do not have a physician's certificate of fitness issued this school year.

b.            You have attended high school for more than eight (8) semesters (twenty days of attendance or playing in one contest constitutes a semester).  Middle school students who have completed more than four (4) semesters in 7th or 8th grade may not be eligible to participate in middle school activities.

c.            You were not enrolled in high school last semester or if you entered school this semester later than the second week of school and were not enrolled in school immediately prior to enrolling at the high school.  (Not applicable to the middle school.)

d.            You have changed schools this semester, except upon like change of residence of your parents/guardians.  (Not applicable to the middle school.)

e.            You have been declared ineligible under a prior school District’s Good Conduct Rule, and then, without having completed the full period of ineligibility at that school, transfer to the high school. You may not be eligible for interscholastic competition at the high school until the full period of ineligibility has been completed.  Once that time period of ineligibility has been completed, you are then immediately eligible for interscholastic competition at the high school as far as any Good Conduct Rule is concerned.

f.             You have competed on an outside school team as a team member or as an individual while out for a sport during that particular sport season without the previous written consent of your current coach, athletic director, and parent/guardian with the exception of dance.

g.            You have ever trained with a college squad or have participated in a college event.

h.            Your habits and conduct both in and out of school are such as to make you unworthy to represent the ideals, principles, and standards of your school.

B.         Scholarship Rules for Athletics

            1.         Application of Scholarship Rules

a.         Scholarship Rules apply to all member and associate member schools that belong to the IHSAA and the IGHSAU.  Schools may not allow ineligible or suspended students to participate.  The IHSAA and the IGHSAU have the power to impose sanctions upon schools that do not enforce Scholarship rules.

b.         In addition, Scholarship Rules apply to all students who are members of any recognized District Activity.

            2.         Requirements

a.         All students must be enrolled and in good standing in a school that is a member or associate member in good standing of the organization sponsoring the event.  Each student shall be passing all coursework for which credit is given and shall be making adequate progress toward graduation requirements at the end of the first quarter, second quarter, first semester, third quarter, fourth quarter, and second semester.

b.            All students must be under twenty (20) years of age.

c.            All students shall be enrolled students of the school in good standing.  The student shall receive credit in at least four subjects, each of one period or hour, or the equivalent thereof. They shall receive credit in all courses for which a letter grade is given.  Grades will be checked at the end of each grading period as defined in (a) above.

i.              Coursework taken under the provisions of Iowa Code chapter 261C, postsecondary enrollment options, for which a school District or accredited nonpublic school grants academic credit toward high school graduation shall be used in determining eligibility.  No student shall be denied eligibility if the student’s school program deviates from the traditional two-semester school year.

ii.             Dual credit courses from community colleges will count toward the four-credit class requirement, and failure of such courses will result in violation of eligibility standards.

d.            A student who has had four or more successful non-failing (no “F”s) grading periods (quarters) after the grading period in which the student did not pass all coursework is eligible.

e.            For block scheduling classes, the grading period may be the end of nine (9) weeks if that is when the grade is recorded on the transcript.  Each block scheduled course is the equivalent of two traditional courses.  Thus, at a minimum, students must receive credit in at least two block courses during any grading period

f.             If a student does not meet the Eligibility Standard, then s/he will not be allowed to represent the school for thirty (30) consecutive calendar days in all co-curricular activities and competitions as defined in paragraph (a) of this policy.  S/he is ineligible to dress for and compete in the next athletic contests and competitions in which the athlete is a contestant for thirty (30) consecutive calendar days. The thirty (30) Day Rule applies to all levels of high school athletics, and not just varsity competition.  The thirty (30) consecutive calendar days of ineligibility begin on the earliest date when the IGHSAU or the IHSAA allows games to begin for each sport.  If the sport is in mid-season, then the period of ineligibility begins at 3:40 P.M. the afternoon of the 3rd weekday following the end of the grading period.

g.            If at the time the student has a failure, and he/she is out for a sport and the season ends before the thirty (30) days are served, the days carryover to the next sport he/she participates in.

h.            Subject to the provision below regarding contestants in interscholastic baseball or softball, if at the end of any grading period a contestant is given a failing grade in any course for which credit is awarded, the contestant is ineligible to dress for and compete in the next occurring interscholastic athletic contests and competitions in which the participant is a contestant for thirty (30) consecutive calendar days.  The thirty (30) calendar days begin at 3:40 the afternoon of the 3rd weekday following the end of the grading period.

i.              At the end of a grading period that is the final grading period in a school year, a contestant, in interscholastic baseball or softball who receives a failing grade in any course for which credit is awarded, is ineligible to dress for and compete in interscholastic baseball or softball for the thirty (30) consecutive calendar days.  The thirty (30) calendar days begin at 3:40 the afternoon of the 3rd weekday following the end of the grading period.  If the season expires prior to thirty (30) consecutive calendar days elapsing, the period of ineligibility will carry over to the beginning of the next sport in which the student participates.

j.              A student with a disability who has an individualized education program shall not be denied eligibility on the basis of scholarship if the student is making adequate progress, as determined by school officials, towards the goals and objectives on the student’s individualized educational program.

k.            All member schools shall provide appropriate interventions and necessary academic supports for students who fail or who are at risk to fail, and shall report to the department regarding those interventions on the comprehensive school improvement plan (CSIP).

l.              An incomplete (I) will be considered a failure.  At the time the incomplete (I) becomes a passing grade, eligibility will be reinstated.

m.           A student is academically eligible upon entering the ninth grade.

n.            No student shall be eligible to participate in any given interscholastic athletic sport if the student has engaged in that sport professionally.

o.            The local superintendent/designee of schools, with the approval of the local Board of education, may give permission to a dropout student to participate in athletics upon return to school if the student is otherwise eligible under these rules.

C.        After-Hours, Off-Premises Special Rules

1.         Application- The following rules cover students in grades 5-12.  These after hours, off-premises special rules will be printed in the Student Handbook given to each student in grades 5-12 when school opens in the fall.  A Student Handbook will also be issued to each new student who registers after the school year begins.

2.         General Rule- The Board, the administration, and other employees of the District, have no control or responsibility for any student when the student is in the custody and control of his/her parents, guardian, or other non-school related agency except as explained below.

3.         Exceptional Rules- The Board and administration have determined the following specific policies as exceptions to the immediately preceding paragraph:

a.         Training and Conduct Rules- The sponsors and coaches must establish reasonable training and conduct rules for the activities for which they have been given responsibility.  These rules must be approved by the principal or athletic director. They must be distributed to each participant before the activity commences. A student who registers late will receive the rules when he/she starts.  Violation of any of these training and conduct rules may be just cause for eliminating a student from the activity or restricting participation.

b.         Participation in Criminal or Unlawful Activity- Students who represent the District in extra-curricular activities are expected to characterize high standards of conduct.  Students who participate in any conduct which, in Iowa, is illegal, whether or not an arrest or conviction occurs, except simple misdemeanor traffic violation may be suspended from activity participation if an investigation by school officials if they determine the student has committed a violation of the rules.  They may be penalized in the manner described in the following section on alcohol and controlled substances.  Upon each offense of a criminal or otherwise unlawful activity, the student shall be referred to the Building Assistance Team.

c.         Alcohol, Nicotine and Controlled Substances- Involvement with alcohol, nicotine and/or other illegal substances classified as controlled substances is deemed a most serious offense.  The Board and administration will impose severe penalties when it has been determined a participant has been involved in the use, sale, distribution or possession of the same.  Severe penalties will also be imposed on those who inhabit an environment or are in attendance where an illegal act(s) related to alcohol and/or controlled substances occur(s), including, but not limited to: (i) alcohol being possessed, distributed or consumed by people not of legal age to do so and (ii) possession, sale, distribution or consumption of illegal substances.  Since rules for participation in activities carry over outside of school hours and school-sponsored events, parents and concerned agencies must cooperate with the school in eliminating alcohol, nicotine, and controlled substance use and abuse.

4.         Penalties- When it has been determined that a student has violated the rules regarding (b) or (c) in sub-section (3) above, the student shall be penalized as follows:

a.         Repeat offenses shall be calculated by counting backward from the date of the current violation.  Two (2) calendar years shall be used in determining the number of offenses that apply.

b.         First Offense: Four-week (28 calendar days) suspension from scheduled cocurricular competition or performance.  This four week suspension will be shortened to two weeks (14 calendar days) if the student reports the incident to a coach, sponsor, activities/athletic director, or principal prior to any one of the above's awareness of the incident.

c.         Second Offense: Ten weeks (70 calendar days) suspension from all cocurricular competition or performance.  A student suspended for a second time under this policy will be eligible to participate in cocurricular activities and competition after five weeks (35 days) if he/she reports the incident to a coach, sponsor, activities/athletic director, or principal prior to any one of the above's awareness of it.

d.         Third Offense: A minimum of 18 weeks (126 calendar days) suspension from participation in all co-curricular competition and performance.

e.         The suspensions described above will commence at the time the student makes a school coach, sponsor, athletic director or principal aware of the infraction or at the time an investigation by the athletic director or the principal determines by the finding of fact that the student has violated this policy.

D.        Scheduling of Events

1.         The Board and administration realizes that the amount of participation in co-curricular activities does limit the amount of time a student may spend on academic preparation and progress.  Therefore, the following are considered as appropriate limitations:

a.         Scheduled contests will conform at all times to the state association rulings and adhere to recommendations made by these agencies.

b.         The activities and/or athletic director will be responsible for the scheduling of all high school activities and the athletic director will be responsible for scheduling athletic events at the

middle school.  All schedules must be approved by the middle or high school principal.

2. The Superintendent shall consult with appropriate entities regarding protections for staff and students in activities, including appropriate social distancing measures during a pandemic or other health emergency, and whether the district’s participation in the activity should be suspended for a period of time.

# 602 SCHOOL DAY

602 SCHOOL DAY

The student school day for grades one through twelve shall consist of a minimum of six hours, not including the lunch period. The school day consists of the schedule of class instruction and class activities as established and sponsored by the school district. Time during which students are released from school for parent/teacher conferences may be counted as part of the student's instructional time. The minimum school day shall meet the requirements as established for the operation of accredited schools. The board may define the number of days kindergarten will be held and the length of each school day for the students attending kindergarten. The school day shall consist of a schedule as recommended by the superintendent and approved by the board.

The school district may also record a day of school with less than the minimum instructional hours if the total hours of instructional time for grades one through twelve in any five consecutive school days equals a minimum of thirty hours, even though any one day of school is less than the minimum instructional hours because of a staff development opportunity provided for the instructional staff or parent-teacher conferences have been scheduled beyond the regular school day. Parent-teacher conference time is included in the total of instructional hours for the day, week and calendar total hours or days. Schedule revisions and changes in time allotments will be made by the superintendent.

The superintendent has the authority to determine which continuous remote learning opportunities are appropriate in accordance with the district’s Return to Learn Plan as approved by the Department of Education. The superintendent shall consult with the Iowa Department of Public Health, the \_\_\_\_\_\_\_\_\_\_ County Department of Public Health, Iowa Department of Education and Center for Disease Control guidance, and may take additional precautions to keep staff and students as safe as reasonably possible. Instructional time shall be consistent with the district’s approved Return to Learn plan for students, classrooms, attendance centers or the district as a whole when engaged in a method of continuous remote learning.

One of the following sentences will apply based on the district’s hour or day calendar: When the school is forced to close due to weather or other emergencies that part of the day during which school was in session will constitute a school day if the districts is

operating under a calendar based on 180 instructional days. When the school is forced to close due to weather or other emergencies those hours of the day during which school was in session will count toward the 1,080 total hours required.

It shall be the responsibility of the superintendent to inform the board annually of the length of the school day.If a parent or guardian of a student notifies the district in writing that the student, student’s immediate family member or primary caretaker has a significant health condition that increases the risk of COVID-19, documented by their doctor, the superintendent shall make reasonable accommodation, on a case-by-case basis, for the student to attend school through remote learning.