

TRUANCY - UNEXCUSED ABSENCES

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

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

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

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

Legal Reference: Iowa Code §§ 294.4; 299 (2003).
281 I.A.C. 12.2(4).

Cross Reference: 206.3 Secretary
410.5 Truancy Officer
501 Student Attendance
503 Student Discipline
504 Student Activities
506 Student Records

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TRUANCY - UNEXCUSED ABSENCES REGULATION

Daily, punctual attendance is an integral part of the learning experience and is required of all students to receive the maximum benefit of the educational program. The habit of good attendance established early is one which helps a person be successful throughout their lifetime. More and more, employers, colleges and vocational schools expect good attendance and are checking attendance records for absences and tardies. They are aware that good and prompt attendance indicates dependability in a student.

The education that goes on in the classroom builds from day to day and as a result, absences always cause some disruption in the educational progress of the absent student. Students who are absent may not understand what the teacher is currently presenting, and may also become discouraged with the double burden of keeping current and making up missed work. In order to maintain interest and understanding in program of instruction, students should not expect to be absent any more than is absolutely necessary. Irregular attendance or tardiness by students not only retards their own studies, but also interferes with the progress of those students who are regular and prompt in attendance. Attendance is a shared responsibility that requires cooperation and communication among students, parents and school.

Students are required to be in attendance, pursuant to board policy, for 180 days per school year unless their absences have been excused by the principal for illness (absences for five or more consecutive days due to illness require a doctor's note), family emergencies, doctor or dental appointment, recognized religious observances and school sponsored or approved activities. Reasonable excuses may also include family trips or vacations if the student's work is finished prior to the trip or vacation. Absences that do not fall within the categories listed above will be considered unexcused unless approved by the principal. Parents are expected to telephone the school office to report a student's absence prior to 10:00 a.m. on the day of the absence.

If a student accumulates five unexcused absences in a class, he or she ~~will~~ **may** lose credit for the class. Prior to imposing the loss of credit in one or more classes, the principal will provide the student an opportunity for an informal hearing.

School work missed because of absences must be made up within two times the number of days absent, not to exceed three days. The time allowed for make-up work may be extended at the discretion of the classroom teacher.

Students will remain in class until the principal makes a decision regarding loss or restoration of credit. Full credit is awarded to all assignments and tests submitted that meet the teacher's specifications until a decision regarding credit has been made.

If a student loses credit, that fact is recorded in the student's record as an **"AD" (administrative drop)**.

TRUANCY - UNEXCUSED ABSENCES REGULATION

A student who loses credit due to excessive absences will not be permitted to attend school for the period(s) in which the course(s) meet or the student may be reassigned to another class or location. A student who, after a hearing before the board, loses credit in all courses due to unexcused absences, will not be allowed to participate in any school activities until the following semester. However, the student is eligible to practice if all other eligibility criteria have been met.

The administration and guidance staff will make reasonable efforts to advise and counsel and may impose discipline upon any student approaching 7 absences. Such advice, discipline and counseling includes, but is not limited to, oral or written notices to the student and his or her parents, conferences with the student and parents, written contracts, or loss of non-academic privileges such as extracurricular activities, open campus, late arrival, and early dismissal.

COMPULSORY ATTENDANCE

Parents within the school district who have children over age six and under age sixteen by September 15, in proper physical and mental condition to attend school, will have the children attend the school district at the attendance center designated by the board. Students will attend school the number of days school is in session in accordance with the school calendar. Students of compulsory attendance age will attend school a minimum of ~~175~~ 180 days and/or 1080 hours. Students not attending the minimum days must be exempted by this policy as listed below or, for students in grades 7-12, referred to the county attorney or, for students in grades K-6, referred to the Attendance Cooperation process. Exceptions to this policy include children who:

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

It is the responsibility of the parent of a child to provide evidence of the child's mental and physical inability to attend school or of the child's qualifications for one of the exceptions listed above.

The principal will investigate the cause for a student's truancy. If the principal is unable to secure the truant student's attendance, the principal should discuss the next step with the school board. If after school board action, the student is still truant, the principal will refer the matter over to the county attorney for students in grades 7-12. Truant students who have not yet completed sixth grade will be subject to the Attendance Cooperation Process outlined in the supporting administrative regulation.

The school will participate in mediation if requested by the county attorney. The superintendent will represent the school district in mediation. The school district will monitor the student's compliance with the mediation agreement and will report violations of the mediation agreement to the county attorney.

Legal Reference: Iowa Code §§ 239.5B; 259A; 279.10-.11; ch. 299; 299A (2003).
441 I.A.C. 41.25(8).
1978 Op. Att'y. Gen. 379.

Cross Reference: 501 Student Attendance
601.1 School Calendar
604.1 Competent Private Instruction

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ATTENDANCE COOPERATION PROCESS

When it is determined that a student in grades K-6 is in violation of the school district attendance policy and procedures, the principal will check the Department of Human Services records to determine whether the student's family is receiving Family Investment Program (FIP) benefits. If the student's family is receiving FIP benefits, the principal will notify DHS. DHS is then responsible for the ACP.

If the student's family is not receiving FIP benefits, the principal will initiate the ACP. The parents will be contacted to participate in the ACP. The principal may also invite juvenile court officers, the county attorney, other school officials and others deemed appropriate. If others are invited who don't have access to the student's records either by law or a Juvenile Justice Agency Information Sharing Agreement, parental consent is needed for them to participate in the ACP.

The purpose of the ACP is to determine the cause of the student's nonattendance, get the parties to agree to solutions addressing the nonattendance and initiate referrals to any other services that may be necessary. The agreement is then written. The agreement is to include all terms agreed to and future responsibilities of all parties. All parties must sign the agreement and failure to sign by the parents is considered a violation of the process and initiates the next level.

If the parents do not participate in the ACP, if the parties do not enter into an ACA or if the parents violate a term of the agreement, the student is deemed truant. For FIP students and non-FIP students, the school district notifies the county attorney when students are truant. When a student is deemed truant, for FIP students, DHS is again notified and DHS then initiates the process whereby FIP benefits are reduced.

~~ATTENDANCE CENTER ASSIGNMENT~~

~~The board will have complete discretion to determine the boundaries for each attendance center, to assign students to the attendance centers, and to assign students to the classrooms within the attendance center.~~

~~It is the responsibility of the superintendent to make a recommendation to the board annually regarding the assigned attendance center for each student. In making the recommendation, the superintendent will consider the geographical layout of the school district, the condition and location of the school district facilities, the location of student population, possible transportation difficulties, financial condition of the school district and other factors deemed relevant by the superintendent or the board.~~

Legal Reference: Iowa Code §§ 279.11; 282.7-.8 (2003).

Cross Reference: 501 Student Attendance

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Policy Primer

IASB A Guide to Current Policy Issues

Student School Driving Permits

The 2014 Legislature amended the student school driving permit law, SF 2228. The new law addresses a gap in the law for those students who are not shared academically but rather for extracurricular activities. The old law limited the extracurricular driving to only those students who were actually enrolled in the district that sponsored the activity. The law now allows students to not only drive to and from school but also to extracurricular activities if it is a shared activity. The newly amended policy, Appendix A, is written to reflect this change.

Recently, there has been some confusion about when or if the board has the discretion to certify whether a student driving permit was needed for a student living within one mile of the school. The board must adopt a policy that outlines the criteria the board will use to approve or deny the permit if the student lives within a mile of school. The law also prohibits a student from appealing the board's decision. The new law states:

The school board shall develop and adopt a policy establishing the criteria that shall be used by a school district administrator to approve or deny certification that a need exists for a license. The student may appeal to the school board the decision of a school district administrator to deny certification. The decision of the school board is final.

Boards need to adopt a policy outlining its criteria. Since this law originated with a student who had a broken leg and wasn't able to walk to school, boards may want to cover disabilities that prevent walking the mile. Remember, however, once a school permit is granted, the school cannot remove its consent only the Iowa Department of Transportation can revoke a permit. Therefore, a student may be able to have a school permit even after the student is once again able to walk to school.

Prior to adopting a new policy, boards should, at a minimum, discuss the policy with the high school principal. The board may also want to consider discussing the policy with activity sponsors and coaches since the permit also allows students to drive to extracurricular activities and practices.

Boards also need to remember that only the board and superintendent have the authority to approve the school permit. The high school principal may approve with the consent of the superintendent. If the board approves it, then the board president may sign the form. Board members and principals do not have independent authority to sign the school permit.

Note: This publication is designed to provide accurate and authoritative information in regard to the subject matter covered. It is furnished with the understanding that the Association is not engaged in rendering legal or other professional services. If legal advice or other expert assistance is required, the services of a competent professional should be sought.

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CHECK IT OUT: Whether you are revising or developing a new board policy, review your collective bargaining agreement, consider the traditions and beliefs of your school district and contact your school attorney before adopting it.

USE OF MOTOR VEHICLES

The board recognizes the convenience to families and students of having students drive to and park at their ~~designated parking area. school attendance center.~~ Driving a motor vehicle to and parking it at the student's ~~designated parking area attendance center~~ is a privilege.

Students who drive to and park at their ~~school attendance center~~ ~~designated parking area~~ shall only drive to and park at their designated ~~parking area attendance center~~ or at either their attendance center or a shared district's attendance center for the purpose of attending extracurricular activities. Students may not loiter around or be in their vehicle during the school day without permission from the principal. Students shall leave their ~~designated parking area attendance center~~ when there is no longer a legitimate reason for them to be at their attendance center. Students who drive shall enter and leave the parking lot by the routes designated by the principal.

Students who live within one mile of school, and would not otherwise be eligible for a student driving permit, may be eligible for a student driving permit, for driving to and from school and school activities and practices, if the student ~~(insert criteria here).~~ **has a valid student driving permit.**

Students who wish to drive to and park at their ~~school attendance center~~ ~~designated parking area~~ shall comply with the rules and regulations established by the building principal. Failure to comply with this policy or the school district rules shall be reason for revocation of school driving and parking privileges as well as other disciplinary action including suspension and expulsion.

Legal Reference: Iowa Code §§ 279.8; 321 (2013).

Cross Reference: 502 Student Rights and Responsibilities
802.6 Parking

Approved _____

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Revised _____

~~CORPORAL PUNISHMENT~~
REASONABLE PHYSICAL FORCE

Corporal punishment is defined as the intentional physical punishment of a student and is prohibited. It includes the use of unreasonable or unnecessary physical force or physical contact made with the intent to harm or cause pain. No employee is prohibited from:

Using reasonable and necessary force not designed or intended to cause pain, in order to accomplish any of the following:

- To quell a disturbance or prevent an act that threatens physical harm to any person.
- To obtain possession of a weapon or other dangerous object within a pupil's control.
- For the purposes of self-defense or defense of others as provided for in Iowa Code section 704.3.
- For the protection of property as provided for in Iowa Code section 704.4 or 704.5.
- To remove a disruptive pupil from class or any area of school premises or from school-sponsored activities off school premises.
- To protect a student from the self-infliction of harm.
- To protect the safety of others.

Using incidental, minor, or reasonable physical contact to maintain order and control.

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

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

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

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

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CORPORAL PUNISHMENT

Legal Reference: Ingraham v. Wright, 430 U.S. 651 (1977).
Goss v. Lopez, 419 U.S. 565 (1975).
Tinkham v. Kole, 252 Iowa 1303, 110 N.W.2d 258 (1961).
Lai v. Erickson, PTPC Admin. Doc. 83-12 (1983).
Iowa Code §§ 279.8; 280.21 (2003).
281 I.A.C. 12.3(8); 103.
1980 Op. Att'y Gen. 275.

Cross Reference: 402.3 Abuse of Students by School District Employees
502 Student Rights and Responsibilities
503 Student Discipline

STUDENT FUND RAISING

Students may raise funds for school-sponsored events with the permission of the principal. Fund raising by students for events other than school-sponsored ~~approved~~ events is not allowed. Collection boxes for school fund raising must have prior approval from the principal before being placed on school property.

It is the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

Legal Reference: Senior Class of Pekin High School v. Tharp, 154 N.W.2d 874 (Iowa 1967).
Iowa Code § 279.8 (2003).

Cross Reference: 402.9 Solicitations from Outside
502 Student Rights and Responsibilities
503 Student Discipline
504 Student Activities
704.5 Student Activities Fund
905.2 Advertising and Promotion

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STUDENT PROMOTION - RETENTION - ACCELERATION

Students will be promoted to the next grade level at the end of each school year based on the student's achievement, age, maturity, emotional stability, and social adjustment.

The retention of a student will be determined based upon the judgment of the licensed employee and the principal. When it becomes evident a student in grades kindergarten through eight may be retained in a grade level for an additional year, the parents will be informed. It is within the sole discretion of the board to retain students in their current grade level.

Students in grades nine through twelve will be informed of the required course work necessary to be promoted each year. When it becomes evident a student in these grades will be unable to meet the minimum credit requirements for the year, the student and parents will be informed. ~~It is within the sole discretion of the board to retain students in their current grade level and to deny promotion to a student.~~

Students in grades kindergarten through twelve with exceptional talents may, with the permission of the principal and parents, take classes beyond their current grade level. Enrichment opportunities outside the school district may be allowed when they do not conflict with the school district's graduation requirements.

Legal Reference: Iowa Code §§ 256.11, .11A; 279.8; 280.3 (2003).
281 I.A.C. 12.3(7); 12.5(16).

Cross Reference: 501 Student Attendance
505 Student Scholastic Achievement

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GRADUATION REQUIREMENTS

Students must successfully complete the courses required by the board and Iowa Department of Education in order to graduate.

It is the responsibility of the superintendent to ensure that students complete grades one through twelve and that high school students complete 52 credits prior to graduation. The following credits will be required:

Language Arts	8 credits
Science	6 credits
Mathematics	6 credits
Social Studies	6 credits
Physical Education	4 credits
Economic/Finance Literature	1 credit
Electives	21 credits

The board will review the required courses of study annually.

Graduation requirements for special education students will be in accordance with the prescribed course of study as described in their Individualized Education Program (IEP).

Legal Reference: Iowa Code §§ 256.11, .11A; 279.8; 280.3, .14 (2003).
281 I.A.C. 12.2; .3(7); .5; 41.12(6)(e); 67 (8).

Cross Reference: 505 Student Scholastic Achievement
603.3 Special Education

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EARLY GRADUATION

Generally, students will be required to complete the necessary course work and graduate from high school at the end of grade twelve. Students may graduate prior to this time if they meet the minimum graduation requirements stated in board policy **upon approval by the Board**.

A student who graduates early will no longer be considered a student and will become an alumnus of the school district. However, the student who graduates early may participate in commencement exercises.

Legal Reference: Iowa Code §§ 279.8; 280.3, .14 (2003).
281 I.A.C. 12.2; .3(7); .5.

Cross Reference: 505 Student Scholastic Achievement

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STUDENT HEALTH AND IMMUNIZATION CERTIFICATES

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

A certificate of health stating the results of a physical examination and signed by the physician is on file at the attendance center. Each student will submit an up-to-date certificate of health upon the request of the superintendent. Failure to provide this information may be grounds for disciplinary action.

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

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

Legal Reference: Iowa Code §§ 139.9; 280.13 (2003).
281 I.A.C. 33.5.
641 I.A.C. 7.

Cross Reference: 402.2 Child Abuse Reporting
501 Student Attendance
507 Student Health and Well-Being

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COMMUNICABLE DISEASES - STUDENTS

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

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

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

A student who is at school and who has a communicable disease which creates a substantial risk of harm to other students, employees, or others at school will report the condition to the Superintendent any time the student is aware that the disease actively creates such risk.

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

Legal Reference: School Board of Nassau County v. Arline, 480 U.S. 273 (1987).
 29 U.S.C. §§ 701 *et seq.* (1994).
 45 C.F.R. Pt. 84.3 (2002).
 Iowa Code ch. 139 (2003).
 641 I.A.C. 1.2-.5, 7.

Cross Reference: 403.3 Communicable Diseases - Employees
 506 Student Records
 507 Student Health and Well-Being

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COMMUNICABLE DISEASE CHART

CONCISE DESCRIPTIONS AND RECOMMENDATIONS FOR EXCLUSION OF CASES FROM SCHOOL

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

Readmission to School – It is advisable that school authorities require written permission from the health officer, school physician or attending physician before any pupil is readmitted to class following any disease which requires exclusion, not mere absence, from school.

REPORTABLE INFECTIOUS DISEASES

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

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

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

REPORTING FORM

Source: Iowa Department of Public Health (1997).

REPORT THE FOLLOWING DISEASES IMMEDIATELY BY TELEPHONE (1-800-362-2736)

Botulism	Poliomyelitis	Yellow Fever		
Cholera	Rabies (Human)	Disease outbreaks of		
Diphtheria	Rubella	any public health concern		
Plague	Rubeola (measles)			
REPORT ALL OTHER DISEASES BELOW.		WEEK ENDING		
See other side for list of reportable infectious diseases.				
DISEASE	PATIENT		COUNTY OR CITY	DOB
	Name applicable	Parent (If applicable)		
	Address			
	Attending Physician			
	Name applicable	Parent (If applicable)		
	Address			
	Attending Physician			
	Name applicable	Parent (If applicable)		
	Address			
	Attending Physician			
	Name applicable	Parent (If applicable)		
	Address			
	Attending Physician			
	Name applicable	Parent (If applicable)		
	Address			
	Attending Physician			

Reporting Physician, Hospital, or Other Authorized Person

Address
Remarks:

FOR SCHOOLS ONLY: Report over 10% absent only. Total enrollment: _____					
	Monday	Tuesday	Wednesday	Thursday	Friday
No. Absent					
% of Enrollment					
REPORT NUMBER OF CASES ONLY					

Chickenpox					

Gastroenteritis					

Erythema infectiosum (5 th Disease					

Influenza-like illness (URI)					

Louisa-Muscatine CSD WELLNESS POLICY

The board promotes healthy students by supporting wellness, good nutrition and regular physical activity as a part of the total learning environment. The school district supports a healthy environment where students learn and participate in positive dietary and lifestyle practices. By facilitating learning through the support and promotion of good nutrition and physical activity, schools contribute to the basic health status of students. Improved health optimizes student performance potential.

The school district provides a comprehensive 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 positively influence a student's understanding, beliefs and habits as they relate to good nutrition and regular physical activity.

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 school district nutrition standards and in compliance with state and federal law. Foods should be served with consideration toward nutritional integrity, variety, appeal, taste, safety and packaging to ensure high-quality meals.

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.

The school district will develop a local wellness policy committee comprised of representatives of the board, parents, leaders in food/exercise authority and employees. The local wellness policy committee will develop a plan to implement and measure the local wellness policy and monitor the effectiveness of the policy. The committee will designate an individual to monitor implementation and evaluation the implementation of the policy. The committee will report annually to the board regarding the effectiveness of this policy.

Legal Reference: Richard B. Russell National School Lunch Act, 42 U.S.C. 1751 et seq. (2005)
Child Nutrition Act of 1966, 42 U.S.C. 1771 et seq.,
Iowa Code 256.7(29), 256.11(6)
281 IAC 12.5(19), 12.5(20), 58.11

Cross Reference: 504.5 Student Fund Raising
504.6 Student Activity Program
710 School Food Services

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SPECIFIC WELLNESS GOALS

Nutrition Education Goal:

The school district will provide nutrition education and engage in nutrition promotion that:

- Provides K-12 students with the knowledge and skills necessary to promote and protect their health.
- Nutrition education will include one or more of the following:

Elementary	Intermediate	High School
Accepting body size difference	Dietary Guidelines for Americans	Dietary Guidelines for Americans
Balancing food intake and activity	Eating disorders	Eating disorders
Benefits of healthy eating	Healthy weight control	Healthy weight control
Eating more fruits, vegetables, whole grains and calcium rich dairy foods	Understanding influences on food choices	Understanding influences on food choices
Following food safety practices	Following food safety practices	Following food safety practices
My Plate**	My Plate**	My Plate**
Making healthy food choices for meals and snacks	Making healthy food choices for meals and snacks	Making healthy food choices for meals and snacks
Using food labels	Using food labels	Using food labels

**<http://www.choosemyplate.gov/>

- Links with meal programs, other foods and nutrition-related community services.
- Includes training for teachers and other staff.

Physical Activity Goals:

Physical Activity:

- Physically able pupils in grades K-6 shall engage in physical activity for a minimum of 30 minutes per day.
- Physically able pupils in grades 7-12 shall engage in physical activity for a minimum of 120 minutes per week in weeks having five days of school.

Students may reach these levels of activity through participation in one or a combination of the following activities:

- Required physical education classes
 - Recess
 - Interscholastic Athletics
 - School sponsored marching band, show choir, dance, drill, cheer, or similar activity
 - Nonschool gymnastics, dance, team sports, individual sports*
 - Similar endeavors that involve movement, manipulation, or exertion of the body*
- (* These activities require the completion of physical activity contract signed annually by the student, student's parent if minor, and principal or principal designee. See Attachment)

Daily Physical Education

The school district will provide physical education that:

- provides 45 minutes per week for grades K-4, 135 minutes every 2 weeks for grades 5-6, and 3600 minutes per year for grades 7-12.
- Is for all students in grades K-12.
- Is taught by a certified physical education teacher.
- Includes students with disabilities, students with special health-care needs may be provided in alternative educational settings.
- Engages students in moderate to vigorous activity during at least 70% percent of physical education class time.

Daily Recess

Elementary schools should provide recess for students that:

- Is at least 20 minutes a day
- Is preferably outdoors
- Encourages moderate to vigorous physical activity verbally and through the provision of space and equipment
- Discourages extended periods (i.e., periods of two or more hours) of inactivity.

When activities, such as mandatory school-wide testing, make it necessary for students to remain indoors for long periods of time, periodic breaks will be given during which they are encouraged to stand and be moderately active.

Physical Activity and Punishment

Employees should limit the use of physical activity as punishment.

Physical Activity Opportunities after School

Extra curricular programs will be encouraged verbally, and through the provision of space, equipment and activities.

Cardiopulmonary Resuscitation:

Beginning with the graduating class of 2012, prior to graduation, every physically able student shall have completed a psychomotor course that leads to certification in cardiopulmonary resuscitation.

Other School-Based Activities that Promote Student Wellness Goals:**Integrating Physical Activity into Classroom Settings**

For students to receive the nationally recommended amount of daily physical activity and for students to fully embrace regular physical activity as a personal behavior, students need opportunities for physical activity beyond the physical education class. Toward that end, the school district will:

- Offer classroom health education that complements physical education by reinforcing the knowledge and self-management skills needed to maintain a physically active lifestyle and to reduce time spent on sedentary activities
- Provide opportunities for physical activity to be incorporated into other subject lessons

Communication with Parents

The school district will support parents' efforts to provide a healthy diet and daily physical activity for their children. The school district will:

- Encourage parents to pack healthy lunches and snacks and to refrain from including beverages and foods that do not meet the established nutrition standards for individual foods and beverages through school newsletter, school website, and lunch menu information.
- Provide information about physical education and other school-based physical activity opportunities before, during and after the school day.
- Support parents' efforts to provide their children with opportunities to be physically active outside of school.
- Include sharing information about physical activity and physical education through a web site, newsletter, other take-home materials, special events or physical education homework.

Food Marketing in Schools

School-based marketing will be consistent with nutrition education and health promotion. The school district will:

- Discourage school-based marketing of brands promoting predominantly low-nutrition foods and beverages.
- Promote healthy foods, including fruits, vegetables, whole grains, and low-fat dairy products.

Staff Wellness

The school district values the health and well-being of every staff member and will plan and implement activities and policies that support personal efforts by staff to maintain a healthy lifestyle. Each school should:

- Establish and maintain a staff wellness committee composed of at least one staff member, local hospital or other health professional, and recreation program representative.
- Develop and promote staff health and wellness developed by the staff wellness committee.
- Base the plan on input solicited from employees and outline ways to encourage healthy eating, physical activity and other elements of a healthy lifestyle among employees.

Nutrition Guidelines for All Foods Available on Campus:

The nutrition guidelines for all foods available will focus on promoting student health and reducing childhood obesity in the school district.

School Meals

Meals served through the National School Lunch and Breakfast Programs will:

- Be appealing and attractive to children.
- Be served in clean and pleasant settings.
- Meet, at a minimum, nutrition requirements established by local, state and federal law.
- Offer a variety of fruits and vegetables.
- Encourage the use of whole grains.
- Serve only low-fat (1%) and fat-free milk and nutritionally equivalent non-dairy alternatives (as defined by the USDA).
- Ensure that half of the served grains are whole grain.
- Look for alternatives.

Schools should:

- Engage students and staff members, through taste-tests of new entrees and surveys, in selecting foods offered through the meal programs in order to identify new, healthful and appealing food choices.
- Share information about the nutritional content of meals with parents and students. (The information could be made available on menus, a web site, on cafeteria menu boards, placards or other point-of-purchase materials.

Breakfast

To ensure that all children have breakfast, either at home or at school, in order to meet their nutritional needs and enhance their ability to learn, schools will:

- Operate the breakfast program, to the extent possible.
- Arrange bus schedules and utilize methods to serve breakfasts that encourage participation.
- Notify parents and students of the availability of the School Breakfast Program, where available.
- Encourage parents to provide a healthy breakfast for their children through newsletter articles, take home materials or other means.

Free and Reduced-Priced Meals

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.

Meal Times and Scheduling

The school district:

- Will provide students with at least 10 minutes to eat after sitting down for breakfast and 20 minutes after sitting down for lunch.
- Should schedule meal periods at appropriate times, e.g., lunch should be scheduled between 11 a.m. and 1 p.m.
- Will provide students access to hand washing or hand sanitizing before they eat meals or snacks.

Qualification of Food Service Staff

- Qualified nutrition professionals will administer the meal programs. As part of the school district's responsibility to operate a food service program, the school district will: provide continuing professional development for all nutrition professionals.
- Provide staff development programs that include appropriate certification and/or training programs for child nutrition directors, nutrition managers and cafeteria workers, according to their levels of responsibility.

Sharing of Foods

The school district discourages students from sharing their foods or beverages with one another during meal or snack times, given concerns about allergies, disease transmission, and other restrictions on some children's diets.

Foods Sold Outside the Meal (e.g. vending, a la carte, sales)

All foods and beverages sold individually outside the reimbursable meal programs, including those sold through a la carte lines, vending machines, student stores or regulated fundraising activities, during the school day will meet the guidelines in the following foods and beverages tables. (Regulated fundraising: sale of foods or beverages on school property targeted primarily to PK-12 student by or through other PK-12 students, student groups, school organizations, or through on-campus school stores.)

Vending Machines

- *Vending machines operated in public areas during the school day will dispense only beverages and/or foods meeting guidelines for nutritious choices and portion size*. Public area vending machines dispensing beverages and/or foods not meeting guidelines for nutritious choices and portion size* will be operated only after school hours. Vending machine items must be screened through the product calculator for the Healthy Kids Act and have appropriate documented proof available. A binder will be kept in the High School Office to document proof of compliance.*

****Guidelines for Nutritious Choices:***

- *Plain, unflavored, noncarbonated water.*
- *Milk, as that term is defined in C.R.S. 25-5.5-101 and shall include but not necessarily be limited to chocolate milk, soy beverage, rice beverage, and other similar dairy or nondairy beverage.*
- *One hundred percent fruit juices or fruit-based drinks composed of no less than fifty percent juice, without additional sweeteners.*
- *An electrolyte replacement beverage that contains forty-two grams or fewer of additional sweetener per twenty-ounce serving.*
- *Nuts, seeds, dairy products, fresh fruits or vegetables, dried fruits or vegetables, and packaged fruits in their own juice.*
- *Any other item containing:*
 - *Not more than thirty-five percent of total calories from fat and not more than ten percent of those calories from saturated fat.*
 - *Not more than forty percent of its total weight in sugar.*

****Portion Size Guidelines:***

- *Limit portion sizes of foods and beverages sold individually to those listed below:*
 - *One and one-quarter ounces for chips, crackers, popcorn, cereal, trail mix, nuts, seeds, dried fruit or jerky*
 - *One ounce for cookies*
 - *Two ounces for cereal bars, granola bars, pastries, muffins, doughnuts, bagels and other bakery items*
 - *Four fluid ounces for frozen desserts, including, but not limited to, low-fat or fat-free ice cream*
 - *Eight ounces for non-frozen yogurt*
 - *Twenty fluid ounces for beverages, excluding water and milk*
 - *The portion size of a la carte entrees and side dishes, including potatoes, will not be greater than the size of comparable portions offered as part of meals. Fruits and non-fried vegetables are exempt from portion-size limits*

FOODS TABLE ~~*update after July 1, 2014~~

Nutrient	A la Carte, Vending, and Regulated Fundraising Items		
Calories	\leq NSLP entrée items** OR \leq 400 calories per entrée item \leq NSLP sides** OR \leq 200 calories (updated after 7/1/2014)		
	Grade Level	Breakfast	Lunch
	Grades K-5	350-500 calories	550-650 calories
	Grades 6-8	400-550 calories	600-700 calories
	Grades 9-12	450-600 calories	750-850 calories
Sodium	\leq NSLP entrée items** OR \leq 600 mg per entrée item [\leq 480 mg/serving entrée (2014)] \leq NSLP side** OR \leq 400 mg/serving sides [\leq 200 mg/serving sides (2014)]		
Saturated fat	\leq 10% calories (excluding reduced fat cheese)		
Trans fat	\leq 0.5 gm/serving		
Total fat	\leq 35% calories (excluding nuts, seeds, nut butters and reduced fat cheese)		
Sugar	\leq 35% calories (excluding fruits and yogurts)		
Dietary fiber/whole grain	50% of grains offered must be whole grain		

**NSLP (National School Lunch Program) menu items offered in same portion size and frequency per week as they appear on the NSLP menu.

BEVERAGES TABLE

Beverages	A la Carte, Vending, and Regulated Fundraising Items
Milk	Low/nonfat regular Low/nonfat flavored no nonnutritive sweeteners In addition: \leq 27 gm sugar/8 oz (2014) \leq 24 gm sugar/8 oz (2017) \leq 22 gm sugar/8 oz (2020)
100% Fruit/Vegetable Juice	No added sweeteners
Water	No added nonnutritive sweeteners
Sports Drinks, Flavored Water	None to be made available to elementary students during the school day as vending machine, a la carte, or regulated fundraising items
Caffeinated Beverages	None are to be made available to students in elementary grades during the school day as vending, machine, a la carte, or regulated fundraising items, with the exception of beverages that contain trace amounts of naturally occurring caffeine-related substances (e.g. chocolate milk)
Sodas/ Carbonated Beverages	None are to be made available to any students during the school day as vending machine, a la carte, or regulated fundraising items

In addition to compliance of above tables, a la carte, vending, and regulated fundraising items offerings will include two fruits or non-fried vegetables, with no more than one being a juice option.

Fundraising Activities

Fundraisers not meeting nutrition and portion size guidelines will not be allowed during the school day.

Snacks

Schools will provide a list of suggested snack/treat items to teachers and parents.

Food Safety

All foods made available on campus adhere to food safety and security guidelines.

- All foods made available on campus comply with the state and local food safety and sanitation regulations. Hazard Analysis and Critical Control Points (HACCP) plans and guidelines are implemented to prevent food illness in schools. (http://www.fns.usda.gov/tn/Resources/servingsafe_chapter6.pdf)
- For the safety and security of the food and facility, access to the food service operations are limited to child nutrition staff and authorized personnel.

The Board Will Monitor and Evaluate This Policy By:

Monitoring

The superintendent will ensure compliance with established school district-wide nutrition and physical activity wellness policies.

In each school:

- The principal will ensure compliance with those policies in the school and will report on the school's compliance to the superintendent.
- Food service staff, at the school or school district level, will ensure compliance with nutrition policies within food service areas and will report on this matter to the superintendent or principal.

In the school district:

- The school district will report on the most recent USDA School Meals Initiative (SMI) review findings and any resulting changes. If the school district has not received a SMI review from the state agency within the past five years, the school district will request from the state agency that a SMI review be scheduled as soon as possible.
- The superintendent will develop a summary report every three years on school district-wide compliance with the school district's established nutrition and physical activity wellness policies, based on input from schools within the school district.
- The report will be provided to the school board and also distributed to all school wellness committees, parent/teacher organizations, principals and health services personnel in the school district.

Policy Review

Nutritional and physical activity assessments will be repeated every three years to help review policy compliance, assess progress and determine areas in need of improvement. As part of that review, the school district will review the nutrition and physical activity policies and practices and the provision of an environment that supports healthy eating and physical activity. The school district, and individual schools within the school district will, revise the wellness policies and develop work plans to facilitate their implementation.