

Woodside Middle School



Saydel Community School District **Student Handbook**

2026-2027

[District Calendar](#)

[Infinite Campus Information](#)

Safe Respectful Included Motivated
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Woodside Faculty & Staff

<p style="text-align: center;"><u>Office Staff</u></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">Patrick Rial</td> <td style="width: 40%;">Principal</td> </tr> <tr> <td>Amanda Christensen</td> <td>Associate Principal</td> </tr> <tr> <td>Teddy Palmer</td> <td>Counselor</td> </tr> <tr> <td>Julie Vanderpool</td> <td>Administrative Assistant</td> </tr> <tr> <td>Mikayla Calvert</td> <td>Nurse</td> </tr> <tr> <td>Katie Delahunt</td> <td>Master Teacher</td> </tr> <tr> <td>Wendy Webb-Hoffman</td> <td>Master Teacher</td> </tr> <tr> <td>Holly Robinson</td> <td>Attendance/Librarian</td> </tr> </table> <p style="text-align: center;"><u>5th and 6th Grade</u></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">Katie Mary</td> <td style="width: 40%;">Science</td> </tr> <tr> <td>Cora Spiegelhalter</td> <td>ELA</td> </tr> <tr> <td>Silvije Hoti</td> <td>Social Studies</td> </tr> <tr> <td>Kristin Drewis</td> <td>Math</td> </tr> <tr> <td>Saxon Dolan</td> <td>Math</td> </tr> <tr> <td>Jackie Landry</td> <td>ELA</td> </tr> <tr> <td>Julie Lara</td> <td>Science</td> </tr> <tr> <td>Linda Cox</td> <td>Social Studies.</td> </tr> </table> <p style="text-align: center;"><u>7th and 8th Grade</u></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">Miranda Augustine</td> <td style="width: 40%;">Math</td> </tr> <tr> <td>Griffin Garnatz</td> <td>Social Studies</td> </tr> <tr> <td>Katelyn Stevens</td> <td>ELA</td> </tr> <tr> <td></td> <td>Science</td> </tr> <tr> <td>Haley Chizek</td> <td>Math</td> </tr> <tr> <td>Zach Hoffman</td> <td>Social Studies</td> </tr> <tr> <td>Anne Daluga</td> <td>Science</td> </tr> <tr> <td>Brianna Haden</td> <td>ELA</td> </tr> </table> <p style="text-align: center;"><u>Related Arts</u></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">Brock Hanna</td> <td style="width: 40%;">Vocal Music</td> </tr> <tr> <td>Jacob Santos</td> <td>Physical Education/Leadership</td> </tr> <tr> <td>Justin Jacobs</td> <td>Physical Education</td> </tr> <tr> <td>Danielle Estranger</td> <td>Visual Arts/STEM</td> </tr> <tr> <td>Emilee Johnson</td> <td>i-JAG</td> </tr> <tr> <td>Amber Imming</td> <td>Instrumental Music</td> </tr> <tr> <td>Kaleah Chapman</td> <td>Health</td> </tr> </table>	Patrick Rial	Principal	Amanda Christensen	Associate Principal	Teddy Palmer	Counselor	Julie Vanderpool	Administrative Assistant	Mikayla Calvert	Nurse	Katie Delahunt	Master Teacher	Wendy Webb-Hoffman	Master Teacher	Holly Robinson	Attendance/Librarian	Katie Mary	Science	Cora Spiegelhalter	ELA	Silvije Hoti	Social Studies	Kristin Drewis	Math	Saxon Dolan	Math	Jackie Landry	ELA	Julie Lara	Science	Linda Cox	Social Studies.	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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, Alex Stubbers, 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 7:40 a.m. and ends at 3:15 p.m. No students should be dropped off before 7:25 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 their 1st hour class. If students are eating breakfast, they will get breakfast and take it to their 1st period class.

SAYDEL BOARD OF EDUCATION

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Gary Christensen II- Vice President
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and Operations
Katie Dispotivich- Director of Special Education
Alex Stubbers-Director Human Resources &
Student Programs and Services
Eric Green-Food Service Supervisor
Director of Buildings and Grounds-Thomas Lust
Director of Technology-Bill Gruman

Regular attendance at school and classes is essential for students to obtain the maximum opportunities from the educational programming Saydel provides. Attendance and engagement are important for the following reasons:

- **Academic Achievement:** Regular attendance ensures that students receive the full benefit of the curriculum. Missing classes means missing out on key lessons, discussions, and activities that contribute to academic understanding and performance.
- **Skill Development:** School attendance helps students develop essential skills such as critical thinking, problem-solving, and communication. These skills are often honed through classroom interactions, group projects, and hands-on activities.
- **Social Interaction:** Attending school allows students to interact with their peers and teachers, building important social skills. These interactions help students learn how to work collaboratively, resolve conflicts, and appreciate diverse perspectives.
- **Routine and Discipline:** Regular attendance helps students develop a routine and understand the importance of discipline and time management. These habits are valuable for success in both academic and professional settings.
- **Educational Opportunities:** Being present in school provides access to a range of educational resources and opportunities, such as extracurricular activities, special programs, and access to libraries and laboratories.
- **Support and Guidance:** Teachers and school staff provide support and guidance that can help students with both academic and personal challenges. Regular attendance ensures that students can take advantage of this support system.
- **Future Success:** Consistent attendance is linked to higher graduation rates and better job prospects. Employers often look for candidates who demonstrate reliability and commitment, traits that are reflected in consistent school attendance.

Recent legislative updates in Senate File 2435 further define the attendance process for students. A student is considered Chronically Absent if they miss more than 10% of the time in the grading period. A student who misses more than 20% of the time in a grading period is considered Truant.

Saydel will be sending out parent communication letters once a student reaches 10% absenteeism regardless of the reason for the absence. If a student were to reach 15% absenteeism the district is required to set up an Engagement Meeting with the student and parents. At this meeting, an Absenteeism Prevention Plan will be created to assist with improving student outcomes. At 20% absenteeism, the school district will be moving forward with the truancy process through the Polk County Attorney's Office.

The following are recognized as excused absences from school:

- Missing school due to legitimate medical reasons (After five missed days of school due to illness a doctor's note is required. If a doctor's note is not provided, the child will be marked as "unexcused".)
- Saydel sponsored/approved activities
- Prearranged college visits/Internships
- Court hearings with documentation by a court of record or judge
- Attending religious services or receiving religious instruction;

The following are examples of unacceptable excuses that are considered unexcused absences from school:

- oversleeping
- transportation issues
- weather conditions
- family vacations
- family conveniences
- failure to clear up an absence within one day
- student in the building and fails to report to class
- absence from class to do work for another class

Attendance Procedure

A student's attendance becomes part of their school record. Students or parents must supply reasons for the absence from school by 3:00 p.m. on the day of return. An absence will be classified as unexcused if notification does not occur by 3:00 p.m. on the day of return. The following procedures should be followed when dealing with attendance:

- Call the school or [Utilize Attendance Request on Infinite Campus](#) – Parents are asked to notify the school by phone on the day of the student's absence. If the school is not contacted during an absence, the school will attempt to contact parents.

- When returning to school, students should provide notes from doctors, orthodontists, or other documentation. If a student arrives late to school or is returning from an appointment, the student must sign in at the office before proceeding to class. If a student's absence has not been resolved on the day of return, the student must acquire an admit from the office before entering class.
- Leaving during the school day – Students leaving during the school day are required to check out with the office. Parent contact in the form of a phone call, dated note, or in person will be required before the student can check out. Students are not released to anyone other than their parents unless the office receives written or verbal notification.
- Illness at school – A student who becomes ill during the school day **must** report to the school nurse. The nurse will determine the extent of the illness. Parents will be called if a student needs further attention or is to be excused from school.
- Make-up assignments - When a student is absent, it is the responsibility of the student to contact his/her teachers to obtain missed assignments and instruction (the work may be more rigorous to account for the loss of intangible academic value due to the absence). Students shall receive full credit for schoolwork made up due to absences. Infinite Campus is an excellent resource to check for missed assignments.

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 Alex Stubbers (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) use of drugs, tobacco or other substances
- 10) harassment/bullying
- 11) 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.

Student Transportation/Use of Video Cameras on School Buses

The Board supports the use of recording devices video cameras on school vehicles as a means to monitor and maintain a safe environment for students and employees. The recording devices video cameras may be used on vehicles used for transportation to and from school, field trips, curricular events, and extracurricular events. The contents of real and electronic files may be used as evidence in a student disciplinary proceeding. Student Records The content of the real and electronic files are a student record subject to Board policy and administrative regulations regarding confidential student records. Only those persons with a legitimate educational purpose may view the files. In most instances, those individuals with a legitimate educational purpose may be the Superintendent, Building Principal, Transportation Director, bus driver and Executive Director of Schools or designee, Director of Teaching and Learning and Director of Student Services. A videotape recorded during a school- sponsored trip, such as an athletic event, may also be accessible to the sponsor or coach of the activity. If the content of the recording videotape becomes the subject of a student disciplinary proceeding, it may be treated like other evidence in the proceeding. Notice The school district will annually provide the following notice to students and parents: The Saydel Community School District Board of Directors has authorized the use of recording devices video cameras on school district vehicles used for transportation. buses. The recording devices video cameras will be used to monitor student behavior to maintain order on the school vehicles buses to promote and maintain a safe environment. Students and parents/guardians are hereby notified that the content of the real and electronic files may be used in a student disciplinary proceeding. The contents of the files are confidential student records and will be retained if necessary with other student records. The following notice will also be placed on all school vehicles used for transportation buses equipped with recording devices: "This bus vehicle is equipped with a recording/audio monitoring system." Recording Monitoring System Recording devices may be used on all school district vehicles used for transportation buses. Determination of how recording devices will be used and which school vehicles and buses will be equipped with recording equipment will be made by the Superintendent in consultation with transportation personnel. Student Conduct Students are prohibited from tampering with the recording devices on the school vehicles used for transportation buses. Students found in violation of this regulation will be disciplined in accordance with the school district discipline policy and Good Conduct Rule and will reimburse the school district for any repairs or replacement necessary as a result of the tampering.

STUDENT CONDUCT ON SCHOOL TRANSPORTATION IN SCHOOL VEHICLES - REGULATION

All persons riding in school district vehicles will adhere to the following rules. The driver, sponsor or chaperones are to follow the school transportation bus discipline procedures for student violations of this policy. Video cameras Recording devices may be in operation on the school transportation. Saydel bus riders and drivers are: SAFE, ACCOUNTABLE and RESPONSIBLE

While riding on school transportation on the bus, riders will:

1. Treat the driver with courtesy and respect.
2. Stay in their assigned seat.
3. Stay out of the vehicle aisle and sit correctly on the seat ("back, bottom, feet").
4. Be safe by keeping voices down.
5. Refrain from eating, drinking or chewing gum.
6. Refrain from littering in the bus or out the window.
7. Behave responsibly – the driver needs to focus on the road.
8. Be accountable for their language - the use of profanity, bullying or harassment will not be tolerated.
9. Keep hands, arms and hair inside the windows.
10. Be responsible for their seat by not vandalizing the vehicle.

11. Refrain from speakerphone and camera use on cell phones; cell phones must not be a distraction for the driver.
12. Stay in their assigned seat until vehicle comes to a complete stop.
13. Board and depart in a respectful and safe manner.
14. Let the driver know of any problems on the ride.
15. Follow the driver's instructions for crossing the street.

Additional expectations for students and their families:

1. Riders will be at the designated loading point before the arrival time.
2. Riders will wait until the vehicle comes to a complete stop before boarding.
3. Riders will load and unload through the front door. The emergency door is for emergencies only.
4. A rider will depart from the vehicle at the designated point.
5. No notes, calls, or e-mails will be accepted to change a drop off or pick up.
6. Vandalism is prohibited; riders who damage the vehicle will reimburse for the cost of the repair.
7. The use or possession of illegal substances or look-alike substances is prohibited.
8. The Good Conduct Rule is in effect.

STUDENT CONDUCT ON SCHOOL TRANSPORTATION IN SCHOOL VEHICLES

Students utilizing school transportation will conduct themselves in an orderly and age-appropriate manner, with mutual respect and consideration for the rights of the school vehicle driver and the other passengers. Students who

fail to behave in an orderly manner will be subject to disciplinary measures. The driver will have the authority to maintain order on the school vehicle. It will be the responsibility of the driver to report misconduct to his/her supervisor. The Board supports the use of recording devices video cameras on school buses and vehicles used for transportation to and from school as well as for field trips, curricular or extracurricular events. The recording devices video cameras will be used to monitor student behavior and may be used as evidence in a student disciplinary proceeding. The real and electronic files are student records subject to school district confidentiality, Board policy and administrative regulations. After warnings for bad behavior, the A Building Administrator or designee will have the authority to suspend transportation privileges of the student or impose other appropriate discipline for unacceptable behavior.

It will be the responsibility of the Superintendent, in conjunction with the Building Principals, to develop administrative regulations regarding student conduct and discipline when utilizing school district transportation.

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 Infinite Campus, 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.)



Woodside Student Charter

Safe

In order to feel this way, we promise to...

- Keep my **hands and feet to myself**
- I will **not throw objects** while in the school building
- **Walk** while in the school building
- Say **kind words** to myself and others
- **See something, Say something**

- **Actively listen** to teachers, staff, and students
- **Think before** I speak or act
- Treat others and yourself with **kindness and fairness.**
- Use **school-appropriate language/ tone**
- Treat building and materials **appropriately**

Respected

to...

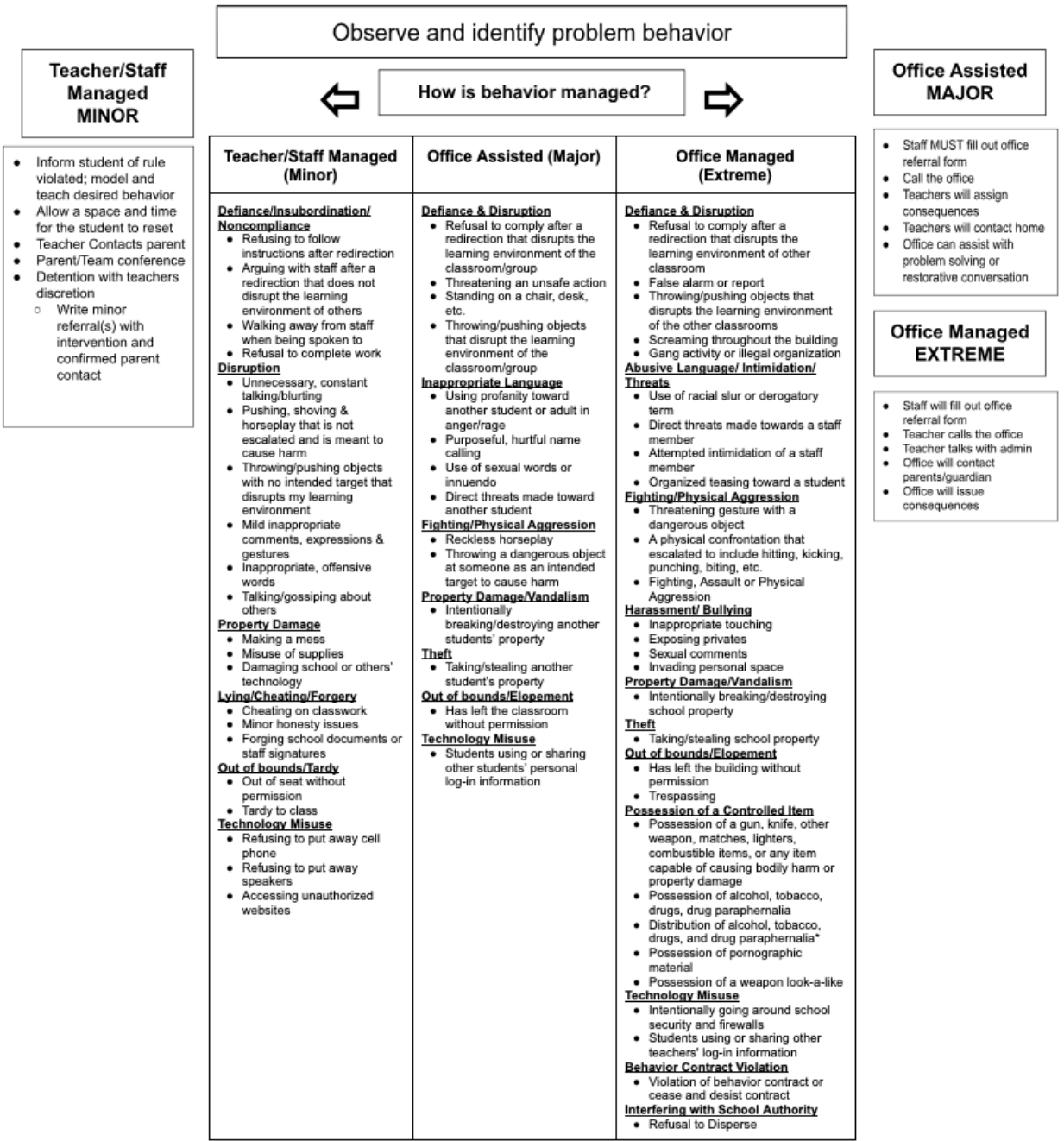
- **Encourage** and be encouraged
- Have a **positive attitude** about school and learning
- Try my **best** all the time (persevere)
- Set **high goals** for myself and my class
- Be **ready** for school, be **ready** to learn

- Be **open-minded**
- **Help** my peers
- **Listen and consider** other thoughts and opinions
- **Be inclusive** with peers
- Assume **positive intent**

Motivated

Included

High School and Woodside Student Behavior Management Process



Possession of illegal drugs/prescriptions or paraphernalia

First violation (cumulative)

- Ten days OOS suspension
- 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 or under the influence

First time

- 3 days OSS suspension
- Polk county sheriff's warning

Subsequent violations

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

Possession of alcohol or nicotine with intent to distribute

First violation (cumulative)

- Ten days OSS suspension
- 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 to parent/guardian
- 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.**

WOODSIDE STUDENT PHONE POLICY & GUIDELINES

Phones are not to be used during the school day. Every student is assigned a Yondr Pouch to securely store their phone. While the Yondr Pouch is considered school property, it is each student's responsibility to care for their pouch and ensure it is not lost or damaged.

DAILY PROCESS

As students **arrive in their first class of the school day**, they will:

- 1) Turn their phone off or airplane mode.
- 2) Place their phone inside their pouch and secure it in front of a school staff member.
- 3) Store their Pouch in their backpack/locker/chromebook case for the day.

At the end of the day, students will open their Pouch, remove their phone, and take their pouch or place in the locker. Students will use their designated pouch each morning to secure their phone in the YONDR pouch.

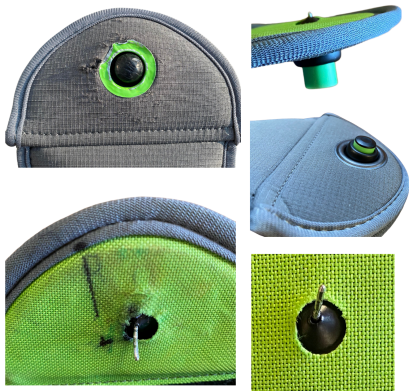
*Students arriving late or leaving early will pouch/unpouch their phones in the **Main Office**.

VIOLATIONS

Pouch Damage / Lost Pouch / Using Phone During School

- If a student damages their Yondr Pouch or is caught using their phone, administration or their designee will collect the phone and Pouch, and parents/guardians will be contacted for a required pickup. Consequences may include community service, in-school suspension, out-of-school suspension, detention, contract, and/or a \$25 fee for a replacement Pouch. Any student who attempts to bypass placing their phone or device in the Yondr Pouch will be subject to disciplinary action.

Examples of damage:



- Deep scratches on the globe and on the green ring around it
- Intentional pen marks on the inside of the Pouch
- Bent pins
- Pin and button not fully recessing, due to pin damage

Forgetting to put the phone in a Pouch

If a student forgets to put their phone in a Yondr Pouch, their phone will be collected, and the administration or designee will communicate home via email/phone call to the parent or guardian of the policy violation. The phone will be returned to the student at dismissal.

If a student consistently forgets or refuses to place their phone in a Yondr Pouch, they will be required to leave their phone in the main office each day. A plan will be implemented to ensure compliance. All disciplinary actions determined by the administration or their designee will be communicated to the parent or guardian and are subject to change based on the situation.

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 Mrs. Robinson 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, Mrs. Robinson 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 Ms. Robinson in the library. These are chromebooks that are found in hallways without their owner. If a student's chromebook is brought to Ms. Robinson more than three times, they will be given detention. After that, if the chromebook is brought to the library again, the student will have to drop off their chromebook to Ms. Robinson 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 Infinite Campus
- 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)

To retain eligibility for participation in the Saydel Community School 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 shall be declared ineligible because they have violated the Good Conduct Rule. This policy shall be in effect for the entire calendar year (365 days).

The following activities are covered by the board's policy and Good Conduct Rules: Athletics, instrumental and vocal music contests, drama productions, color guard, DECA, speech, cheerleading, mock trial, academic decathlon, Co-Curricular clubs (e.g. Art Club, Spanish Club), all honorary offices (e.g. Student Government, National Honor Society, and Homecoming/Prom Courts), Variety Night Activities, state contests, or any other activity where the student represents the school district outside the classroom.

Students violating the policy and involved in co-curricular activities will not be featured performers (e.g. fall, winter, Spring Concerts), participate in competitions or out of school performances (e.g. Show Choir, Marching Band, Jazz Band). In order to earn credit for the performance students will be assigned an alternate assessment to receive needed grades.

Rules

Good Conduct Policy

Students are in violation of the Good Conduct Policy when they admit to, or during an administrative proceeding conducted by school officials, are found by substantial evidence to have:

1. possession, use, or purchase of
 - alcoholic beverages
 - tobacco/nicotine products, including vaping products
 - illegal drugs or drug paraphernalia
2. unauthorized possession, use, or purchase of lawful drugs/products (i.e. CBD, prescriptions)
3. physical aggression resulting in a citation or school disciplinary action.
4. engaging in any act that results in an arrest or citation in the criminal or juvenile court system, excluding minor traffic violations.
5. is engaging in any behavior, in or out of school that is not considered to represent Saydel as a school of high character and moral behavior
6. engaging (including encouraging the acts of others) in any hazing activities targeting team/activity members. Hazing is defined by Iowa law as "intentionally or recklessly engaging in any act or acts involving

forced activity which endanger the physical health or safety of a student for the purpose of initiation or admission into, or affiliation with, any organization operating in connection with a school.”

Other Possible Causes for Code of Conduct Ineligibility:

Listed below are other reasons which may cause student ineligibility:

1. Any violation of the state athletic association or union rules of participation
2. Student engages in any behavior that may disrupt, distract, or negatively impact the team’s morale, cohesion, or focus on performances, including being a subject of a legal investigation by law enforcement, determined by administration and coaches.
3. Any cause for suspension from school. Suspended students (either in-school or out-of-school) are not eligible to participate (practice or otherwise) or compete during the days they are suspended.
4. Gambling
5. Other violations of school policies

It is the belief that students who represent Saydel are looked up to and emulated by others, including younger children, and he or she should not appear to condone illegal, unhealthy, and dangerous activities or enable other students to engage in them.

Procedures

The following due process shall be afforded a student who is charged with violating the Code of Conduct Policy:

1. Investigation: The student shall be provided a hearing with the activity director or school administrator designee. If the student is serving an out of school suspension, the hearing will be conducted when the student returns to school. At this hearing the student will be given notice of which provision of the code of conduct he/she is accused of violating and the basis of that charge. Administration will provide due process to the student. The participant shall appear before the administrator, who shall inform the participant of the nature of the alleged violation and the evidence against him/her. During this investigation, the participant has the opportunity to admit or deny the allegations and to provide a defense to or explanation for the alleged offenses. The administrator shall then make a finding of whether or not acts or conduct of the participant violated any school rule or policy, and if so, the student will be informed of the length of the activity suspension and the procedure for appeal. The Saydel Activities Discipline Report will be used to document the findings and action being taken.

2. Parent/Guardian Notification: Whenever an activity suspension occurs, the parent(s)/guardian(s) of the suspended participant shall be notified of the activity suspension in writing and provided a copy of the Saydel Activities Code of Conduct Report and appeal procedures. The parent(s)/guardian(s) of the suspended participant may request a conference with the activities director to discuss the reason for the suspension.

3. A student who has violated the Activity Code of Conduct Policy shall be penalized as follows:

First Offense: Suspended for the amount of competitions equivalent to 25% of the varsity regular season schedule and/or one major fine arts activity. A return date will be established based on the percentage of the season the student-athlete is suspended for. The student-athlete will be ineligible for all competitions at any level of competition before the return date. If any games are cancelled or rescheduled for a later date, the next subsequent competition date will become a date of ineligibility.

Self-reported violations can be made within 48 hours of the incident. The self-report must be made prior to notification of Saydel Schools by any outside entity, including but not limited to law enforcement agencies, other school districts, or outside organizations. The incident must have occurred off school grounds and outside of school-sponsored activities. Incidents that occur in school, on school grounds, or at school-sponsored events are not eligible for self-reporting. Self-reporting must be made directly to a building administrator or activities director either via email or in person. For individuals who self-report the penalty will be reduced to 10% of the total varsity regular season games. False, incomplete, or misleading self-reports will result in the full penalty being imposed.

Second Offense: Suspended for the amount of competitions equivalent to 50% of the varsity regular season schedule and/or two major fine arts activity. A return date will be established based on the percentage of the season the student-athlete is suspended for. The student-athlete will be ineligible for all competitions at any level of competition before the return date. If any games are cancelled or rescheduled for a later date, the next subsequent competition date will become a date of ineligibility.

Self-reported violations can be made within 48 hours of the incident. The self-report must be made prior to notification of Saydel Schools by any outside entity, including but not limited to law enforcement agencies, other school districts, or outside organizations. The incident must have occurred off school grounds and outside of school-sponsored activities. Incidents that occur in school, on school grounds, or at school-sponsored events are not eligible for self-reporting. Self-reporting must be made directly to a building administrator or activities director either via email or in person. For individuals who self-report the penalty will be reduced to 33% of the total varsity regular season games. False, incomplete, or misleading self-reports will result in the full penalty being imposed.

For both 1st and 2nd offenses, the minimum penalty will be one contest/event. If a student is in more than one activity at the time of ineligibility, the penalties for each will be served concurrently.

Third Offense & Future Offenses: Suspended from participating in athletic competitions and/or fine arts activities for one (1) calendar year from the date of the code of conduct action being taken. The student may still practice or be a part of the activity at the coaches/directors discretion. The coach/director has the discretion to not allow participation during the one year suspension.

Additional details for Activity Code of Conduct policy penalties:

1. All percentages will be rounded up to the next whole competition/event. (i.e. 0.01 → 0.99 rounds up to 1)
2. It is understood that any coach, sponsor, or director may establish additional consequences concerning practices, attendance, curfews, etc., and that such rules take effect upon notification.

The period of ineligibility (suspension) will commence with the next performance, contest, competition, or trip in which the student would have participated in following the code of conduct violation.

1. If the time remaining in an activity is insufficient to exhaust the period of ineligibility, then any remaining period of ineligibility shall be carried forward to the next activity in which the student chooses to participate. The percentage remaining in the activity suspension will be applied to the next activity's number of varsity regular season competitions in order to establish a return date.
2. A student who is placed on suspension following a 1st or 2nd offense must continue to practice throughout the duration of the suspension. A student who fails to attend practice or fails to successfully complete the activity in good standing shall be deemed not to have served the prescribed period of ineligibility and shall remain ineligible until the prescribed period of ineligibility is properly completed.
3. Code of Conduct violations and suspensions incurred during 7th or 8th grade will not carry over into high school. A student will be considered a high school participant upon participation in their first high school activity. 9th grade students will begin high school without prior disciplinary carryover under this policy.

This policy shall also include the following conditions:

- Apply to students whether or not the students have participated in school activities prior to violating this policy
- Apply during the entire calendar year, 365 days, even when the student is not participating
- Age is no defense to a violation involving the purchase, possession, or use of tobacco
- Drinking under parental consent in one's own home may be legal, but in most cases will be deemed a violation of the Good Conduct Policy. Drinking in foreign countries or other states/territories where the drinking age may be lower and the student may drink "legally" may still result in a student endangering their ineligibility. Parental approval does not automatically excuse.

Appeal Procedure

Within five (5) school days following the activity director or administrator's notification of activity suspension, the participant or his/her parent(s)/guardian(s) may, by written request to the building principal or his/her designee, appeal the decision to be reviewed. Such a meeting shall be held no later than five (5) school days following receipt by the school administrator of the written request for the review. The administrator shall hear evidence presented

by all stakeholders and shall recommend a decision (may recommend the removal of the suspension, increase or decrease the period of suspension, or affirm the suspension) in writing within two (2) school days of the meeting to the student, parent/guardians, activity director, and program coaches.

Within five (5) school days following the principal's decision, the participant or his/her parent(s)/guardian(s) may, by written request to the superintendent, appeal the decision to the superintendent who may affirm, reverse, or modify the principal's decision. The superintendent shall notify the participant and his/her parent(s)/guardian(s) in writing of his/her decision within five (5) school days of receipt of the letter of appeal.

Appeals will be limited to:

- whether the student violated the Code of Conduct Policy
- whether the procedures of the Code of Conduct Policy have been followed;
- whether the penalty imposed is in violation of the Code of Conduct Policy.

The written appeal shall state the specific grounds of appeal and may include a specific written request for the right to present evidence as above noted.

Note: During the appeal procedure, a participant will be ineligible.

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.

