

Woodside Middle School



Saydel Community School District **Student Handbook** **2023-2024**

[District Calendar](#)

Safe Respectful Included Motivated

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Contact Information

Woodside Office: (515) 265-3451

Woodside Fax: (515) 265-0950

Address: 5810 NE 14th St., Des Moines, IA 50313

Website: <http://www.saydel.k12.ia.us/Woodside.htm>

We do send out information to parents through email. This information includes but is not limited to a monthly newsletter, special events, etc. If you would like to be on our email list, please send us your email address at: rialpatrick@saydel.net christensenamanda@saydel.net

Thank you and we look forward to a successful school year.

It is the policy of the Saydel Community School District not to illegally 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 the district's Equity Coordinator, Katie Despotovich, Director of Student Services, 5740 NE 14th Street, Des Moines, IA 50313; despotovichkatie@saydel.net Office for Civil Rights, Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, IL 60661.

The Board requires all persons, agencies, vendors, contractors and other persons and organizations doing business with or performing services for the district to subscribe to all applicable federal and state laws, executive orders, rules and regulations pertaining to contract compliance and equal opportunity.

SCHOOL HOURS

School begins at 7:45 a.m. and ends at 2:45 p.m. No students should be dropped off before 7:30 a.m. unless special arrangements have been made with a supervising teacher. When students arrive at school on the bus, they will all be dismissed and allowed to enter the school. If students do not eat breakfast at Woodside, they will go directly to the gym and sit in the bleachers and wait for the 7:40 a.m. bell. There will be no basketball or running around in the gym. All students need to have a seat in the bleachers. If students are dropped off by parents, they will also go to the gym if they do not eat breakfast.

SAYDEL BOARD OF EDUCATION

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Katie Dispotovich– Director of Special Education
Director Human Resources & Student Programs and
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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. 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 probationary approved private college preparatory school;
- are attending an accredited nonpublic school;
- are receiving competent private instruction; or
- are open enrolled out to another school district.

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. If the principal is unable to secure the truant student's attendance, the principal should discuss the next step with the school board. If after school board action, the student is still truant, the principal will refer the matter over to the county attorney.

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.

ATTENDANCE POLICY (BOARD POLICY 501.10)

Regular attendance by the students at school is essential for students to obtain the maximum opportunities from the education program. Parents and students alike are encouraged to ensure an absence from school is a necessary absence. Students will attend school unless excused by the principal of their attendance center.

Any enrolled student who is absent from school without the knowledge and permission of the parent/guardian or the knowledge of school authorities will be considered truant. Any student who is absent from school without approval more than five (5) days in part or whole during any one semester will be considered a chronic truant.

Truancy is the failure to attend school for the minimum number of days established in the school calendar by the Board. Truancy is the act of being absent without a reasonable excuse. These absences will include, but not be limited to, tardiness, shopping, hunting, concerts, preparation or participation in parties and other celebrations, and employment. Truancy will not be tolerated by the Board.

Students are subject to disciplinary action for truancy. It will be within the discretion of the principal/assistant principal to determine, in light of the circumstances, whether a student may make up work missed because of truancy. Students receiving special education services will not be assigned to in-school suspension unless the goals and objectives of the student's Individualized Education Program are capable of being met.

A concentrated effort will be made to prevent and remedy truancy in its early stages. School personnel, wherever possible and as much as possible, will seek the cooperation from parents/guardians in remedying truancy. In an attempt to keep the channels of communication open, the parent/guardian of a student will be contacted in every instance of a suspected unexcused absence or truancy.

The principal, assistant principal, counselor(s), and/or social worker will work together to determine the cause for a student's truancy. If they are unable to secure the truant student's attendance, they should discuss the next step with the Superintendent. If after this action, the student is still truant, the principal or assistant principal will refer the matter to the county attorney. The principal or the assistant principal, 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.

It will be the responsibility of the Superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy. The administrative regulations will indicate the disciplinary action to be taken for truancy.

TARDY POLICY

Students are expected to be in class on time because time in the classroom is essential for student learning. Students arriving after the bell but within the first 20 minutes of class are considered tardy. The following outlines consequences for unexcused tardies:

- 1st-2nd tardy per class – Verbal warning, Teacher interaction with student
- 3rd-4th tardy per class– Student detention with teacher, Parent notification by teacher
- 5th-6th tardy per class – Minor Referral, Parent notification by teacher, Detention
- 7th tardy and each subsequent tardy per class– Major Referral, Administrative intervention

STUDENT PROGRESS

Communication to parents and families regarding student academic progress will be reported, at minimum, at mid-quarter and at the end of each quarter of the school year. Communication to parents regarding academic progress will be reported at these times.

HOMEWORK AND ASSIGNMENTS

Homework is an important component to the academic success of any student. Assigned homework reinforces what is taught in class.

Parents are required to notify the school when planned vacations and/or extended absences will occur during the school year. This will give students the opportunity to complete work that may be missed during the absence.

Parents may request homework for students missing two or more days of school. Woodside staff request 24-hour notice to allow time to prepare assignments.

ANTI-BULLYING/HARASSMENT

The Saydel 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 180 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 Director of Student Services and Special Education Aimee Rhode (hereinafter “Investigator”) 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.

INVESTIGATION PROCEDURES

Refer to Board Policy Code No. 105.R1 on the district website.

TIMEOUT, SECLUSION, & RESTRAINT

State law forbids school employees from using corporal punishment against any student. Certain actions by school employees are not considered corporal punishment. Additionally, school employees may use “reasonable and necessary force, not designed or intended to cause pain” to do certain things, such as prevent harm to persons or property.

State law also limits school employees’ abilities to restrain or confine and detain any student. The law limits why, how, where, and for how long a school employee may restrain or confine and detain a child. If

a child is restrained or confined and detained, the school must maintain documentation and must provide certain types of notice to the child's parent.

STUDENT LOCKERS (BOARD POLICY 502.5)

Safe and secure lockers are provided for each student. In order to help ensure each student's safety and security students will refrain from sharing combinations or locker space. With good cause administration may inspect lockers and their content. Students will be held responsible for the contents of their individual lockers.

Student lockers are the property of the school district. Students will use the lockers assigned to them by the school district for storing their school materials and personal belongings necessary for attendance at school. It will be the responsibility of each student to keep his/her assigned locker clean and undamaged.

To ensure students are properly maintaining their assigned lockers, the principal of the building may periodically inspect all or a random selection of lockers. Either students or another individual will be present during the inspection of lockers. Student lockers may also be searched, at any time and without advanced notice, in compliance with Board policy regulating search and seizure.

SCHOOL DRESS CODE

In order to maintain a positive climate within the building, students are expected to wear age appropriate clothing as well as adhering to reasonable levels of cleanliness and modesty. Students will not wear clothing that is distracting to the educational environment, advertises or promotes alcohol, tobacco, drugs, obscenity, racial or sexual remarks, or gang affiliation.

Administration makes the final determination of the appropriateness of a student's appearance. Inappropriately dressed students will be required to change their clothing and/or add additional clothing.

SCHOOL BEHAVIOR EXPECTATIONS

The Board, administration and employees expect students to conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for others. The behavior expected from students and staff at school is a combination of common courtesy and safety considerations. The following types of behavior are not permissible:

- 1) fighting
- 2) defiance of school staff
- 3) the use of profanity, abusive language, or obscene gestures
- 4) refusal to prepare assignments or to participate in class
- 5) any verbal or physical threat to staff or students
- 6) vandalism
- 7) theft
- 8) possession of weapons, drugs or other dangerous objects
- 9) harassment/bullying
- 10) inappropriate attire

These behaviors may result in serious consequences, which could include in-school suspension, out-of-school suspension, or other consequences as determined by the administration.

THE EAGLE WAY:

The community of Saydel believes in creating a safe, positive, caring, and mutually respectful environment where all students can learn and are valued for their cultural backgrounds, unique strengths and diverse abilities. We are dedicated to offering a varied and demanding course of study in which all students succeed by exploring personal talents, developing lifelong learning skills, and achieving at a high academic level.

BUS & BUS STOP CONDUCT

At the Bus Stop

- Be at least 5 minutes early to the bus stop.
- Wait in a safe place, clear of traffic and several feet from the curb.
- If you cross the street to get to the bus, wait for the bus to come to a complete stop, check for other traffic, watch for directions from the driver, and walk at least 10 feet in front of the bus.

Boarding & Leaving the Bus

- Wait until the bus has come to a complete stop before attempting to enter or leave the bus. Form a single line.
- Do not push.
- Be courteous toward all other riders.
- Enter or leave the bus only at the front door, except in an emergency.
- Go directly to your seat; do not block the aisles.
- Leave the bus only with the driver's consent.

Rules On the Bus

- No eating, drinking, or chewing gum on any bus
- No foul language, No bullying – Be respectful
- Keep hands and feet to yourself and inside the bus at all times
- No yelling in or out of the bus (use a quiet voice)
- Remain seated at all times (Back, Bottom, Feet), keep aisles clear, and remain in your assigned seat at all times
- Music & electronics may be used with headphones, keeping it to a reasonable volume. It can't distract the driver.
- If you need to move because you have three in a seat, please ask permission before proceeding. Never move seats while the bus is moving.

The bus is an extension of the classroom.

Families and students are reminded that the bus is an extension of the school. All bus practices and rules violations are subject to discipline under the student code of conduct. Students that violate these rules are subject to bus consequences including but not limited to:

- **1st infraction** – Written warning/call to parents
- **2nd infraction** – Written warning/call to parents
- **3rd infraction** – 2-day suspension from riding the bus
- **4th infraction** – 5-day suspension from riding the bus and meeting with busing and school personnel before returning to bus services
- **5th infraction** - 10-day suspension from riding the bus and meeting with busing and school personnel before returning to bus services
- **6th infraction** – suspension from riding the bus for the remainder of the semester or a minimum of 45 days

Fighting and using illegal substances will result in students being moved to step three immediately and may have additional consequences at school.

Any individuals wanting to meet with Durham personnel, please make arrangements at your child's school building and involve a school representative. The bus facility is a secure area, and unauthorized personnel are not allowed due to safety.

Bus Referral SOP

- Issues on the bus will be communicated to Durham's director of transportation.
- Bus referrals will be written by Durham and sent to each building administration.
- Durham will contact families for each infraction via phone or email.
- For each suspension event, a letter will be mailed home informing parents in addition to phone or email communication.

ALTERNATE SETTINGS

In order to provide a continued safe and orderly environment, Woodside offers alternative settings and support to those students in need. Those settings include; In School Suspension, Out of School Suspension, as well as other community services.

SEARCH AND SEIZURE (BOARD POLICY 502.8)

School district property is held in public trust by the Board. School district authorities may, without a search warrant, search a student, student lockers, personal effects, desks, work areas, or student vehicles based on a reasonable suspicion that a board policy, school rule or law has been broken. The school district reserves the right to implement searches by criminal detection canine teams including, but not limited to, lockers, books, bags, and vehicles on school property. The search will be in a manner reasonable in scope to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students, employees and visitors to the school district facilities. School authorities may seize any illegal, unauthorized or contraband materials discovered in the search. Items of contraband may include, but are not limited to, non-prescription controlled substances, marijuana, cocaine, amphetamines, barbiturates, apparatus used for controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons and stolen property. Such items are not to be possessed by a student while they are on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered buses; 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. Possession of such items will be grounds for disciplinary action including suspension or expulsion and may be reported to local law enforcement authorities. The Board believes that such illegal, unauthorized or contraband materials causes disruption to the school environment, and presents a threat to the health and safety of students, employees or visitors on the school district premises or property.

DETENTION POLICY

Any student assigned detention will report directly to the assigned area with all appropriate materials. Detention takes precedence over scheduled school trips or extra-curricular activities. Parents will receive notification of detentions and are responsible for transportation.

STUDENT CONDUCT INFORMATION

The Conduct Matrix serves as a guide for disciplinary actions. The administration shall make the final determination of action(s) for any inappropriate student conduct.

Discipline in the Saydel Schools is a joint responsibility that should be shared by school staff, students, and their families. It is designed to promote behavior that will enable students to function successfully in their educational and social environments. The Discipline Code is applied consistently and uniformly throughout the District so that students are treated fairly and equitably. The Discipline Code is developed to help students understand their obligations to others in the school setting and is reflective of the concern for the dignity and growth potential of each student as well as the commitment to safety interests of all students, staff and community.

To honor confidentiality and privacy laws, student disciplinary actions and consequences will only be shared with parents/guardians listed in PowerSchool, staff and agencies contracted with the school as deemed necessary to further support that student. We do not share the disciplinary consequences of your child with others.

It is the responsibility of every student, staff member, and parent/guardian to participate fully in the disciplinary process including disciplinary investigations to ensure a safe and orderly learning environment. Persistent behavior in the Discipline Code will be defined as any similar conduct that occurs more than once in any school setting.

School problems can best be resolved at the building level, where problems start. In order to resolve problems, students, parents, or guardians can meet or contact a teacher at appropriate times to discuss existing problems. If the parents, guardians or students are dissatisfied with the teacher's decision or explanation, they can meet with the building administrator to review the area of concern. If further assistance is needed, then parents, guardians or students can contact or meet a District Office Director or the Superintendent.

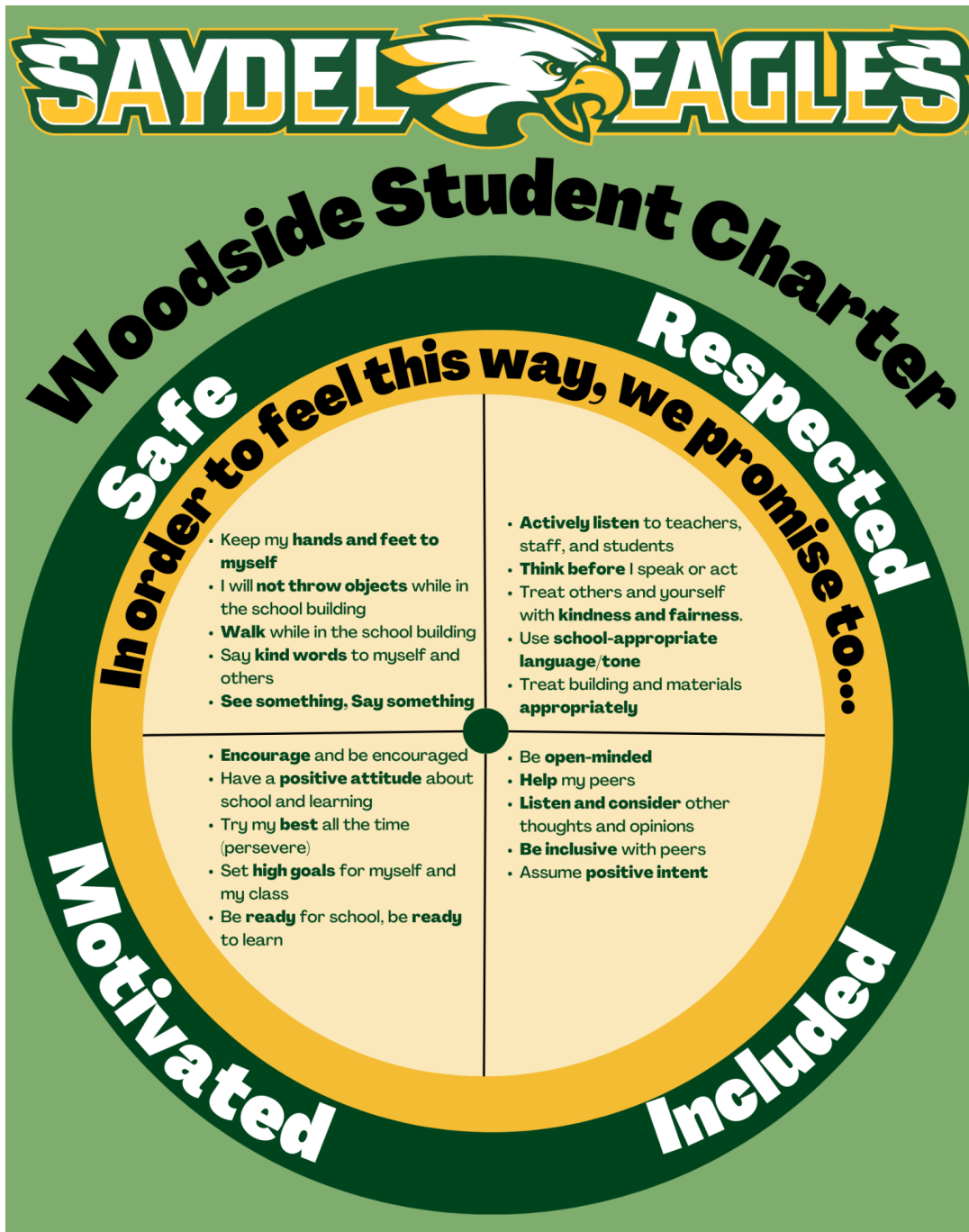
The descriptions of misconduct described should be viewed as representative of the misconduct that most frequently causes a disruption to the orderly educational process. Saydel Community Schools administration reserves the right to make final decisions regarding disciplinary consequences.

GENERAL GUIDELINES FOR ASSESSING CONSEQUENCES:

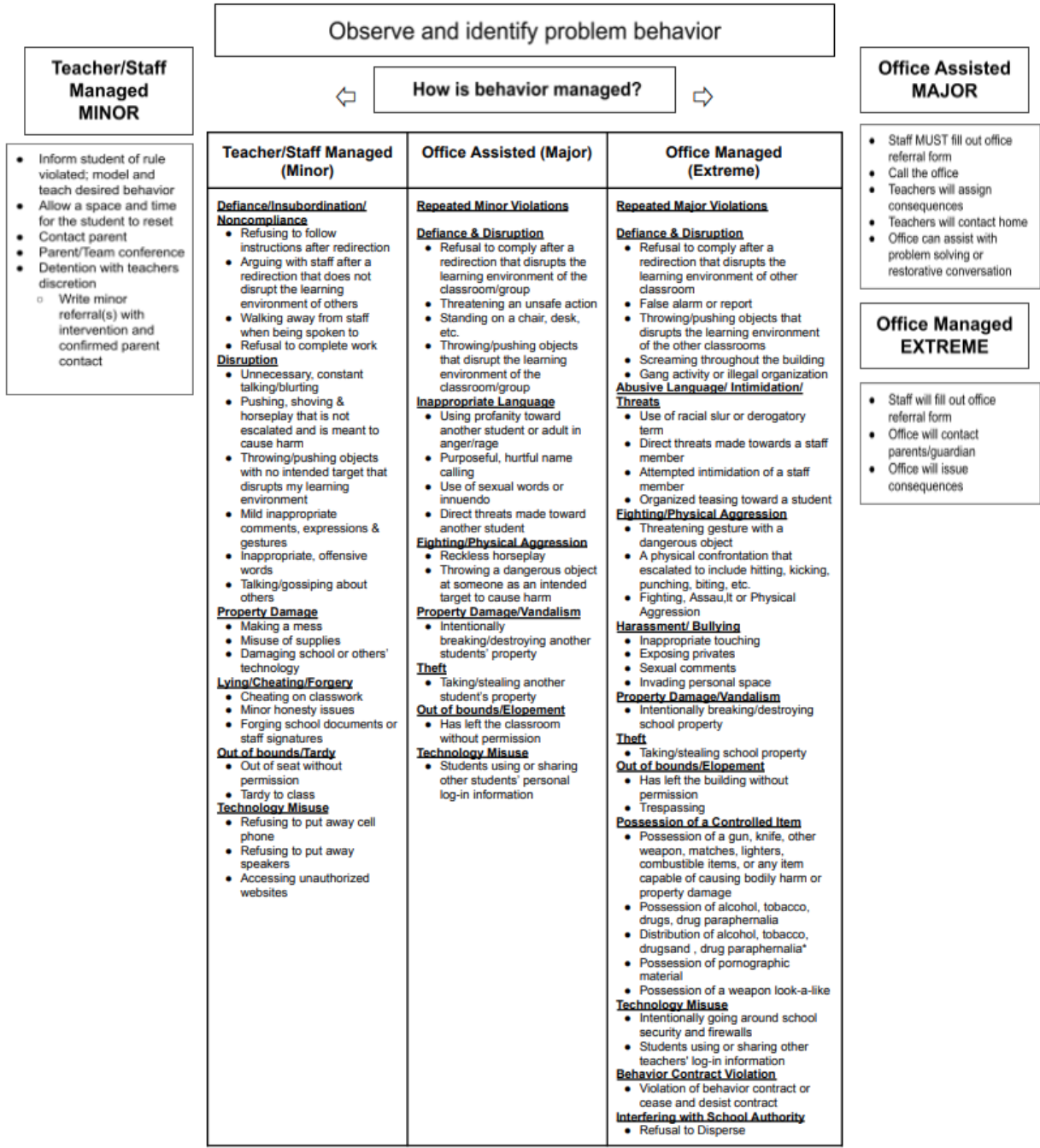
The District may impose disciplinary consequences for conduct that interferes with the educational environment. When administering discipline, district personnel shall adhere to the following general guidelines:

1. Discipline shall be administered when necessary to protect students, school employees, or property and to maintain essential order and discipline.
2. Students shall be treated fairly and equitably. Discipline shall be based on a careful assessment of the circumstances of each case. Factors that will be considered in the administration of student discipline and factors that will be considered in determining the length of any suspension, alternate education placement, involvement of law enforcement or expulsion may include but are not limited to:
 - a. Seriousness of the offense
 - b. Student's age and intent or lack of intent at the time the student engaged in the conduct
 - c. Student's disciplinary history and persistent behaviors

- d. Student's attitude
- e. Potential effect of the misconduct on the school environment
- f. State law requirements for certain disciplinary consequences
- g. Whether the facts of the case warrant consideration of self-defense as a mitigating factor in the assessment of consequences
- h. Whether the student has a disability that substantially impairs the students' capacity to appreciate the wrongfulness of the student's conduct.
- i. In limited circumstances, minimum listed consequences may be lowered due to the developmental stage of the student after taking into account the above criteria (a. – h.)



High School and Woodside Student Behavior Management Process



PROHIBITED BEHAVIORS	BEHAVIOR DESCRIPTION	ACTION
Disrespect for the rights of others	Any violation in this category could result in free (Employee and Family Resources) EFR counseling services before returning to school.	Any violation can be subject to more intense consequences (jumping offense levels or expulsion) depending on the incident.
Loud and boisterous conduct; Written or verbal profanity and obscenity: name calling: horseplay	Loud or boisterous conduct which disturbs the orderly and disciplined atmosphere of the school is prohibited; this includes temper tantrums, overt display of affection, disturbing classes or meetings, verbal or physical behavior which results in inappropriately exuberant, disorderly or rowdy actions and horseplay.	Consequences are not limited to any one of the following: <ul style="list-style-type: none"> ● Reprimand ● Apology with Restitution ● Detention ● Parents Contacted
Insubordination	Insubordination is the refusal to comply with reasonable requests or directions of school personnel. It may also include repetitious infractions (ex. repeated electronic device issues).	<u>Disciplinary Action May Include:</u> <ul style="list-style-type: none"> ● 1st Offense: 1-3 days suspension ● 2nd Offense: 3-5 days suspension ● 3rd Offense: 5-10 days suspension
Harassment (sexual, bigotry, hazing and all others). Harassment has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating, offensive or hostile learning environment.	Harassment- may include unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Sexual harassment includes, but is not limited to: verbal, use of digital/electronic methods, creation of a "hit list", physical or written harassment or abuse; pressure for sexual activity; repeated remarks to a person with sexual or demeaning implications; and suggesting or demanding sexual involvement, accompanied by implied or explicit threats. Intolerance or Bigotry- Racial, ethnic, religious, cultural slurs, sexual harassment, and derogatory or disrespectful statements, images or acts are prohibited.	<ul style="list-style-type: none"> ● Law enforcement may be notified in any incident. ● Students may have to attend a minimum of 1-2 EFR counseling sessions before returning to school.
Assisting (directly or indirectly) in the promotion of any prohibited behavior under this discipline code.	Gang activity, posting on social media or distribution of pictures or videos of inappropriate activities, encouraging/promoting a disruption (fight, argument, etc.).	<ul style="list-style-type: none"> ● Note: EFR – Employee and Family Resources is a free service.
Threats toward another student, staff members, school property, or other visitors in the building (ex. verbal, nonverbal, notes, text messaging, notebooks, journal, etc.).	Intimidating, using extortion or threatening to harm another student, school staff member or visitor is prohibited (whether you were joking or not). Use of any object in a threatening or intimidating manner is prohibited.	

PROHIBITED BEHAVIORS	BEHAVIOR DESCRIPTION	ACTION
Physical attack upon any person	Attempting to apply or applying force to another student, staff member or visitor is prohibited. Fighting and assault are prohibited.	<u>Disciplinary Action May Include:</u> <ul style="list-style-type: none"> ● 1st Offense: 2-5 days suspension ● 2nd Offense: 3-5 days suspension ● 3rd Offense: 5-10 days suspension ● Law enforcement may be notified in any incident. ● <u>Student</u> must attend 2 EFR counseling sessions before returning to school.
Possession or use of dangerous objects. Such as, but not limited to: firearms, pellet guns, knives, fireworks, explosives or dangerous weapons.	Students are not to have knives, chemical substances or other dangerous instruments or objects that resemble dangerous instruments. Students are not to have guns, pellet guns, knives, fireworks, explosive or dangerous weapons; including <u>look-a-likes</u> .	Confiscation of item(s) and student intent will be taken into consideration in all cases. Emphasis will be placed on ensuring the continued safety of all students and staff. <u>Disciplinary Action May Include:</u> <ul style="list-style-type: none"> ● 1st Offense: 2-5 days suspension ● 2nd Offense: 3-5 days suspension ● 3rd Offense: 5-10 days suspension ● Possible recommendation for expulsion. ● Law enforcement may be notified in any incident. ● Students must attend 2 EFR counseling sessions before returning to school.
Engaging in activities that interfere with school purposes. Such as-- but not limited to: malicious use of telephones (ex. false fire alarms, bomb threat, arson, false report to police or school officials, 911 calls, gambling, etc...)	Students are not to make a false fire alarm, convey threats or give false information concerning the placement of a bomb or other incendiary device.	<u>Disciplinary Action May Include:</u> <ul style="list-style-type: none"> ● 1st Offense: 2-5 days suspension ● 2nd Offense: 3-5 days suspension ● 3rd Offense: 5-10 days suspension ● Law enforcement may be notified in any incident.
Bullying (including but not limited to hazing) Refer to Board Policy Code No. 105.R1- Available on District Website	Types of bullying may include but are not limited to: verbal bullying including derogatory comments and bad names, physical bullying such as hitting, kicking, shoving and spitting, having money or possessions taken or damaged by students who bully, being threatened or being forced to do things by students who bully, repeated harassing behaviors and/or cyberbullying.	<u>Disciplinary Action May Include:</u> <ul style="list-style-type: none"> ● Each Offense = Loss of privilege/participation in school sponsored activities and events 1st Offense <ul style="list-style-type: none"> ● 0.5 - 5 days suspension (ISS, OSS or combination) ● Mandatory educational session with the guidance counselor weekly for 5 weeks and Conference with administration, parent, guidance counselor, and student upon completion of counseling sessions 2nd Offense <ul style="list-style-type: none"> ● 2 -5 days suspension (ISS, OSS or combination) ● One mandatory counseling session with Employee and Family Resources (EFR) ● Conference with building administration, parent, guidance counselor, and student upon return 3rd Offense <ul style="list-style-type: none"> ● 5-10 days suspension (ISS, OSS or combination) and recommendation to the Superintendent for further disciplinary action up to and including alternative placement and/or expulsion

PROHIBITED BEHAVIORS	BEHAVIOR DESCRIPTION	ACTION
Disrespect for the property of others	Any violation in this category could result in free EFR counseling services before returning to school.	Any violation can be subject to more intense consequences (jumping offense levels or expulsion) depending on the incident.
Damage and/or vandalism to the property of others.	Damaging the property of the school or of other individuals is prohibited; this includes writing, making marks or drawings on walls, furniture, fixtures, etc. It also includes not cooperating with or assisting those who clean and maintain the schools. This includes damage to vehicles in the school parking lot.	Consequences are not limited to any one of the following: <ul style="list-style-type: none"> • Verbal warning (If appropriate) • Restitution • EFR • <u>Disciplinary Action May Include:</u> <ul style="list-style-type: none"> • 1st Offense: 2-5 days suspension • 2nd Offense: 3-5 days suspension • 3rd Offense: 5-10 days suspension • Severe and/or repetitious acts may be grounds for recommendation for expulsion. • Law enforcement may be notified.
Theft	The involvement in or the taking of school or another person's property is prohibited. This includes falsifying signatures of anyone.	
Trespassing	Students are not to be in school buildings or on school property without proper authorization. Students who attend an alternative program will need to have administrative permission to be on Saydel High School grounds.	
Misuse and/or abuse of technology: i.e., sharing passwords, using other's ID's, using disks, unauthorized printing, using equipment and/or software for personal use, physical abuse, wiring alterations, chat rooms, digital/electronic voice mail, non-curriculum related use (see acceptable use policy)	Unauthorized use or misuse of district software, hardware and/or network.	Consequences may include: <ul style="list-style-type: none"> Warning Parent contact Restitution Loss of privileges-duration determined by administration. Suspension and/or possible recommendation for expulsion. <p>Law enforcement may be notified.</p>

PROHIBITED BEHAVIORS	BEHAVIOR DESCRIPTION	ACTION
Alcohol, drugs, controlled substances and look- alike substances	Any violation in this category could result in free EFR counseling services before returning to school.	Any violation can be subject to more intense consequences (jumping offense levels or expulsion) depending on the incident.
Possession of alcohol, tobacco, drugs, controlled substances or look-alike substances. (ex. smoking, chewing, herbal or look-alike)	Possession of tobacco, beer, alcohol, controlled substances, or look-alike substances is prohibited (drug paraphernalia is also included).	<ul style="list-style-type: none"> • Items confiscated • 1st Offense: 2-3 day suspension • 2nd Offense: 3-5 days suspension • 3rd Offense: 5-10 days suspension/possible recommendation for expulsion • Notification of Law Enforcement. • Student must attend a minimum of 2 EFR counseling sessions before returning to school
Use of alcohol, tobacco, drugs, controlled substances or look-alike substances. (ex. smoking, chewing, herbal or look-alike)	Consuming/using alcohol, drugs, controlled substances or look-alike substances and attending school or school sponsored events under the influence of alcohol, drugs, controlled substances or look-alike substances is prohibited. Over-the-counter medications and drugs prescribed by a licensed physician are an exception to this statement when used in accordance with building policy.	
Sale, distribution or transmittal of alcohol, drugs, controlled substances or look-a-like substances.	Sale, distribution, or transmittal of alcohol, drugs, controlled substances or look-a-like substances is illegal.	<ul style="list-style-type: none"> • Items confiscated • 1st Offense: 3-5 days suspension • 2nd Offense: 5-10 days suspension • Possible recommendation for expulsion. • Notification of Law Enforcement. • Student must attend a minimum of 2 EFR counseling sessions before returning to school

PROHIBITED BEHAVIORS	BEHAVIOR DESCRIPTION	ACTION
Interfering with the educational environment	Any action that impedes or obstructs school purposes	Any violation can be subject to more intense consequences (jumping offense levels or expulsion) depending on the incident.
Academic integrity	Theft or distribution of education information, falsification of school records, forgery, plagiarism, cheating.	Consequences are not limited to any one of the following: <ul style="list-style-type: none"> • Conference with teacher and administrator • Completion of alternate assessment • Contact with parents/guardian • Loss of privilege • Detention • Suspension • Expulsion
Other acts interfering with the orderly educational process in the classroom or the school		

Possession of illegal drugs or paraphernalia

First violation (cumulative)

- Ten days OOS suspension (check with Katie D. to create a plan)
- administrative referral to EFR
- Polk county sheriff's charge
- Behavior contract

Subsequent violations

- Long-term suspension in lieu of expulsion (parameters set by administration)

Possession of illegal drug with intent to distribute (multiple pods or sharing)

First time

- Long-term suspension in lieu of expulsion (parameters set by administration)

Possession of alcohol or nicotine, or paraphernalia

First time

- Three days OOS suspension (check with Katie D. to create a plan)
- Polk county sheriff's warning

Subsequent violations

- 5 days OOS suspension
- Polk county sheriff's citation
- Administrative referral to EFR
- Building consequences could include:
 - No backpack allowed in class (leave in office)
 - Unannounced searches (check on legality)
 - Restricted access to hallways (smart pass)
 - Behavior contract

Possession of alcohol or nicotine with intent to distribute

First violation (cumulative)

- Ten days OOS suspension (check with Katie D. to create a plan)
- administrative referral to EFR
- Polk county sheriff's charge
- Behavior contract

Subsequent violations

- Long-term suspension in lieu of expulsion (parameters set by administration)

Weapon

Knife or Chemical Weapon

Building consequences could include:

- Parent contact
- Confiscated and returned at the end of the day
- In school suspension
- Out-of-school suspension
- Polk county sheriff's charge
- Behavior contract

Firearm or Explosive

Expulsion

Administrative discretion statement

Alternate placement

Code of Conduct violation

USE OF THE TELEPHONE

Students will be allowed to use a school telephone with staff approval and supervision. Phone calls will be limited to school-related business. Telephones are available in each classroom as well as the front office.

PERSONAL NON-SCHOOL ITEMS

In order to provide a curricular-focused environment, students (unless agreed upon by administration per individualized student plan) are not to bring personal non-school items such as iPods, toys, games, or personal electronic equipment to school. Students should not bring excess money or other valuable items to school. **The school will not be responsible for personal non-school items that are misplaced, broken, or stolen.**

ELECTRONIC DEVICES

Personal electronic devices should not hinder the education process. Such devices will not be used from 7:45am-2:45pm except during passing time and the student's lunch period or instructed by a teacher. If a student is observed with a personal electronic device during school hours and without teacher consent, they will be asked to put the cell phone away in an approved location. If the student is observed with a personal electronic device again, the office will be called and the electronic device will be confiscated by an administrator, or administrator designee, and the student will pick up the device at the end of the day. If repeated violations occur it will result in assigning detentions and parent meetings with school personnel. It will also be documented as a major referral in the student's behavior file.

TEXTBOOK FINES

Students are expected to take care of the textbooks that are checked out to them. Damage or loss of these textbooks can result in fees for repair or replacement.

CHROMEBOOK POLICY/FINES

1. If a student forgets their chromebook at home, per the district handbook, they will not be given a substitute for the day. The student is welcome to borrow a classroom chromebook if one can be provided.
2. Regular wear and tear is expected on chromebooks. Any further damage not caused by typical wear and tear will be fined- a charge will be put on the student's account.

3. If a student loses their chromebook, they must see Miss Alex in the library. She will encourage the student to check every classroom of theirs, as well as the gym and the cafeteria. Once the student has looked everywhere, Miss Alex will put in a ticket to IT. The chromebook will be placed in "Recovery Mode" (no one will be able to log into the chromebook, including the student it belongs to). An email will be sent to all staff regarding the lost chromebook so they can keep their eyes out for any stray chromebooks. Once the chromebook is in recovery mode, the student will be given a loaner chromebook from the library, which they will return at the end of the day- the loaner should not be taken home.
 - a. After a week of not finding the chromebook, a new one will be issued to the student and a \$300 will be placed on their account.
 - b. If the old chromebook is found AFTER the new one is issued, the student will turn in the chromebook and the fine will be removed.
4. Damages to cases: If a student has a case that is damaged beyond use due to normal wear and tear (example: broken zipper), a new one can be provided without cost to the student. If a student has intentionally damaged their case, their account will be charged.
5. Any chromebooks found in classrooms/hallways/cafeteria/gym without their owner are to be brought to Miss Alex in the library. These are chromebooks that are found in hallways without their owner. If a student's chromebook is brought to Miss Alex more than three times, they will be given a Wednesday detention with Mr. Hoffman. After that, if the chromebook is brought to the library again, the student will have to drop off their chromebook to Miss Alex at the end of every day and pick it up every morning for two weeks. They will not be able to take it home.

Charges for chromebook damages and case:

- Case: \$20
- Screen: \$155
- Keyboard: \$75
- Top Case: \$25
- Bottom Case: \$15
- Chromebook Replacement: \$300

*When communicating these charges to students, please reassure them that this does not need to be paid in full right away. The fine can be paid in installments over time.

STUDENT ACTIVITIES

Woodside Middle School is proud to offer a variety of student activities which include but is not limited to the following: football, cross-country, volleyball, basketball, wrestling, track, softball, baseball, band, vocal, student council, and various clubs.

ACADEMIC ELIGIBILITY

Students will be earning passing grades in ALL classes in the current semester. Grades will be checked every 2 weeks as follows:

- Every other Friday, grades will be exported from PowerSchool
- Every student earning an incomplete (i) or beginning (1) will be notified that he or she is not meeting academic expectations with a progress report form

- The first time a student receives notification of an incomplete or “one” it is considered a weeklong probationary period for the student to improve their grade to passing. The student will remain eligible for this period of time.
 - At the conclusion of the probationary week, if the grade is still not satisfactory or evidence of progress towards passing is not obtained the student will be ineligible for competition until the next grade check. If the same grade is still not passing at the next grade check, the student will remain ineligible for competition until the grade is improved or progress is signed off on.
- Participants must practice in order to maintain their status on the team; however they may not dress or warm-up for competition.

**Any student not passing all subjects at the end of the 2nd semester will be declared ineligible for 10 days of the summer sports seasons beginning with the first date of the finding of the academic ineligibility.

EXTRA-CURRICULAR ACTIVITIES

Woodside promotes an environment of positive sportsmanship. Students demonstrating inappropriate behaviors will be removed from the activity.

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.

To retain eligibility for participation in the Saydel Community School District’s extra-curricular or co-curricular activities, students must conduct themselves as good citizens both in and out of school at all times. Students who represent the school in an activity are expected to serve as good role models to other students and to the members of the community. It is a privilege and an honor to be able to participate in activities and represent the Saydel schools. The student and school are judged by the participants’ character and conduct at all times. Saydel students who participate in activities serve as a model to many people, and their attitude has an important impact on others. Any student whose habits and conduct in and out of school, during both the school year and the summer, are not consistent with the ideals, principles and standards of the Saydel Community School District will be declared ineligible because they have violated the Good Conduct Policy. This policy will be in effect for the entire calendar year (365 days).

Students who fail to abide by this policy and the administrative regulations supporting it may be subject to disciplinary measures. The building administrator will keep records of violations of the good conduct rule.

It will be the responsibility of the Superintendent or designee 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.

SUSPENSIONS AND EXTRA-CURRICULAR ACTIVITIES

While a student is in out-of-school suspension or in-school suspension s/he cannot participate in/attend district or building extracurricular activities during the duration of the suspension. This means having an in-school suspension or an out-of-school suspension on a Friday covers all school-sponsored weekend activities of any nature either at home or away. Administrative discretion will be used to ensure the consequences are appropriate in this regard. Students will have the opportunity to complete make-up class work.

FOOD AND BEVERAGES AT SCHOOL

In an effort to support the Healthy Kids Act, students are not to bring energy drinks, coffee based drinks, or non-juice soft drinks for consumption during breakfast or lunch at school. Water bottles are permitted during the school day. More information about the Healthy Kids Act can be found on the Iowa Department of Education website.

Also, students in our school have food allergies, and we specifically have students with significant and severe peanut allergies. Please be mindful of others' needs when you are bringing food/beverages to school.

SCHOOL LUNCH AND BREAKFAST PROGRAM (BOARD POLICIES 710.1, 710.2 and 710.4)

The school district operates both the National School Lunch and Breakfast Programs. The meals are designed to meet a student's nutritional needs at the lowest possible cost. In addition, the food service department offers a limited a la carte program at the Woodside Middle School. **The school district will not be collecting Free and Reduced Price meals applications for School Year 2023-2024. The School District will be operating under the Community Eligibility Provision, a non-pricing meal service option for schools to allow serving breakfast and lunch at no cost to all enrolled students without collecting household applications.**

Point of Sale

The food service department uses Cybersoft by PrimeroEdge software program to keep track of each student's account. **Students can make a deposit to their account by bringing a check or cash to the kitchen clerk or parents can pay online.** Please make checks payable to Saydel Food Service. Write your student's name on the memo portion of the check. If you have more than one student in a school you may send one check, please indicate how much money to deposit in each account. If you have students in different buildings, you need to send separate checks to each attendance center. Students may use their accounts to purchase extra entrees, extra milk and/or a la carte items. If parents want restricted spending on their child's account, you can log into your parent online account and set up parameters. Students are encouraged to fully use their account balances before the end of each school year. Negative and positive account balances are automatically carried forward to the next school year. When students advance in grade level to another building in the Saydel district their account balances also follow them. If your family leaves the district or a student graduates you must pay the negative balance and/or you can make a request for a refund to the clerk in the kitchen. Please remember that the personal keypad number is confidential and should not be shared with other individuals.

RevTrak– online payment and balance checking option

You can access RevTrak through the district's web site – www.saydel.k12.ia.us – then go to Food Service & Nutrition Information. First time users please select Online Payment Instructions and follow the

directions. When you make payments you will need your user name and password & your student's six-digit customer ID number. This number is available to you when you register your student for school. Students in 5th through 12 grade know their number. They enter it daily as they go through the lunch line. You can obtain your student's ID number by calling the building secretary, the school kitchen, or the Director of Food and Nutrition Services. You can make payment using your VISA or MasterCard labeled debit/credit card. After making a payment an email receipt will immediately be sent to the parent confirming payment with a link to your receipt that can be printed. You can also check online using the "My Account" link to securely check your payment history and create and manage your low balance email notification. PCI-DSS audit certified RevTrak does not save, store, or handle or forward bank or credit card information to ensure privacy and security for users. Once you have registered in RevTrak, you will be able to check your child's balance in their meal account, view payment history, and sign up for email alerts. It can take 24 hours for online payments to post in your child's meal account. If you have issues while using RevTrak or you do not get your email receipt – please call RevTrak Technical Support at 888-847-9885.

Meal prices

The school breakfast and lunch programs are a vital part of the school day. To encourage good nutrition, a well-balanced breakfast and lunch are offered at no cost to all enrolled students daily. Each summer the Board of Education approves meal prices. After approval, the prices are printed in the next "Saydel Communicator" and are published on the district's web site. We ask students and parents to direct their comments and suggestions to the Kitchen Manager at each building or the Director of Food and Nutrition Services at the district office.

School Reach and notifications

The Food Service Department utilizes an automated voice messaging system to alert parents that accounts are in negative balance. Calls will go out around 7:00 pm Sunday through Thursday. If you don't want calls – always keep \$0.00 or more in your child's account. If you would rather be notified by email than by phone, please notify your child's building secretary. In addition, you will get email alerts to a low balance when you use online payment and you can set the amount at which you want to be notified.

Charging Policy

Students are not allowed to purchase extra entrees, extra milk and/or a la carte items if the purchase will result in a negative balance in the child's account. All debts must be paid by the end of the school year.

STUDENT RECORDS ACCESS (FERPA) (BOARD POLICY 506.1)

The Board recognizes the importance of maintaining student records and preserving their confidentiality. Student records containing personally identifiable information will be kept confidential at collection, storage, disclosure, and destruction stages. The Board Secretary is the custodian of student records. Student records may be maintained in the central administrative office or the student's attendance center.

Definitions

For the purposes of this policy, the defined words have the following meaning:

- "Education Record" means those records that contain information directly related to a student and which are maintained by an education agency or institution or by a party acting for the agency or institution.
- "Eligible Student" means a student who has reached eighteen years or attends a postsecondary institution. Parents of an eligible student are provided access to education records only with the written permission of the eligible student unless the eligible student is defined as a dependent by the Internal Revenue Code. In that case, the parents may be provided access without the written permission of the student.

An education record may contain information on more than one student. Parents will have the right to access the information relating to their student or to be informed of the information. Eligible students will also have the right to access the information relating to themselves, or be informed of the information.

Parents, eligible students, and other individuals authorized in accordance with law will have a right to access the student's education records upon request without unnecessary delay and in no instance more than forty-five calendar days after the request is made. Parents, other than parents of an eligible student, may be denied access to a student's records if the school district has a court order stating such or when the district has been advised under the appropriate laws that the parents may not access the student records. Parents, an eligible student or an authorized representative of the parents will have the right to access the student's education records prior to an Individualized Education Program (IEP) meeting or hearing.

Copies of student records will be provided if failure to do so would effectively prevent the parents or student from exercising the right to access the student records. Fees for copies of the records are waived if it would prevent the parents or student from accessing the records. A fee may not be charged to search or retrieve information from student records.

Upon the request of parents or an eligible student, the school district will provide an explanation and interpretation of the student records and a list of the types and locations of student records collected, maintained or used by the school district.

If the parents or eligible student believes the information in the student records is inaccurate, misleading or violates the privacy or other rights of the student, the parents or an eligible student may request that the school district amend the student records. The school district will decide whether to amend the student records within a reasonable time after receipt of the request. If the school district determines an amendment will be made to the student record, the school district will make the amendment and inform the parents or the eligible student of the decision in writing.

If the school district determines that amendment of the student's record is not appropriate, it will inform the parents or the eligible student of their right to a hearing before the hearing officer provided by the school district.

If the parents' and the eligible student's request to amend the student record is further denied following the hearing, the parents or the eligible student are informed that they have a right to place an explanatory letter in the student record commenting on the school district's decision and setting forth the reasoning for disagreeing with the school district. Additions to the student's records will become a

part of the student record and be maintained like other student records. If the school district discloses the student records, the explanation by the parents will also be disclosed.

Student records may be disclosed in limited circumstances without parental or eligible student's written permission. This disclosure is made on the condition that the student record will not be disclosed to a third party without the written permission of the parents or the eligible student. This disclosure may be made to the following individuals or under the following circumstances:

- to school officials within the school district and AEA personnel whom the Superintendent has determined have a legitimate educational interest, including, but not limited to, board members, employees, school attorney, auditor, health professionals, and individuals serving on official school committees;
- to officials of another school district in which the student wishes to enroll, provided the other school district notifies the parents the student records are being sent and the parents have an opportunity to receive a copy of the records and challenge the contents of the records unless the annual notification includes a provision that records will automatically be transferred to new school districts;
- to the U.S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or state and local educational authorities;
- in connection with financial aid for which the student has applied or which the student has received if the information is necessary to receive the financial aid;
- to organizations conducting educational studies and the study does not release personally identifiable information;
- to accrediting organizations;
- to parents of a dependent student as defined in the Internal Revenue Code;
- to comply with a court order or judicially issued subpoena;
- in connection with a health or safety emergency; or
- directory information.

The Superintendent will keep a list of the individuals and their positions who are authorized to view a special education student's records without the permission of the parents or the eligible student. Individuals not listed are not allowed access without parental or an eligible student's written permission. This list must be current and available for public inspection and updated as changes occur.

The Superintendent will also keep a list of individuals, agencies and organizations which have requested or obtained access to a student's records, the date access was given and their legitimate educational interest or purpose for which they were authorized to view the records. The Superintendent, however, does not need to keep a list of parents, authorized educational employees, officers, and agencies of the school district who have accessed the student's records. This list for a student record may be accessed by the parents, the eligible student and the custodian of student records.

Permanent student records, including a student's name, address, phone number, grades, attendance record, classes attended, grade level completed, and year completed may be maintained without time limitation. Permanent student records will be kept in a fire-safe vault.

When personally identifiable information, other than permanent student records, no longer needs to be maintained by the school district to provide educational services to a special education student, the parents or eligible student are notified. This notice is normally given after a student graduates or

otherwise leaves the school district. If the parents or eligible student request that the personally identifiable information be destroyed, the school district will destroy the records. Prior to the destruction of the records, the school district must inform the parents or eligible students that the records may be needed by the parents or eligible students for social security benefits or other purposes.

The school district will provide training or instruction to employees about the parents' and eligible students' rights under this policy. Employees will also be informed about the procedures for carrying out this policy. It is the responsibility of the Superintendent to annually notify parents and eligible students of their right to inspect and review the student's records. The notice is given in the parents' or eligible student's native language. Should the school district collect personal information from students for the purposes of marketing or selling that information, the school district will annually notify the parents of such activity.

The notice will include a statement that the parents have a right to file a complaint alleging the school district failed to comply with this policy. Complaints are forwarded to the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, Washington, D.C. 20202-4605.

STUDENT HEALTH AND IMMUNIZATION CERTIFICATES (BOARD POLICY 507.1)

Students desiring to participate in athletic activities or enrolling for the first time in kindergarten or first grade in the school district will have a physical examination by a licensed health care provider and provide proof of such an examination to the school district. A physical examination and proof of such an examination may be required by the administration for students enrolling for the first time in other grades in the school district.

A certificate of health stating the results of a physical examination and signed by the health care provider will be on file at the attendance center. Each student will submit an up-to-date certificate of health upon the request of the Superintendent.

Students enrolling for the first time in the school district will also submit a certificate of immunization against diphtheria, pertussis, tetanus, poliomyelitis, rubeola, rubella, and other immunizations required by law. The student may be admitted conditionally to the attendance center if the student has not yet completed the immunization process but is in the process of doing so. Failure to meet the immunization requirement will be grounds for suspension, expulsion or denial of admission. Upon recommendation of the Iowa Department of Education and Iowa Department of Public Health, students entering the district for the first time may be required to pass a TB test prior to admission. The district may conduct TB tests of current students.

Exemptions from the immunization requirement in this policy will be allowed only for medical or religious reasons recognized under the law. The student must provide a valid Iowa State Department of Health Certificate of Immunization Exemption to be exempt from this policy.

ADMINISTRATION OF MEDICATION TO STUDENTS (BOARD POLICY 507.2)

The Board is committed to the inclusion of all students in the education program and recognizes that some students may need prescription and nonprescription medication to participate in their educational program.

Medication will be administered when the student's parent or guardian (hereafter "parent") provides a signed and dated written statement requesting medication administration and the medication is in the original, labeled container, either as dispensed or in the manufacturer's container.

When administration of the medication requires ongoing professional health judgment, an individual health plan will be developed by an authorized practitioner with the student and the student's parent. Students who have demonstrated competence in administering their own medications may self-administer their medication. A written statement by the student's parent will be on file requesting co-administration of medication, when competence has been demonstrated.

By law, students with asthma or other airway constricting diseases or students at risk of anaphylaxis who use epinephrine auto-injectors may self-administer their medication upon the written approval of the student's parents and prescribing licensed health care professionals regardless of competency. Persons administering medication shall include authorized practitioners, such as licensed registered nurses and physicians, and persons to whom authorized practitioners have delegated the administration of medication (who have successfully completed a medication administration course). A medication administration course and periodic update shall be conducted by a registered nurse or licensed pharmacist, and a record of course completion shall be maintained by the school.

A written medication administration record will be on file including:

- date;
- student's name;
- prescriber or person authorizing administration;
- medication;
- medication dosage;
- administration time;
- administration method;
- signature and title of the person administering medication; and
- any unusual circumstances, actions, or omissions.

Medication will be stored in a secured area unless an alternate provision is documented.

Emergency protocols for medication-related reactions will be posted. Medication information will be confidential information as provided by law.

Disposal of unused, discontinued/recalled, or expired medication shall be in compliance with federal and state law. Prior to disposal school personnel shall make a reasonable attempt to return medication by providing written notification that expired, discontinued, or unused medications need to be picked up. If medication is not picked up by the date specified, disposal shall be in accordance with the disposal procedures for the specific category of medication.

