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IOWA CITY  
COMMUNITY  
SCHOOL DISTRICT

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**Child-Centered : Future-Focused**

Elementary Handbook  
2020-2021



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COMMUNITY  
SCHOOL DISTRICT**  
Child-Centered : Future-Focused

Dear Elementary Parents/Guardians:

Welcome to the Iowa City Community School District's elementary school program. This handbook has been designed to provide information specifically for families with students in elementary school. Specific procedures and practices for elementary school as well as resources for obtaining additional information are included. We hope it will be of benefit to you.

We look forward to having your child(ren) attend our elementary schools and welcome your interest and participation in their education.

Sincerely,

Matt Degner  
Interim Superintendent of Schools  
Iowa City Community School District  
1725 N. Dodge Street  
Iowa City, Iowa 52245  
Phone: (319) 688-1000  
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Website: [www.iowacityschools.org](http://www.iowacityschools.org)



#### **Iowa City Community School District Non-Discrimination Statement**

It is the policy of the Iowa City Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age, marital status, sexual orientation, gender identity and socioeconomic status in its educational programs, activities, or 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 Jeremy Tabor, Director of Equity and Employee Relations, 1725 N. Dodge St., Iowa City, IA 52245, 319-688-1000, [Tabor.Jeremy@iowacityschools.org](mailto:Tabor.Jeremy@iowacityschools.org).

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## ***Principal's Message***

*It is with great pleasure that we take this opportunity to welcome you to the Iowa City Community School District. We are extremely proud of the programs we offer our students and we encourage you to make the most of your time with us.*

*This information has been developed by our faculty and administrators to help you and your parents learn as much as possible about school policies and procedures and the services we offer students. It is a quick reference guide you will find extremely useful throughout the school year.*

*Whether you are joining us for the first time or have been with us for a number of years, we encourage you to become an active member of your school. In addition to an excellent academic foundation, we offer many education programs to help students become well-rounded, mature young adults.*

*We look forward to this school year with great excitement and hope all of our students will have a rewarding and successful year.*

## ***Iowa City Community School District Principals***

Students and parents must be mindful the novel coronavirus (COVID-19) will likely be present in the community during the school year. There are various provisions in this Handbook which are pertinent to that, including Health Services, Illness, Student Conduct, and Wellness.

The District will be alert for signs that students may have contracted the virus, but the student and parents must be vigilant. Any student who shows symptoms should be promptly tested and self-quarantined if necessary. If a student has close contact with someone who has tested positive they should self-quarantine. Students who test positive for COVID-19 will not be allowed to attend school or to participate in extra-curricular activities until they no longer test positive.

The latest guidance from the CDC (Centers for Disease Control) and the Iowa Department of Public Health regarding measures to control spread of the virus should be followed. The District has policies and procedures based upon those and upon guidance from the Iowa Department of Education. Those may be revised from time to time, and changes may affect students and their families will be announced to the public.

### **Absence and Attendance**

Leniency may need to be given this year due to circumstances created by the COVID-19 pandemic. This is due to the various Return-to Learn Learning Models that may be enacted and/or district protocols for health and safety requiring quarantining. Typical school year procedures follow.

Iowa law requires that all children attend school regularly. Attending school every day is important to ensure your child's academic, social and emotional growth. Consistent attendance helps to develop a positive daily routine and reduces disruption to the educational environment. Students who have good attendance records are most likely to achieve higher grades, enjoy school life to a greater degree, and have a more positive connection to school.

Hours for the elementary school day are as follows:

| <b><u>MTThF</u></b> |      | <b><u>Wednesday</u></b> |      |
|---------------------|------|-------------------------|------|
| Entry Bell:         | 7:50 | Entry Bell:             | 7:50 |
| Tardy Bell:         | 7:55 | Tardy Bell:             | 7:55 |
| Dismissal:          | 2:55 | Dismissal:              | 1:55 |

### **Absence Reporting**

Parents are to contact their child's school office when the child will be absent. Calls to the school should be made before 8:30 a.m. each morning. Please let the school secretary know your child's name, the date of absence and the reason for absence. In the case of extended illness, one call is sufficient. The attendance office will determine if the absence is excused, based on the District's guidelines listed below. The school principal holds the final decision as to whether an absence is excused.

### **Attendance definitions and guidelines for the Iowa City Community School District:**

**Truant:** A student who is absent from school without an acceptable excuse.

**Habitual Truant:** A student with five (5) or more unexcused days of absenteeism in a school year. Absences are accrued in half and whole days in the elementary school.

**Unexcused Tardy:** A student who arrives at school within 60 minutes of the start of school without an acceptable excuse. Arrival beyond 60 minutes will be considered a half-day unexcused absence. Every 3 unexcused tardies to school or class equates to a full day unexcused absence.

**Unexcused Absence:** A student who is absent from school without an acceptable excuse. Absences accrue in half-day increments.

**Unexcused Departure:** A student who leaves school early without an acceptable excuse. These absences are considered an absence or tardy dependent on the length of time the student is out of school, as defined above.

**Excessive Excused Absences:** Students that have more than (8) excused absences will need to provide medical documentation to excuse subsequent absences.

**Notification of Absences:** The attendance office should be notified of a student's absence before the absence occurs. For an absence to be excused, the attendance office must be notified of the acceptable excuse no more than 48 hours from the beginning of the absence.

### **Acceptable excuses for absences, tardies and departures:**

- Evidence that the student is not in proper physical or mental condition to attend school or an educational program. The District may request the parent(s) or guardian(s) obtain a written statement from a physician or licensed practitioner as proof of the physical or mental condition of the student. Such excuse shall be made in writing, shall state the period of time for which it is valid, and shall not exceed 30 days.

- Medical, dental, chiropractic, optometric or other valid professional appointments. Parent(s) or guardian(s) are requested to make their appointments during non-school hours.
- A death in the immediate family or funerals for close relatives.
- Religious holidays.
- Family trips that can be taken only during the normal school term. A parent/guardian shall be required to notify the school attendance officer in advance of the pending absence for the purpose of reviewing the student's attendance record and overall performance. If attendance and performance is satisfactory, the administrator may excuse up to 5 days a year for family trips.
- A court appearance or other legal procedure or placement requiring the attendance of the student.
- A quarantine as imposed by a public health officer.
- Attendance at special events of educational value or school activities as approved by the school administrator.
- Special circumstances that show good cause which the school attendance officer approves in advance.
- Out-of-school suspension.

### **Notification Procedures**

Parents will receive notification from the school at different points in the school year when their child meets or exceeds the number of tardies and absences listed below.

- 3 Unexcused absences
- 5 Unexcused absences (a parent conference is held and an attendance plan developed)
- 3 Tardies to school
- 5 Tardies to school (a parent conference is held and an attendance plan developed)
- 5 Excused absences
- 8 Excused absences (medical documentation will be needed to excuse further absences)

The purpose of these notifications is to provide information about the District's attendance guidelines and assist families if they need help getting their child to school.

### **Communication regarding change in plans:**

To communicate changes in plans as to how your child will go home after school, please call the school office phone number. Emails to teachers and/or the school secretary may pose difficulties.

- The teacher and/or secretary may not be at school and their substitutes will not have access to their email accounts.
- Most days, because of our teachers' instructional schedules, they do not have time to review emails until after the school day has ended and would not see your request in time to honor your wishes.
- Infrequently our email system may be down for maintenance, etc., and they would not see the request.

By calling the school office directly, they will be able to accommodate your requests. If it is for a change in plans on how your student is to get home that day, please call by 1:55 p.m., except for Wednesdays, please call by 12:55 p.m.

### **After Hours Use of School Grounds**

Students who choose to play on the school grounds before or after the regular school day, unless supervised by parents, should first report home and receive parental permission. The school does not supervise the grounds at this time and does not accept responsibility for students.

Students are not to climb on the roof to get errant objects - kites, balls, Frisbees, etc. Instead, they should report these items to the school office to be retrieved by the custodian during routine maintenance work.

### **Anti-Bullying/Harassment and Discrimination**

The Board is committed to providing a safe and civil school environment in which all members of the school community are treated with dignity and respect. As a result, harassment and bullying of students, school employees, applicants, vendors, visitors, and/or volunteers are not tolerated by the Board to that end, the Board has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment.

"Volunteer" is defined as an individual who has regular, significant contact with students and does not refer to non-district persons who serve in "one-time-only" functions.

The Board prohibits harassment, bullying, hazing, or any other victimization, of students, school employees, applicants, vendors, visitors, and/or volunteers, based on any of the following actual or perceived traits or characteristics, including but not limited to, age, gender, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, veteran status, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. Adherence to bona fide occupational/educational qualifications shall not be interpreted as discriminatory.

This policy is in effect while students, employees, applicants, vendors, visitors, and/or volunteers are on property within the jurisdiction of the Board; while on school-owned or school-operated vehicles; while attending or engaging in school-sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school or school district.

If, after an investigation, a person is found to be in violation of this policy, he/she shall be disciplined by appropriate measures up to, and including:

- for a student, suspension and expulsion;
- for an employee, termination; and,
- for an applicant or school vendor, visitor, or volunteer, exclusion from school grounds.

Harassment and bullying shall be defined as any electronic, written, verbal, or physical act or conduct that is based on any actual or perceived trait or characteristic of a person and that creates an objectively hostile school environment that meets one or more of the following conditions:

- Places the person in reasonable fear or harm to the person or substantial harm to the person's property;
- Has a substantial and detrimental effect on the person's physical or mental health;
- Has the effect of substantially interfering with the person's performance; or
- Has the effect of substantially interfering with the person's ability to participate in or benefit from the services, activities, or privileges provided by the district.

"Electronic" means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to

communication via electronic mail, internet-based communications, pager service, cell phones, electronic text messaging or similar technologies.

Harassment and bullying may include, but are not limited to, the following behaviors and circumstances:

- Verbal, nonverbal, physical or written harassment, bullying, hazing, or other victimization that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Implied or explicit threats concerning one's grades, achievements, property, etc. that have the purpose or effect of causing injury, discomfort, fear or suffering to the victim;
- Demeaning jokes, stories, or activities directed at the student that have the purpose or effect of causing injury, discomfort, fear or suffering to the victim; and/or
- Unreasonable interference with a person's performance or creation of an intimidating, offensive, or hostile environment.

For the purposes of this policy, sexual harassment is defined as unwelcome advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- A. Submission to such conduct is explicitly or implicitly made a term or condition of status in a class, program, or activity;
- B. Submission to or rejection of such conduct is used as a basis for an educational decision affecting student; or
- C. Such conduct has the purpose or effect of interfering with a performance, or of creating an intimidating, hostile, or offensive environment for learning.

Sexual overtures by a staff member to a student shall be investigated per the child abuse law in chapter 102 of the Iowa Department of Education administrative code. Any sexual overtures by a staff member to a student, whether welcome or unwelcome, are prohibited and shall be grounds for discipline, including discharge of the staff member.

The school or school district will promptly and reasonably investigate allegations of bullying or harassment.

Retaliation against any person, because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding, is prohibited. Individuals who knowingly file false harassment complaints and any person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy.

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

- Inclusion in the student handbook
- Inclusion in the employee handbook
- Inclusion in the registration materials
- Inclusion on the school or school district's website,
- (other)

Copies will be available to any person at the Educational Services Center at 1725 N. Dodge Street, Iowa City, IA 52245.

Board Policy 104 is located on the District website at: <https://www.iowacityschools.org/cms/lib/IA01903939/Centricity/Domain/80/100%20Series%20Linked%20for%20Web.pdf>

### **Appropriate Use of Computers, Computer-like Equipment, Computer Network Systems, and the Internet**

The District is committed to making available to students and staff members access to a wide range of electronic learning facilities, equipment, and software, including computers, computer-like equipment (such as tablets), computer network systems, and the internet. The goal in providing this technology and access is to support the educational objectives and mission of the school district and to promote resource sharing, innovation, problem solving, and communication. The District's computers, computer-like equipment, computer network and/or internet connection is not a public access service or a public forum. The District has the right to place reasonable restrictions on the material accessed and/or posted through the use of its computers, computer-like equipment, computer network and/or internet connection.

Access to the District's computers, computer-like equipment, computer network, and internet shall be available to all students and staff within the District. However, access is a privilege, not a right. Each student and staff member must have a signed acceptable use agreement on file prior to having access to and using the District's computers, computer-like equipment, computer network and the internet. The amount of time and type of access available for each student and staff member may be limited by the District's technology and the demands for the use of the District's technology. Even if students have not been given access to and/or use of the District's computers, computer-like equipment, computer network and the internet, they may still be exposed to information from the District's computers, computer-like equipment, computer network and/or the internet in guided curricular activities at the discretion of their teachers.

Every computer and/or computer-like equipment in the District having internet access shall not be operated unless internet access from the computer is subject to a technology protection measure (i.e. filtering software). The technology protection measure employed by the District shall be designed and operated with the intent to ensure that students are not accessing inappropriate sites that have visual depictions that include obscenity, child pornography or are otherwise harmful to minors. The technology protection measure may only be disabled for an adult's use if such use is for bona fide research or other lawful purposes.

The technology coordinator may close a user account at any time as required and administrators, faculty, and staff may request the technology coordinator to deny, revoke or suspend user accounts. Any user identified as a security risk or having a history of problems with computer systems may be denied access to the District's computers, the District's computer-like equipment, the District's computer network systems and the internet. Students and staff members will be instructed by the District's technology coordinator or other appropriate personnel on the appropriate use of the District's computers, computer-like equipment computer network and the internet.

The use of the District's computers, computer-like equipment, computer network and internet access shall be for educational purposes only. Students and staff members shall only engage in appropriate, ethical, and legal utilization of the District's computers, computer network systems, and internet access. Student and staff member use of the District's computers, computer-like equipment, computer network and internet access shall also comply with all District policies and regulations. The following rules provide guidance to students and staff for the appropriate use of the District's computers, computer-like equipment, computer network and internet access. Inappropriate use and/or access will result in the restriction and/or termination of the privilege of access to and use of the District's computers,

computer-like equipment, computer network and internet access and may result in further discipline for students up to and including expulsion and/or other legal action and may result in further discipline for staff members up to and including termination of employment and/or other legal action. The District's administration will determine what constitutes inappropriate use and their decision will be final. Inappropriate use of the District's computers, computer-like equipment, computer network and internet access includes, but is not limited to a violation of the following rules:

- Do not make or disseminate offensive or harassing statements or use offensive or harassing language including disparagement of others based on 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. Do not swear, use vulgarities or any other inappropriate language. Be polite and follow the same privacy, ethical, educational, and other considerations observed regarding other forms of communication.
- Do not access, create or disseminate any material that is obscene, libelous, indecent, vulgar, profane or lewd; any material regarding products or services that are inappropriate for minors including products or services that the possession and/or use of by minors is prohibited by law; any material that constitutes insulting or fighting words, the very expression of which injures or harasses others; and/or any material that presents a clear and present likelihood that, either because of its content or the manner of distribution, will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or will cause the violation of lawful school regulations.
- Do not disseminate or solicit sexually oriented messages or images.
- Do not use the District's computers, computer-like equipment and/or computer network systems to participate in illegal activities. Illegal activities include, but are not limited to, gambling, fraud, and pornography.
- Do not subscribe to or access, for personal or non-educational use, listservs, bulletin boards, online services, e-mail services, social networking sites (i.e., myspace, facebook, twitter) or other similar services without prior permission from the technology coordinator or other appropriate personnel.
- Do not use, possess or attempt to make or distribute illegal/unauthorized copies of software or other digital media. Illegal/unauthorized software or other digital media means any software or other digital media that has been downloaded or copied or is otherwise in the user's possession or being used without the appropriate registration and/or license for the software or in violation of any applicable trademarks and/or copyrights, including the payment of any fees to the owner of the software or other digital media.
- Do not alter, modify, corrupt or harm in any way the computer software stored on the District's computers or computer network systems. Do not install any software on the hard drive of any District computer or on the District's computer network systems or run any personal software from either floppy disk, CD-ROM, DVD, flash drives or other storage media or alter or modify any data files stored on the District's computers, computer-like equipment or computer network systems without prior permission and/or supervision from the technology coordinator or other appropriate personnel.
- Do not download any programs or files from the internet without prior permission from the District's technology coordinator or other appropriate personnel. Any programs or files downloaded from the internet shall be strictly limited only to those that you

have received permission from the technology coordinator or other appropriate personnel to download.

- Do not use any encryption software from any access point within the District.
- Do not share a personal user account with anyone. Do not share any personal user account passwords with anyone or leave your account open or unattended.
- Do not use an instant messenger service or program, internet relay chat or other forms of direct electronic communication or enter a chat room while using the District's computers, computer-like equipment, computer network systems and/or the District' internet connection, for non-instructional, non-educational, or personal purposes.
- Do not disable or circumvent or attempt to disable or circumvent filtering software without prior permission from the District's technology coordinator or other appropriate personnel.
- Do not vandalize the District's computers, computer-like equipment or its computer network systems. Vandalism is defined as any attempt to harm, modify, deface or destroy physical computer equipment, computer-like equipment or the computer network and any attempt to harm or destroy data stored on the District's computer equipment, computer-like equipment or the computer network or the data of another user. All users are expected to immediately report any problems or vandalism of computer equipment to the administration, the technology coordinator or the instructor responsible for the equipment.
- Do not commit or attempt to commit any act that disrupts the operation of the District's computers, computer-like equipment or computer network systems or any network connected to the internet, including the use or attempted use or possession of computer viruses or worms or participation in hacking or other unlawful/inappropriate activities on line. Users must report any security breaches or system misuse to the administration or technology coordinator. Do not demonstrate any security or other network problems to other users; give your password to another user for any reason; and/or use another individual's account. Do not attempt to log on to any device as a system administrator.
- Do not use the network in such a way that you would disrupt the use of the network by other users or would waste system resources (e.g. listening to internet radio, printing web pages without prior permission from the technology coordinator or other appropriate personnel, staying on the network longer than is necessary to obtain needed information).
- Do not use the District's computers, computer-like equipment and/or computer network systems for any commercial or for-profit purposes, personal or private business, (including but not limited to shopping or job searching), product advertisement, political lobbying, or participation in political campaigns.
- Do not use the District's computers, computer-like equipment, computer network systems and/or the internet to access, download, transmit, and/or disseminate any material in violation of any federal or state law, copyrighted material, obscene material, hate literature, material protected by trade secret, computer viruses and/or worms, offensive material, spam e-mails, any threatening or harassing materials, and/or any material that will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities. If a user encounters potentially inappropriate information, the user shall immediately terminate contact with such information and notify the technology coordinator or other appropriate personnel of the contact with inappropriate information.
- Do not plagiarize information accessed through the District's computer; computer-like equipment, computer network systems and/or the internet. Students and staff shall obtain permission from appropriate parties prior to using copyrighted material that

is accessed through the District's computer, computer network systems, and/or the internet.

The District will, within the curriculum currently being offered, include age-appropriate content related to children's use of the internet. This may include anti-bullying and harassment considerations, social networking considerations and other considerations involving internet usage.

Although reasonable efforts will be made to make sure students will be under supervision while on the network, it is not possible to constantly monitor individual students and what they are accessing on the network. Some students may encounter information that may not be of educational value and/or may be inappropriate. If a student encounters such information, the student should terminate access to the information immediately and notify supervisory personnel or other appropriate personnel of what occurred.

Students will be able to access the District's computers, computer-like equipment and computer network systems, including use of the internet, through their teachers and/or other appropriate supervisors. Individual electronic mail addresses will be issued to students. Students will not be allowed to use e-mail except under very specific, limited educational circumstances. If a student has an electronic mail address that has been set up outside of school, the student will not be permitted to access that e-mail account or use that address to send and receive mail at school.

Parents will be required to sign a permission form to allow their students to access the District's computers, computer-like equipment, computer network systems and the internet. Students and staff members will sign a form acknowledging they have read and understand the District's policies and regulations regarding appropriate use of the District's computers, computer-like equipment, computer network systems and the internet; that they will comply with the policies and regulations; and understand the consequences for violation of the policy or regulations. Prior to publishing any student work and/or pictures on the internet, the District will obtain written permission from the student's parents to do so.

The District has the right, but not the duty, to monitor any and all aspects of its computers, computer-like equipment, computer network systems and internet access including, but not limited to, monitoring sites students and staff visit on the internet and reviewing e-mail. The administration and the technology coordinator shall have both the authority and right to examine all computer and computer-like equipment and internet activity including any logs, data, e-mail, computer disks and/or other computer related records of any user of the system. The use of e-mail is limited to District and educational purposes only. Students and staff waive any right to privacy in anything they create, store, send, disseminate or receive on the District's computers, computer-like equipment and computer network systems, including the internet.

No warranties, expressed or implied, are made by the District for the computer technology and internet access being provided. Although the District has taken measures to implement and maintain protection against the presence of computer viruses, spyware, and malware on the District's computers, computer network systems, and internet access, the District cannot and does not warranty or represent that the District's computers, computer-like equipment, computer network systems or internet access will be secure and free of computer viruses, spyware or malware at all times. The District, including its officers and employees, will not be responsible for any damages including, but not limited to, the loss of data, delays, nondeliveries, misdeliveries or service

interruptions caused by negligence or omission. Individual users are solely responsible for making backup copies of their data. The District is not responsible for the accuracy of information users access on the internet and is not responsible for any unauthorized charges students or staff members may incur as a result of their use of the District's computers, computer-like equipment, computer network systems, and/or internet access. Any risk and/or damages resulting from information obtained from the District's computers, computer-like equipment, computer network systems, and/or internet access is assumed by and is the responsibility of the user.

Students, parents, and staff members may be asked from time to time to sign a new consent and/or acceptable use agreement to reflect changes and/or developments in the law or technology. When students, parents, and staff members are presented with new consent and/or acceptable use agreements to sign, these agreements must be signed for students and/or staff to continue to have access to and use of the District's computers, computer-like equipment, computer network systems, and the internet.

The interpretation, application, and modification of this policy are within the sole discretion of the school district. Any questions or issues regarding this policy should be directed to the Superintendent, any building principal or the technology coordinator. The board will review and update this policy as necessary. The district will maintain this policy at least five (5) years after the termination of funding pursuant to the Children's Internet Protection Act (CIPA) or Erate.

Administrative Guideline 622 is located on the District website at: <https://www.iowacityschools.org/cms/lib/IA01903939/Centricity/Domain/80/600%20Series%20-%20Education%20Program.pdf>

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### **Bicycles, Roller Blades, Scooters**

Students in grades 3 through 6 may ride bicycles to school. Helmet use is strongly recommended and all bikes must be parked in the bike racks. Students are strongly encouraged to lock their bikes and the school assumes no responsibility for bicycles while on school property.

Students are discouraged from bringing roller blades, roller shoes, scooters and any other wheeled equipment to school. Students must walk all wheeled transportation equipment when on school property. If wearing roller blades or roller shoes, regular shoes are to be worn on school property. These items should be safely stowed in the school during the day. The school is not responsible for lost, damaged or stolen equipment.

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### **Change of Address**

The school office must be informed if a change in home address, email address, name, or telephone number occurs during the school year or is planned during non-school months. The school should be notified if parents/guardians will be out of town for an extended period of time and names should be provided for emergency response situations. Parents are responsible to enter all updates and changes in PowerSchool.

It is important that student information be current in PowerSchool, especially this is needed during emergencies.

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## **Child Abuse**

Child abuse is defined as any non-accidental physical injury suffered by a person under eighteen years of age resulting from acts or omissions of parents, guardians, or persons legally responsible for the child. Certified school employees, registered nurses, and licensed practical nurses are required by law to report all instances of suspected child abuse involving students to the Department of Human Services.

### **Chapter 102-Reporting Child Abuse**

Chapter 102 of the Iowa Administrative Code establishes procedures for investigating incidents of abuse of students by school employees/volunteers.

Any person may file a Level One complaint against an Iowa City Community School District employee/volunteer by completing a Level One complaint form and turning it in to his/her building principal or to one of the below Level One Investigators.

ICCSO officials will promptly and fully investigate all Level One complaints.

Level One Child Abuse Complaint forms may be obtained in:

- Any school's main office.
- At the Educational Services Center of the ICCSD, 1725 North Dodge Street, Iowa City, Iowa 52245.
- On the ICCSD website at <https://www.iowacityschools.org/domain/64>

A person(s) may call the ICCSD office at 319-688-1000 for assistance in filing a Level One child abuse complaint.

### **Level One Investigators/Alternates**

ICCSO Director of Equity and Employee Relations  
ICCSO Director of Student Services

### **Level Two Investigators**

(If a case is designated as "founded" at Level I, it is turned over to the Level II Investigator).

Contact the Investigative Commander from the Appropriate Jurisdiction:

Coralville Police Department  
Iowa City Police Department  
Johnson County Sheriff's Office  
North Liberty Police Department  
University Heights Police Department

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## **Communication**

Whenever a parent/guardian has a concern regarding the school system, the following is recommended:

- Address yourself to the person closest to the situation or concern to you.
- Be positive and optimistic that there will be a rational response to you—a listening ear, an answer, or a solution.
- Contact teachers, coaches, and advisors if things are unclear, have questions or need help solving problems within their area of activity.
- Contact the principal if you do not believe the school is serving its population as effectively as possible. They are responsible for the overall management of the school.
- Contact the Educational Services Center if there are areas of suggestions, inquiry, or problem-solving that affects the District. Staff will help direct you to school personnel that can address the concern.

## **Some final words that may help you work through school problems with your child.**

- Please listen to your child carefully and ask clarifying questions. Be sure of the situation in the student's view.
- Remember that your child is learning from the model of behavior that you show as an example. If you want to shape and help your child, this is a "golden moment" to illustrate the way a rational person responds to situations.
- Give the school personnel the benefit of the doubt. Assume they want to help you and will try if they understand the situation. The teacher's perspective and additional information often helps make the situation clear. Use their experience and advice whenever possible.
- Build bridges and attitudes for your children and the school whenever possible. Explain who they should have asked or what they might have done differently. The goal is for them to learn to handle things better the next time.

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## **Dental Screening**

All children newly enrolling in an Iowa Elementary and all kindergarten students are required by law to have a dental screening. A kindergarten screening is valid from age three years to four months after their enrollment date. The screening for kindergarten may be performed by a licensed dentist, dental hygienist, physician, nurse, advanced registered nurse practitioner, or physician assistant. The dental screening certificates are available in the school office, from the school nurse, on the District website, at the Johnson County Health Department, or through your child's dentist or other health care provider. Please contact the District Health Services Staff with questions at 319-688-1000.

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## **Districtwide Parent Organization**

The Districtwide Parent Organization (DPO) is an autonomous group that meets monthly to facilitate and enhance communication with and between the parent organizations at each school and the Iowa City Community School District's Administration and School Board. DPO invites and encourages all parents to participate. The DPO provides a forum to share information, discuss goals, and exchange ideas within the District. DPO sponsors events that promote excellence in education, such as, but not limited to, the DPO Educational Scholarship Fund in honor of Kate Wickham. This is a yearly program and honors volunteers and staff in the ICCSD. Donations to the DPO Educational Fund are converted into scholarships that are given to qualifying ICCSD seniors pursuing Education Degrees. For more information about the DPO, please see the DPO link located on the ICCSD website at: <https://www.iowacityschools.org/domain/26>

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## **Emergency Early Dismissal**

Each family should have a plan arranged in advance for a possible school closure in response to an emergency, such as inclement weather, fire, loss of heat/water, etc. This will reduce the confusion that these unexpected happenings cause. Announcements will be on local media stations and posted on the District website as soon as decisions are made regarding emergency dismissals. You also may be contacted through the District's mass communication system. Please be alert to these announcements, particularly during the wintertime. Please be sure you have updated your PowerSchool information in order to provide the school with up-to-date emergency contact information for your child(ren).

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### **Emergency Plans and Drills**

Students will be informed of the appropriate action to take in an emergency. Emergency drills for fire, weather, and other disasters are conducted each school year. Fire and tornado drills are each conducted regularly during the academic school year with a minimum of two before December 31 and two after January 1. A crisis drill is conducted a minimum of once per year.

Each attendance center will develop and maintain a written plan containing emergency and disaster procedures, and will review and update annually. The plan will be communicated to and reviewed with employees, and a copy submitted to the ESC and Physical Plant. Employees will participate in emergency drills. Licensed employees are responsible for instructing the proper techniques to be followed in the drill.

The emergency plan shall include:

- assignment of employees to specific tasks and responsibilities;
- instructions relating to the use of alarm systems and signals. If combination visual and auditory warning devices do not exist, the plan shall include specific provisions for warning individuals with hearing impairments;
- information concerning methods of fire containment;
- systems for notification of appropriate persons and agencies;
- information concerning the location and use of firefighting equipment;
- specification of evacuation routes and procedures;
- posting of plans and procedures at suitable locations throughout the facility;
- evacuation drills which include the actual evacuation of individuals to safe areas;
- an evaluation for each evacuation drill.

Administrative Guideline 538 is located on the District website at: <https://www.iowacityschools.org/cms/lib/IA01903939/Centricity/Domain/80/500%20Series%20Students%205.30.pdf>.

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### **Enrollment and School Transfer**

In the fall of 2018, a new Elementary Voluntary Transfer policy was adopted by the Board of Directors.

Voluntary transfers are requests from parents for their student(s) to attend a school other than their designated home attendance area school. Transfer forms must be filled out for each student requesting a transfer. Families are required to provide their own transportation for the student(s) when voluntarily transferring.

The Voluntary Transfer form and guidelines is located on the District website at: <https://www.iowacityschools.org/Page/17960>.

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### **Fee Waiver and Reduction Procedures for Students**

Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), Supplemental Security Income (SSI), transportation assistance under open enrollment, or who are in foster care are eligible to have their student fees waived or partially waived. Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees. Parents of students who believe they may qualify for temporary financial hardship should contact the school principal or secretary at registration time for a waiver form. This waiver does not carry over from year to year and must be completed annually during student registration in August.

### **Food and Nutrition Services**

School lunch is offered in all elementary buildings for students in grades K-6 and students enrolled in full-time District pre-school programs. Lunches consist of five components (meat/meat alternate, bread/grain, fruit, vegetable and milk). Students must take at least three components, one of which must be a fruit or vegetable. Breakfast is also served in all schools and consists of four components (bread/cereal/grain or protein, fruit or juice and milk). Students must take at least three components, one of which must be a fruit.

Single cartons of milk can be purchased separately for those students who bring lunch from home or want extra milk. Students must have money in their meal account to purchase milk a la carte.

Choices are offered for each component to provide a variety of options. Additional items are available for vegetarian diets or students with special dietary needs. If a student has food allergies and requires substitutions or modifications, a signed physician's statement is required. School nurses and the Nutrition Services Director are available to help families with this process. Needed forms can be found at the District website under Health Services. This request must be renewed each school year. A copy of this statement should be given to both the Nutrition Services Office (1135 S. Riverside Drive, Iowa City, IA 52246) and the child's school.

For information on menus, nutritional analysis, special diet request forms, student accounts, meal prices and payment options, please visit the Nutrition Services Department page of the District website at: <https://www.iowacityschools.org/Page/1218>.

Families can apply for free or reduced price meals. Applications must be completed yearly. Failure to do so will result in returning to full priced meal status. Negative balance slips are sent home weekly with students. Questions about balance or charges should be directed to the Nutrition Services Office at 319-688-1021.

- Information and applications will be available online, usually by mid-July on the Nutrition Services Department page of the District website at: <https://www.iowacityschools.org/Page/12872>. Online applications are more confidential and will have a shorter processing time than paper applications.
- Computers may be available at each school (please check with school staff) for those who don't have access to a computer at home. Families will be notified of status through email when possible, otherwise via mail to addresses listed in PowerSchool. Paper applications are not preferred but limited quantities are available at each school.
- **Remember – you must fill out an application each year.** Students start the year with the status (free, reduced or paid) from the previous year. This only lasts for 30 days and then, in the absence of a current application, students will return to full priced status. Each family is responsible for all debt incurred if they fail to fill out an application. Status will be effective once the application has been processed, which can be up to 10 days as allowed the Iowa Department of Education.

### **Health Services**

Health services are an integral part of comprehensive school improvement, assisting all students to increase learning, achievement, and performance. Health services coordinate and support existing programs to assist each student in achievement of an optimal state of physical, mental, and social well-being. Student health services ensure continuity and create linkages between school, home, and community service providers. The District's comprehensive school improvement plan, needs, and resources determine the linkages.

The superintendent, in conjunction with the school nurse, public health nurse, school health team, etc. will develop administrative regulations implementing this policy. The superintendent will provide a written report on the role of health services in the education program to the Board annually.

For additional information please refer to Administrative Guideline 528 located on the district website at: <https://www.iowacityschools.org/cms/lib/IA01903939/Centricity/Domain/80/500%20Series%20Students%205.30.pdf>.

### **Hearing Screening**

Grant Wood Area Education Agency (GWAEA) screens all students in kindergarten, and grades 1, 2, and 5. Students in grades 3 and 4, who are new to the school, that don't have a documented hearing test, and some students with a history of known hearing loss will also be tested. Follow up testing may occur periodically if previous hearing test results were not within normal limits. Parent/guardians not wishing their child's hearing tested should notify the health office in writing at the beginning of the year. Parents/guardians with concerns about their child's hearing should contact the school nurse. Please contact the District Health Services Staff with questions at 319-688-1000.

### **Homework**

Most teachers will assign homework as part of the student's responsibility for learning. Students are responsible for keeping track of their assignments. All students, grades 3-6, will be provided a student planner.

### **Illness**

Please see additional protocols that will be instituted during the COVID-19 pandemic in the District's Return-to-Learn Plan. Typical school year procedures follow.

To protect the health of students and staff, the district has in place the following protocol regarding student illness:

- Keep your child home from school when he/she has a fever of 100.4 (F) or greater and for 24 hours after the fever has gone away, without taking medication that would reduce the fever, such as Tylenol (acetaminophen) or ibuprofen.
- Your child should stay home from school when he/she has diarrhea and/or vomiting for 24 hours after these symptoms have occurred.
- If students become ill at school with fever, diarrhea, vomiting or other symptoms that prevent them from being able to participate in the classroom, they will be sent to the school office and parent/guardian will be contacted. No student will be permitted to go home alone unless a parent/guardian or authorized person is notified. It is very important that the school have up-to-date work and emergency phone numbers available in case of illness or injury. If the school is unable to reach the parent/guardian, the person listed as an emergency contact will be called. To

ensure that an ill child gets home safely, it is desirable that a parent/guardian or other adult accompany the child home. For information regarding communicable (infectious or contagious) diseases, refer to the Communicable Diseases Policy (Administrative Guideline 532).

- When your child returns to school after an illness, he/she should be able to participate in the total school program including outdoor recess and physical education. Your child will be excused from outside recess and physical education after an illness only by a written recommendation from your family doctor or primary health care provider.

### **Immunization Law**

Iowa law mandates that all students, before they can be enrolled in school, must present an Immunization Certificate. Students should have received the required immunizations and submit the Iowa Department of Public Health Certificate of Immunization, have a valid Certificate of Immunization Exemption or Provisional Certificate of Immunization. Immunization forms are available in your school health office, on the District website, at the Johnson County Health Department, or through your child's health care provider. Please contact the District Health Services Staff with questions at 319-688-1000.

### **Leaving the School Grounds**

Students are required to remain on the school grounds unless they go home for lunch. Students are not permitted to leave the school grounds unless permission has been obtained from the principal and the parent/guardian. The parent/guardian will be contacted before a student is allowed to go home during the school day.

### **Medication at School**

Parents are encouraged to give their child any required medications before and/or after school when possible. If your child needs to take medication at school, Iowa law requires that parents provide written consent before any medication will be given to your child. Prescription medications must have a current prescription label on the bottle. A physician or other health care provider must give written consent for students to carry an inhaler with them during the school day. District policy requires that a physician or other health care provider give written consent for a non-prescription (over the counter) medication to be given to an elementary student.

Medication permission forms are available from the school and on the District website at: <https://www.iowacityschools.org/Page/1146>

### **Notice of Non-Discrimination Policy Statement**

It is the policy of the Iowa City Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age, marital status, sexual orientation, gender identity and socioeconomic status in its educational programs, activities, or 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 Jeremy Tabor, Director of Equity and Employee Relations, 1725 N. Dodge St., Iowa City, IA 52245, 319-688-1000, [Tabor.Jeremy@iowacityschools.org](mailto:Tabor.Jeremy@iowacityschools.org).

Administrative Guideline 104.1 is located on the District website at: <https://www.iowacityschools.org/cms/lib/IA01903939/Centricity/Domain/80/100%20Series%20-%20School%20District.pdf>.

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### **Nonparent Rights**

There are situations where adults who are not actual parents or legal guardians play a parent role in a child's life. It will be our policy to cooperate with those adults for the good of the child as long as doing so does not violate legal precept or writ.

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### **Personal Property**

The presence of toys, games, and cards that have been brought to school often present difficulties in a school setting and may cause a disruption to instruction. Some examples of such items may include: cards, electronic devices, cell phones, skateboards, roller skates, scooters, and other artifacts.

Students are encouraged to leave expensive items at home. If students decide to bring expensive items to school, the school will not be responsible for lost, damaged, or stolen equipment.

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### **Pets**

Bringing pets to school is discouraged, but units of study may provide an exception. For further information, parents can contact the teacher or principal.

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### **Resource People**

Parents will communicate most often with the teacher or principal of their child. When the situation calls for additional expertise, the following people may be called: Instructional Design Strategists (IDS), school psychologist, social worker, special education personnel, or teacher librarian. The District employs people in various coordinating roles who can be called as needed for assistance or information. Call 319-688-1000 and give a brief description of your concern and the call will be directed to the proper person: curriculum, equity, health services, human resources, learning supports, special education, student services, superintendent, technology, transportation, etc.

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### **Section 504 of the Rehabilitation Act of 1973**

Section 504 of the Rehabilitation Act of 1973 is a federal civil rights law that prohibits discrimination based on disability in any program that receives federal funding. All schools in the Iowa City Community School District must comply with this law. Section 504 defines disability as a physical or mental impairment which substantially limits one or more major life activities. Under Section 504, schools must provide students with disabilities the accommodations needed to access and benefit from education equally with their peers. If you have any questions regarding 504 eligibility and reasonable accommodations for your child, please contact your Building Principal, Guidance Counselor, or the Director of Student Services (319-688-1000) for additional information.

A Parent Guide to Section 504 and more information is also available on the District website at:

<https://www.iowacityschools.org/Page/1490>.

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### **Student Appearance**

Please refer to Board policy 502.1 which was being updated during the time of this publication.

<https://www.iowacityschools.org/domain/80>

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### **Student Complaints and Grievances**

Student complaints and grievances regarding Board policy or administrative regulations and other matters should be addressed to the student's teacher or another licensed employee, other than the administration, for resolution of the complaint. It is the goal of the Board to resolve student complaints at the lowest organizational level.

If the complaint cannot be resolved by a licensed employee, the student may discuss the matter with the principal within three (3) days of the employee's decision. If the matter cannot be resolved by the principal, the student may discuss it with the superintendent within five (5) days after speaking with the principal.

If the matter is not satisfactorily resolved by the superintendent, the student may ask to have the matter placed on the Board agenda of a regularly scheduled Board meeting in compliance with Board policy.

Administrative Guideline 562 is located on the District website at: <https://www.iowacityschools.org/cms/lib/IA01903939/Centricity/Domain/80/500%20Series%20Students%205.30.pdf>

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### **Student Conduct**

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

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

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

Board Policy 503.1 is located on the District website at:

<https://www.iowacityschools.org/cms/lib/IA01903939/Centricity/Domain/80/500%20Series%20Revised%206.13.17.pdf>.

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### **Multi-Tiered System of Supports (MTSS)-Positive Behavior Interventions & Supports (PBIS)**

Supported by the Iowa Department of Education, Positive Behavioral Interventions and Supports (PBIS) provides schools with the framework and organizational plan to promote and maximize academic achievement and create a positive culture and climate for all students. PBIS are a multi-tiered continuum of supports for all students in the school environment. PBIS places importance on fostering positive relationships in our schools. Every student has the right to learn in an environment that teaches, recognizes, and encourages positive school behavior.

PBIS emphasizes prevention, instruction, and research-based practices for:

- Establishing and teaching clear expectations for all students in all settings.
- Establishing and teaching clear expectations for all staff.
- Modeling and rewarding these expectations.
- Helping students, families, staff and community members understand and support the diversity of students, including those with the most intense support needs.

The PBIS framework provides a sustainable, multi-tiered system of support focusing on safe, healthy, and caring learning environments that include well-defined systems, practices, and data at each tier, resulting in improved behavioral and academic outcomes.

### **Due Process Rights of Students**

When violations of statutes, regulations or school rules require the disciplining of a student, the following elements of procedural due process will be present:

1. The student will be provided with accurate information regarding rules and regulations, either in written form or through verbal instruction by teachers or administrators;
2. The student will be made aware of the specific behaviors giving rise to any proposed penalty or disciplinary action; AND
3. The student will be offered an opportunity to express their views to the decision-making authority regarding the incident.

Administrative Guideline 546 is located on the district website at: <https://www.iowacityschools.org/cms/lib/IA01903939/Centricity/Domain/80/500%20Series%20Students%205.30.pdf>.

### **Annual Notice of Chapter 103**

Notice: Corporal Punishment, Restraint, and Physical Confinement and Detention *Amendments to the Department's administrative rules on corporal punishment, physical restraint, and physical confinement and detention require annual notice to parents of the terms of those administrative rules, as well as any other policies or procedures on corporal punishment, restraint, or physical confinement and detention adopted by an AEA, a public school district, or an accredited nonpublic school.*

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. If you have any questions about this state law, please contact [Lisa Glenn, Director of Special Education](#) at 319-688-1000.

The complete text of the law and additional information is available on the Iowa Department of Education's website at: [www.iowa.gov/educate](http://www.iowa.gov/educate).

Additional information is available on the District website at: <https://www.iowacityschools.org/Page/1454>.

### **Student Directory Information**

Student directory information is designed to be used internally within the school district. Directory information is defined in the annual notice. It may include the student's name, address, telephone number, date and place of birth, e-mail address, grade level, enrollment status, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, photograph and other likeness, and other similar information.

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

It is the responsibility of the superintendent to provide notice and to determine the method of notice that will inform parents.

Board Policy 506.2 is located on the District website at:

<https://www.iowacityschools.org/cms/lib/IA01903939/Centricity/Domain/80/500%20Series%20Revised%206.13.17.pdf>.

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### **Student Enrollment in District**

Children in the school District community will be allowed to enroll in the school District's regular education program beginning at age five. The child must be age five (5) on or prior to September 15 to participate in the school District's kindergarten program. The child must be age six (6) on or prior to September 15 to begin the first grade of the education program.

Any child must meet the appropriate age for their grade level on or before September 15 of the current year to be admitted into that grade. The district practice of enrolling students who have completed kindergarten in another state/country or a state of Iowa accredited program are:

- If a student has completed kindergarten in an accredited public or private school, in-state or out of the state of Iowa, he/she may be enrolled in first grade even if the child is not 6 years of age by September 15. A review of the student's record and a communication with the student's parent(s) by the principal will be conducted as necessary to determine the appropriateness of a kindergarten or first grade placement.
- If a student has not completed kindergarten (moved mid-year to the district) and was not 5 years of age by September 15, he/she cannot enroll in kindergarten in the State of Iowa.
- Children of military families must be enrolled in the grade of the prior school regardless of age, as prescribed by federal law.

A review of the student's record and a communication with the student's parent(s) by the principal will be conducted as necessary to determine the appropriateness of a placement into a grade beyond the student's same-aged peers. The procedure for considering acceleration shall be as follows:

- The parent must request in writing to the Extended Learning Program (ELP) Coordinator a request for consideration for acceleration.
- The ELP Coordinator will gather information from them about the student's performance and achievement, including standardized assessments, classroom assessments/grades, and/or conclusions/informal assessments of the student's former teacher(s).

- The student may be required to complete an academic assessment to determine his/her ability.
- A team including the ELP coordinator, parent(s), principal, curriculum coordinator(s) will meet to discuss the outcome of the above information.
- A final determination as to the acceleration request will be made by the building principal of the student's age appropriate building.

The Board will require evidence of age and residency in the form of a birth certificate or other evidence before the student may enroll in the school District's education program. It is within the discretion of the superintendent to determine what is satisfactory evidence for proof of age.

Prior to enrollment, the child must provide the administration with their health and immunization certificate, as well as verification of a recent dental screening. Failure to provide this information within the time period set by the superintendent is reason for suspension, expulsion or denying admission to the student. An exception to this would be a homeless student.

Administrative Guideline 507 is located on the District website at: <https://www.iowacityschools.org/cms/lib/IA01903939/Centricity/Domain/80/500%20Series%20Students%205.30.pdf>.

### **Student Field Trips and Excursions**

The principal may authorize field trips and excursions when such events contribute to the achievement of education goals of the school district.

In authorizing field trips and excursions, the principal shall consider the financial condition of the school district, the educational benefit of the activity, the inherent risks or dangers of the activity, and other factors deemed relevant by the superintendent. Written parental permission will be required prior to the student's participation in field trips and excursions. The superintendent's approval will be required for field trips and excursions outside the state. Superintendent or designee approval will be required for field trips and excursions which involve unusual length or expense.

Field trips and excursions are to be arranged with the principal well in advance and a detailed schedule and budget must be submitted by the employee to the principal along with the request for authorization of the field trip or excursion. The school district will be responsible for obtaining a substitute teacher if one is needed. Following field trips and excursions, the teacher may be required to submit a written summary of the event.

Administrative Guideline 628 is located on the District website at: <https://www.iowacityschools.org/cms/lib/IA01903939/Centricity/Domain/80/600%20Series%20-%20Education%20Program.pdf>.

### **Student Fundraising**

It is the practice of the District to discourage the use of students in fundraising activities in any way that exploits or endangers students. This includes practices that send younger children door-to-door to solicit.

### **Student Insurance**

Students will have the opportunity to participate in the health and accident insurance plan selected by the school district. The cost of the health and accident insurance program is borne by the student. Participation in the insurance health and accident plan is not a contract with the school district, but rather, a contract between the insurance company and the student.

Students participating in extracurricular athletics are required to have health and accident insurance. The student will bring written proof of insurance or participate in the health and accident insurance program selected by the school district.

Administrative Guideline 537 is located on the District website at: <https://www.iowacityschools.org/cms/lib/IA01903939/Centricity/Domain/80/500%20Series%20Students%205.30.pdf>

### **Student Progress Reports and Conferences**

Students will receive a progress report at the elementary level at the end of the term and at the secondary level at both mid-term and end of the term. Students, who are doing poorly, and their parents, are notified prior to the end of the term in order to have an opportunity to improve their grade. The Board encourages the notification of students who have made marked improvement prior to the end of the term.

Parent-teacher conferences will be held during the first and second term at all levels to keep the parents informed. The conferences at the high school are not individually scheduled.

Parents, teachers, or principals may request a conference for students in grades kindergarten through twelve in addition to the scheduled conference time. Parents and students are encouraged to discuss the student's progress or other matters with the student's teacher.

Board Policy 505.1 is located on the District website at: <https://www.iowacityschools.org/cms/lib/IA01903939/Centricity/Domain/80/500%20Series%20Revised%206.13.17.pdf>

### **Student Records**

The District recognizes the importance of maintaining student records and preserving their confidentiality. For purposes of this policy and other policies relating to student records, student is defined as an enrolled individual in a pre-kindergarten through twelfth grade, including children in school district-sponsored childcare programs.

Student records containing personally identifiable information are 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 administration office or administrative office of the student's attendance center.

Parents and eligible students will have access to the student's records during the regular business hours of the District. An eligible student is a student who has reached eighteen years of age or is attending an institution of post-secondary education at the post high school level. Parents of an eligible student are provided access to the student 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. A representative of the parents or eligible student, who has received written permission from the parents or eligible student, may inspect and review a special education student's records.

Parents, other than parents of an eligible student, may be denied access to a student's records if the 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 may inspect an instrument used for the purpose of collection of student personal information prior to the instrument's use.

A student 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 and eligible students will have a right to access the student's records upon request without unnecessary delay and in no instance more than forty-five (45) calendar days after the request is made. Parents, an eligible student or an authorized representative of the parents will have the right to access the student's 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 District will provide an explanation and interpretation of the student records and a list of the types and locations of education records collected, maintained or used by the District.

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

If the 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 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 District's decision and/or setting forth the reasoning for disagreeing with the District. Additions to the student's records will become a part of the student record and be maintained like other student records. If the 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. When a disclosure is made without parental or eligible student's written permission, it is disclosed 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:

1. to school officials within the District and AEA personnel whom the superintendent has determined to have a legitimate educational interest, including, but not limited to, Board members, employees, school attorney, auditor, health

professionals, and individuals serving official school committees;

2. 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;
3. to the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education or state and local educational authorities;
4. 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;
5. to organizations and/or their authorized representatives conducting audits, evaluations and/or studies to evaluate the effectiveness of education programs, provided the district has a written agreement with the organization conducting the audit, evaluation and/or study;
6. to accrediting organizations;
7. to parents of a dependent student as defined in the Internal Revenue Code;
8. to comply with a court order or judicially issued subpoena consistent with an interagency agreement between the District and juvenile justice agencies;
9. in connection with a health or safety emergency; or
10. as 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 the parents, authorized educational employees, officers and agencies of the 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 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 District. If the parents or eligible student request that the personally identifiable information be destroyed, the District will destroy the records. Prior to the destruction of the records, the District must inform the parents or eligible student the records may be needed by the parents or eligible student for social security benefits or other purposes. In the absence of parents or an eligible student's request to destroy the records, the District must maintain the records for at least three years after an individual is determined to be no longer eligible for special education.

The District will cooperate with the juvenile justice system in sharing information contained in permanent student records regarding students who have become involved with the juvenile justice system. The District will enter into an interagency agreement with the juvenile justice agencies involved.

The purpose of the agreement is to allow for the sharing of information prior to a student's adjudication in order to promote and collaborate between the District and the agencies to improve school safety, reduce alcohol and illegal drug use, reduce truancy, reduce in-school and out-of-school suspensions, and to support alternatives to in-school and out-of-school suspensions and expulsions which provide structured and well supervised educational programs supplemented by coordinated and appropriate services designed to correct behaviors that lead to truancy, suspension, and expulsions and to support students in successfully completing their education.

The District may share any information with the agencies contained in a student's permanent record which is directly related to the juvenile justice system's ability to effectively serve the student. Prior to adjudication, information contained in the permanent record may be disclosed by the District to the parties without parental consent or court order. Information contained in a student's permanent record may be disclosed by the District to the agencies after adjudication only with parental consent or a court order. Information shared pursuant to the agreement is used solely for determining the programs and services appropriate to the needs of the student or student's family or coordinating the delivery of programs and services to the student or student's family. Information shared under the agreement is not admissible in any court proceedings, which take place prior to a disposition hearing, unless written consent is obtained from a student's parent, guardian or legal or actual custodian.

Confidential information shared between the District and the agencies will remain confidential and will not be shared with any other person, unless otherwise provided by law. Information shared under the agreement is not admissible in any court proceedings, which take place prior to a disposition hearing, unless written consent is obtained from a student's parent, guardian or legal or actual custodian. The District may discontinue information sharing with an agency if the District determines that the agency has violated the intent or letter of the agreement.

Agencies will contact the principal of the attendance center where the student is currently or was enrolled. The principal will then forward copies of the records within 10 business days of the request.

The District will provide training or instruction to employees about 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 a parents' or eligible student's native language. Should the District collect personal information from students for the purposes of marketing or selling that information, the District will annually notify parents of such activity.

The notice will include a statement that the parents have a right to file a complaint alleging the District failed to comply with this policy. Complaints are forwarded to Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, Washington, D.C. 20202-5920.

Administrative Guideline 520 is located on the District website at: <https://www.iowacityschools.org/cms/lib/IA01903939/Centricity/Domain/80/500%20Series%20Students%205.30.pdf>.

### **Annual Notice Regarding Student Records**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over eighteen (18) years of age ("eligible students") certain rights with respect to the student's education records, including the following rights:

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access.
  - a. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading or in violation of the student's privacy rights.
  - a. Parents or eligible students may ask the school District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.
  - b. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
  - a. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, AEA employee, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or student assistance team or assisting another school official in performing his or her tasks.
  - b. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
  - c. Upon request, the District discloses education records without consent to officials of another school District in which a student seeks or intends to enroll. (Note: FERPA requires a school District to make a reasonable attempt to notify the parent or eligible student of the records request unless it states in its annual notification that it intends to forward records on request).
4. The right to inform the school District that the parent does not want directory information to be released. Directory information can be released without prior parental consent. Any student over the age of eighteen or parent not wanting this information released to the public must indicate so during eRegistration. The objection needs to be renewed annually during eRegistration.

- a. "Directory information" includes: name, address, telephone number, date and place of birth, e-mail address, grade level, enrollment status, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, photograph and other likeness, and other similar information.
- b. Even though student addresses and telephone numbers are not considered directory information in every instance, military recruiters and post-secondary educational institutions may legally access this information without prior parental consent. Parents not wanting military recruiters or post-secondary institutions to access the information must ask the District to withhold the information. Also, Districts that provide post-secondary institutions and potential employers access to students must provide the same right of access to military recruiters.
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave., SW, Washington, DC, 20202-5920.

The District may share any information with the Parties contained in the student's permanent record which is directly related to the juvenile justice systems' ability to effectively serve the student. Prior to adjudication, information contained in the permanent record may be disclosed by the school district to the Parties without parental consent or a court order. Information contained in a student's permanent record may be disclosed by the School District to the parties after adjudication only with parental consent or a court order. Information shared pursuant to the agreement shall be used solely for determining the programs and services appropriate to the needs of the student or student's family or coordinating the delivery of programs and services to the student or student's family. Information shared under the agreement is not admissible in any court proceedings which take place prior to a disposition hearing, unless written consent is obtained from a student's parent, guardian or legal or actual custodian. Information obtained from others shall not be used for the basis of disciplinary action of the student. This agreement only governs a school district's ability to share information and the purposes for which that information can be used.

The purpose for the sharing of information prior to a student's adjudication is to improve school safety, reduce alcohol and illegal drug use, reduce truancy, reduce in-school and out-of-school suspensions, and to support alternatives to in-school and out-of-school suspensions and expulsions which provide structured and well supervised educational programs supplemented by coordinated and appropriate services designated to correct behaviors that lead to truancy, suspension, and expulsions and to support students in successfully completing their education.

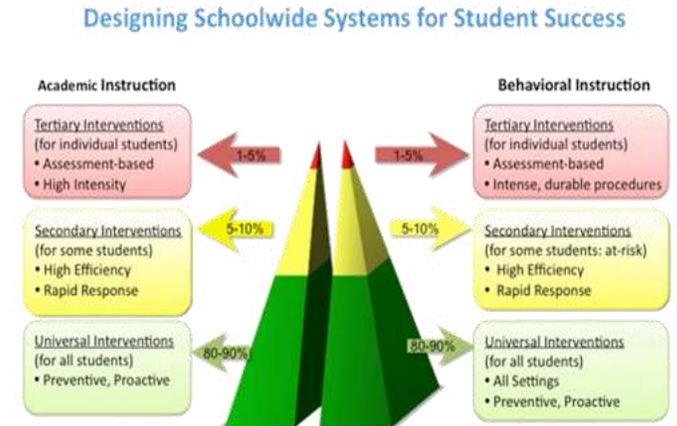
The party requesting the information will contact the principal of the building in which the student is currently enrolled or was enrolled. The principal will forward the records within ten (10) business days of the request.

Confidential information shared between the Parties and the District shall remain confidential and shall not be shared with any other person, unless otherwise provided by law. Information shared under the agreement is not admissible in any court proceedings which take place prior to a disposition hearing, unless written consent is obtained from a student's parent, guardian or

legal or actual custodian nor can it be used as the basis for disciplinary action of the student.

Administrative Guideline 520.1 is located on the District website at: <https://www.iowacityschools.org/cms/lib/IA01903939/Centricity/Domain/80/500%20Series%20Students%205.30.pdf>

### Student Supports-Multi-Tiered System of Supports (MTSS)



### **Academic & Social/Emotional/Behavioral Supports**

Multi-Tiered System of Supports (MTSS) in Iowa, also known as Response to Intervention or RtI, is an every-education decision-making framework of evidence-based practices in instruction and assessment that addresses the needs of all students. As an every-education process, MTSS allows educators to judge the overall health of their educational system by examining data on the educational system as well as identifying students who need additional supports. Those supports are provided in both small group and individual settings, and are monitored to ensure they support all learners demonstrate proficiency in the Iowa Core standards and leave school ready for life.

The Iowa MTSS framework is made up of five components.

- Evidence-based curriculum and instruction provided at the universal level.
- Universal screening of all students.
- Evidence-based, instructional interventions at the targeted and intensive levels shall be provided to each student who needs them.
- Progress monitoring for learners below expectations.
- Data-based decision making throughout the system.

District staff are responsible for providing quality instruction for all students, identifying those students who need additional supports, and implementing interventions based upon student need. If you feel that your child needs additional supports to attain the District Standards and Benchmarks, please contact your child's teacher, guidance counselor, and/or principal. Together we will work with you to ensure that your child is successful.

For more information, please refer to the MTSS Handbooks available on the District website at: <https://www.iowacityschools.org/Page/248>.

### **Student Supports-Special Education**

Special education services and supports are offered in the Iowa City Community School District with ongoing support through the Grant Wood Area Education Agency. The Iowa City Community School District provides a full continuum of special education services for children with identified disabilities.

Eligibility for special education is determined through approved identification procedures under the Individuals with Disabilities Education Act. Permission for eligibility determination requires parent or guardian approval. The Individuals with Disabilities Education Act (IDEA) entitles every student to a Free and Appropriate Public Education (FAPE) in the least restrictive environment (LRE) through their local school district from age 3 to age 21. To ensure a FAPE, a team of professionals from the local educational agency meet with the student's parents to identify the student's unique educational needs, to develop annual goals for the student, and to determine the placement, program modification, testing accommodations, counseling, and other special services that the student needs. These choices are recorded in a written Individualized Educational Program (IEP). The school is required to develop and implement an IEP that meets the standards of federal and state educational agencies.

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### **Teacher Qualifications**

Parents/Guardians in the Iowa City Community School District have the right to learn about the following qualifications of their child's teacher: state licensure requirements for the grade level and content areas taught, the current licensing status of your child's teacher, and baccalaureate/graduate certification/degree. You may also request the qualifications of an instructional paraprofessional who serves your student in a Title I program or if your school operates a school-wide Title I program. Parents/Guardians may request this information from the Office of the Superintendent by calling 319-688-1000 or by sending a letter of request to the following address: Iowa City Community School District, Office of the Superintendent, 1725 North Dodge Street, Iowa City, IA 52245.

The Iowa City Community School District ensures that parents will be notified in writing if their child has been assigned, or has been taught by a teacher for four or more consecutive weeks who is not considered highly qualified. If you would like to receive information regarding your child's teacher, please contact your school's principal.

In addition, parents have the right to:

- Information on student's performance level on state assessment.
- Knowledge of their child being placed in a Limited English Proficiency program.

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### **Transportation**

The District shall provide transportation as required by the State of Iowa. Students in grades K-8 shall be entitled to transportation only if they live more than 2.0 miles from the school designated for attendance.

For more information regarding Bus Transportation and the Transportation Handbook, please visit the District website at: <https://www.iowacityschools.org/Page/14297>.

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### **Unsafe Play Equipment**

Due to the numbers of students who play on the playground at noon or recess, certain play items or activities are banned. This includes throwing snowballs, the use of skateboards, roller skates, rollerblades, scooters, and hard balls. If other items or activities deemed unsafe are brought from home, they too will be held for students to use only at home.

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### **Vision Screening**

All kindergarteners and 3<sup>rd</sup> graders are required by law to have a vision screening performed no earlier than one year prior to enrollment and no more than six months after the date of the child's enrollment. The vision screening certificates are available in the school office, from the school nurse, on the District website, or at your child's eye doctor's office. Please contact the District Health Services Staff with questions at 319-688-1000.

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### **Visitors to School District Buildings & Sites**

Due to circumstances created by the COVID-19 pandemic, visitors will be restricted this year. Please refer to the District's Return-to-Learn Plan for more information. Typical school year procedures follow.

The District welcomes the interest of parents and other members of the school district community and invites them to visit school buildings and sites. Visitors, which include persons other than employees or students, must notify the principal of their presence in the facility upon arrival.

Persons who wish to visit a classroom while school is in session are asked to notify the principal and obtain approval from the principal prior to the visit so appropriate arrangements can be made and so class disruption can be minimized. Teachers and other employees shall not take time from their duties to discuss matters with visitors.

Visitors shall conduct themselves in a manner fitting to their age level and maturity and with mutual respect and consideration for the rights of others while attending school events. The carrying of handguns, look-a-likes, or weapons of any kinds is strictly prohibited on District property. Visitors failing to conduct themselves accordingly may be asked to leave the premises. Children who wish to visit school must be accompanied by a parent or responsible adult.

It shall be the responsibility of employees to report inappropriate conduct. It shall be the responsibility of the superintendent and principals to take the action necessary to cease the inappropriate conduct. If the superintendent or principals are not available, a school district employee shall act to cease the inappropriate conduct.

Administrative Guideline 902 is located on the District website at: <https://www.iowacityschools.org/cms/lib/IA01903939/Centricity/Domain/80/900%20Series%20Community%20Relations.pdf>

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### **Volunteers**

Due to circumstances created by the COVID-19 pandemic, volunteers will be restricted this year. Please refer to the District's Return-to-Learn Plan for more information. Typical school year procedures follow.

Volunteers are a valuable part of the education process. Many activities at school depend upon volunteers. Parents are encouraged to become an approved volunteer at the school.

For volunteer information contact your school or visit the District website at: <https://www.iowacityschools.org/domain/57>.

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### **Weather/Recess**

Outdoor recess is to be held when the wind chill or air temperature is 0 degrees or higher. Children are to wear proper outer winter clothing. District resources are available to obtain adequate winter outerwear if needed. All inclement weather decisions are broadcast on TV, radio and via Blackboard. The districts inclement weather guidelines are posted on the District website.

You can also access information at any of the following:

- Visit the District website at: [www.iowacityschools.org](http://www.iowacityschools.org)
  - Sign up to receive ICCSD twitter feed at: <http://twitter.com/IowaCitySchools>
  - Call 319-688-1234
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### **Wellness**

The Iowa City Community School District recognizes that good health fosters student attendance, development, and academic performance. With this recognition and in response to the growing problem of childhood obesity in the U.S., the Board believes it is the district's responsibility, as a part of the larger community, to establish a learning environment which helps students develop the skills, knowledge, and attitudes necessary to adopt and maintain a healthy lifestyle. An ongoing promotion of these healthy habits through the duration of the students' career will optimize the likelihood of instilling these healthy choices into daily routines and ultimately maximize the potential for student achievement and well-being.

The school district provides a comprehensive and integral learning environment for developing and practicing lifelong wellness behaviors. The entire school environment, not just the classroom, shall be aligned with healthy school district goals to influence a student's understanding, beliefs and habits as they relate to healthy nutrition and regular physical activity. The school district will provide opportunities for hands-on learning and physical activities that will carry over to other parts of the students' life.

The school district supports and promotes proper dietary habits contributing to students' health status and academic performance. All foods available on school grounds and at school-sponsored activities during the instructional day should meet or exceed the district and federal nutritional standards. Foods should be served with consideration toward optimal nutritional value, appeal, taste, variety, safety and packaging to ensure high-quality meals and availability of healthy options.

The school district will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced-price meals. Toward this end, the school district may utilize electronic identification and payment systems; provide meals at no charge to all children, regardless of income; promote the availability of meals to all students; and/or use nontraditional methods for serving meals, such as "grab-and-go" or classroom breakfast.

The Iowa City Community School District has a Wellness Committee that is comprised of a diverse group of individuals from the district and the community including students, staff, parents, business owners, farmers, physicians, nurses, dieticians, school Board members, University faculty, and representatives from the Department of Public Health and Iowa State Extension. The Wellness Committee was formerly the Nutrition Task Force, which began meeting in 2002. The Wellness Committee is chaired by the District Health Services Coordinator and has developed this Wellness Policy. The purpose of this policy is to provide direction to the school system for promoting student wellness through health education, physical activity, and the selection of nourishing foods and beverages and to fulfill the requirements of Public Law 108-265, Section 204, June 30, 2004, Child Nutrition and WIC Reauthorization Act of 2004. The Committee will oversee implementation and evolution of the Policy, as well as address wellness concerns. The committee will report at least annually to the Iowa City Community School Board regarding the implementation, effectiveness and outcomes of the Wellness Policy.

Board Policy 507.9 is located on the District website at:

<https://www.iowacityschools.org/cms/lib/IA01903939/Centricity/Domain/80/500%20Series%20Revised%206.13.17.pdf>

### **Classroom Snacks, Birthdays & Classroom Celebrations**

The ICCSD is committed to providing a safe and healthy learning environment for our students. In line with that goal, below are the District's Wellness Policy regarding birthday treats and classroom celebration snacks.

When food is served to students in the classroom as a snack, birthday treat, or during a classroom celebration, the following rules apply:

- Allow only fresh fruits/vegetables or purchased foods with the ingredients listed (no homemade foods).
- Allow only foods that meet the Healthy Food Guidelines/ Smart Snacks. (The only exception to this would be food tasting related to district-approved curriculum lessons).
- Not allow foods with peanuts or peanut butter, or foods that were made in a factory where cross-contamination may occur.
- Send home food that does not meet the rules listed here.
- *A list of acceptable foods will be made available to parents and teachers at the beginning of the school year.*

The list of acceptable foods for classroom snacks and celebrations is located on the District website at:

<https://www.iowacityschools.org/Page/1165>.

Selected schools have chosen to celebrate birthdays without food. Please check with your child's school to see if they are participating.

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During the summer of 2020 several of the Board policies and guidelines were under review and many were in process of being updated. Although links are provided and referenced in this publication, please check the District's website for the latest information. All of the ICCSD board policies and administrative guidelines are located on the District website at: <https://www.iowacityschools.org/Domain/80ing>