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Series 600 – Education Program

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606 INSTRUCTIONAL ARRANGEMENTS

NEW: 606.1 CLASS SIZE - CLASS GROUPING

It is within the sole discretion of the board to determine the size of classes and to determine whether class grouping will take place. The board may review the class sizes annually.

It is the responsibility of the superintendent to make a recommendation to the board on class size based upon the financial condition of the school district, the qualifications of and number of licensed employees, and other factors deemed relevant to the board.

Legal Reference: Iowa Code §§ 279.8; 280.3.

Cross Reference: 606.6 Insufficient Classroom Space

Approved x/xx/xx

Reviewed xx/xx/xx

Revised xx/xx/xx

606.2 SCHOOL CEREMONIES AND OBSERVANCES

The school district will continue school ceremonies and observances which have become a tradition and a custom of the education program. These include, but are not limited to, reciting the Pledge of Allegiance and observance of holidays, such as Christmas, Halloween and Easter, by programs and performances. Such ceremonies or observances shall will have a secular purpose and shall will not advocate or sponsor a particular religion.

Students who do not wish to participate in these activities may be silent during the ceremony or observance or receive permission from the principal to be excused from the ceremony for religious reasons in compliance with board policy.

Legal Reference: U.S. Const. amend. I.
Lee v. Weisman, 112 S.Ct. 2649 (1992).
Lemon v. Kurtzman, 403 U.S. 602 (1971).
Graham v. Central Community School District of Decatur County, 608 F.Supp. 531 (S.D. Iowa 1985).
Iowa Code § 279.8

Cross Reference: 603 Instructional Curriculum
604.5 Religious-Based Exclusion From A School Program

Approved 8/14/95

Reviewed 12/11/17

Revised 8/14/95

606.3 ANIMALS IN THE CLASSROOM

Live animals will not be allowed in school district facilities except under special circumstances and only for an educational purpose. Permission from the principal will be required of anyone wishing to bring an animal into school district facilities. Appropriate supervision of animals is required when animals are brought into the school district facilities.

The person bringing the animal must furnish transportation for the animal brought to school. Animals will not be allowed to travel to and from the student's attendance center on the school bus without prior approval from the principal.

It shall be the responsibility of the principal to determine appropriate supervision of animals in the classroom. This policy is not intended to address the use of service animals, assistive animals, therapy animals or emotional support animals on District property.

Legal Reference: Iowa Code § 279.8

Cross Reference: 105 Assistance Animals
507 Student Health and Well-Being

Approved 8/14/95

Reviewed 12/11/17

Revised 8/14/95

606.4 STUDENT PRODUCTION OF MATERIALS AND SERVICES

Materials and services produced by students at the expense of the school district are ~~be~~ the property of the school district. Materials and services produced by students at the student's expense, except for incidental expense to the school district, are ~~be~~ the property of the student.

It ~~shall be~~ is the responsibility of the superintendent to determine incidental expense.

Legal Reference: Iowa Code § 279.8

Cross Reference: 408.2 Licensed Employee Publication or Creation of Materials

Approved 8/14/95

Reviewed 12/11/17

Revised 8/14/95

606.5 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. The school district will provide transportation for field trips and excursions.

In authorizing field trips and excursions, the principal ~~shall will~~ 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 over 100 miles in length (one way). Board approval will be required for field trips and excursions which involve unusual length, ~~overnight~~, or expense ~~and must have prior approval of the Superintendent with the recommendation of the building principal.~~

Field trips ~~must~~ and excursions are to be arranged with the principal ~~not less than two (2) weeks well~~ in advance. A ~~detailed~~ schedule and budget must be submitted by the employee. 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.

~~Excursions outside the United States must have the recommendation of the building principal, superintendent, and approval of the Board of Directors at least ninety (90) days prior to the proposed trip. The trip request shall include: date of trip, costs, destination, criteria, participants (who how many), sponsors (who how many), mode of transportation, educational benefit, and other pertinent data.~~

~~All field trips shall have a professional staff member as a sponsor and at least one (1) adult (21 years of age or older) per ten (10) students. When male and female students are members of field trips, every effort shall be made to secure male and female adult chaperones.~~

NOTE: This is not a required policy but one that is recommended. The board may need to amend it to reflect current practice.

Legal Reference: 390 C.F.R. Pt. 390.3(f)
Iowa Code § 279.8
281 I.A.C. 43.9.

Cross Reference: 503.1 Student Conduct
503.4 Good Conduct Rule
603 Instructional Curriculum
711 Transportation

Approved 8/14/95

Reviewed 12/11/17

Revised 7/13/98

606.6 INSUFFICIENT CLASSROOM SPACE

Insufficient classroom space ~~shall be~~ is determined on a case-by-case basis. In making its determination whether insufficient classroom space exists, the board may consider several factors, including but not limited to, the nature of the education program, the grade level, the available licensed employees, the instructional method, the physical space, student-teacher ratios, equipment and materials, facilities either being planned or under construction, facilities planned to be closed, financial condition of the school district and projected to be available, a sharing agreement in force or planned, a bargaining agreement in force, laws or rules governing special education class size, board-adopted school district goals and objectives, and other factors considered relevant by the board.

This policy ~~shall be~~ is reviewed by the board annually. It ~~shall be~~ is the responsibility of the superintendent to bring this policy to the attention of the board each year.

NOTE: This is a policy mandated by Iowa's open enrollment law and reflects the requirements of the law.

Legal Reference: Iowa Code § 282.18(13).
281 I.A.C. 17.6(3).

Cross Reference: 103 Long-Range Needs Assessment
501.15 Open Enrollment Transfers - Procedures as a Receiving District
606.1 Class Size - Class Grouping

Approved 8/14/95

Reviewed 12/11/17

Revised 8/14/95

606.7—HOMEWORK/OUTSIDE ASSIGNMENTS

~~A major goal of education is to have students able to apply and practice their knowledge, skills and study habits acquired in school throughout their careers and lives. Research has demonstrated that the amount of time and quality of what students learn is directly related to the time they put into actually working on learning materials appropriate to their levels of maturity. A well designed program of homework can be a significant method which enhances the time students spend on learning.~~

~~Homework is defined to be the extra-class activities and assignments which may properly be considered as extensions and enrichment of the regular classroom instructional program.~~

~~With the rapid increase in knowledge and technology caused by the transformation from an industrial to a scientific/technology revolution, with requirements for a more literate society with often alter formal class periods, it is apparent that homework will become even more important as a learning tool in the future years.~~

~~To promote independent learning and to extend learning time, students in District Schools should expect and teachers should assign homework and outside assignments on a regular basis. Therefore, homework should be an integral and relevant part of every student's instructional program. It should be used consistently throughout the grades K-12 on an age appropriate time allocation which shall be time integrated by the professional staff.~~

~~At each of the levels, the nature of the assignments will vary according to the abilities of the students and the requirements of the individual course(s). Since homework is an integral part of the learning process, homework may have measurable impact upon the student's grades if not utilized as a learning tool. Homework is to be considered a learning/application exposure not a grading exercise. Achievement shall be measured through appropriate evaluation methods in each classroom outside of the homework assigned.~~

~~Approved 8/14/95 Reviewed 12/11/17 Revised 8/14/95~~

~~606.15—COMPUTERS PROGRAM DEVELOPMENT~~

~~The Central Lyon School District retains the rights to all computer programs, curriculums, data files, forms or other files which may be or have been developed for District use or by District Personnel or students on district equipment or during the district work or school day.~~

~~Legal Reference: Iowa Code § 279.8 (1995).
281 I.A.C. 12.5(10), .5(22).~~

~~Cross Reference: 602 Curriculum Development
605 Instructional Materials
605.41 Computers Utilization (Students)
605.42 Computer Utilization Software (Students)
605 Instructional Materials
606.15 Computers Access
606.16 Computer Records~~

~~Approved 8/14/95 Reviewed 12/11/17 Revised 8/14/95~~

606.16—COMPUTERS RECORDS

~~District students/district personnel shall not have access to student records unless specifically authorized by the Superintendent or his/her designee or permitted by law. Electronic files, computer programs, and software containing student/personnel records are subject to the rights of privacy created by state and federal law.~~

~~Legal Reference: Iowa Code § 279.8 (1995).
281 I.A.C. 12.5(10), 5(22).~~

~~Cross Reference: 602 Curriculum Development
605 Instructional Materials
605.41 Computers Utilization (Students)
605.42 Computer Utilization Software (Students)
606.15 Computers Access
606.17 Computers Program Development~~

~~Approved 8/14/95 Reviewed 12/11/17 Revised 8/14/95~~

606.43—COMPUTERS ACCESS

The Central Lyon District reserves the right to have access to all computer programs including any software programs and data files and/or creations of any description which reside on District computers and/or storage media.

Legal Reference: ~~Iowa Code § 279.8 (1995).~~
~~281 I.A.C. 12.5(10), 5(22).~~

Cross Reference: ~~602 Curriculum Development~~
~~605 Instructional Materials~~
~~605.41 Computers Utilization (Students)~~
~~605.42 Computer Utilization Software (Students)~~
~~606.16 Computer Records~~
~~606.17 Computers Program Development~~

Approved 8/14/95 Reviewed 12/11/17 Revised 8/14/95

607 INSTRUCTIONAL SERVICES

607.1 STUDENT GUIDANCE AND COUNSELING PROGRAM

The board shall will provide a student guidance and counseling program. The guidance counselor shall will be certified with the Iowa Department of Education and hold the qualifications required by the board. The guidance and counseling program will serve grades kindergarten through twelve (K-12). The program will assist students with their personal, educational, and career development. The program shall be is coordinated with the education program and will involve licensed employees.

Legal Reference: Iowa Code § 280.14; 622.10.
281 I.A.C. 12.3(11).

Cross Reference: 506 Student Records
603 Instructional Curriculum
604.4 Program for At-Risk Students

Approved 8/14/95

Reviewed 12/11/17

Revised 8/14/95

607.2 STUDENT 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 school district's comprehensive school improvement plan, needs, and resources determine the linkages.

The superintendent, in conjunction with the school nurse, will develop administrative regulations implementing this policy.

Note: This is a mandatory policy. If a school district will be using federal money to perform physical exams or screenings on students, the school district must annually notify parents of the exam or screening except for hearing, vision or scoliosis. The following language is suggested;

“The school district will annually notify parents of physical exams or screenings conducted on students except for vision, hearing or scoliosis.”

Legal Reference: 42 U.S.C. §§ 12101 *et seq.*
34 C.F.R. pt. 99, 104, 200, 300 *et seq.*
29 U.S.C. § 794(a)
28 C.F.R. 35
20 U.S.C. 1232g § 1400 6301 *et seq.*
Iowa Code §§ 22.7, 139A.3. .8, .21; 143.1, 152, 256.7(24), .11, 280.23
281 I.A.C. 12.3(4), (7), (11); 12.4(12); 12.8
282 I.A.C. 15.3(14); 22.
641 I.A.C. 7.
655 I.A.C. 6

Cross Reference: 501.4 Entrance - Admissions
507 Student Health and Well-Being

Approved 8/14/95

Reviewed 12/11/17

Revised 12/16/02

607.2R1 STUDENT HEALTH SERVICES REGULATION

- I. Student Health Services - Each school building may develop a customized student health services program within comprehensive school improvement based on its unique needs and resources. Scientific advances, laws, and school improvement necessitate supports to students with health needs to receive their education program.

Supports to improve student achievement include:

- qualified health personnel
- school superintendent, school nurse, and school health team working collaboratively
- family and community involvement
- optimal student health services program with commitment to its continuing improvement

Components provided within a coordinated school health program include:

- health services
- nutrition
- healthy, safe environment
- staff wellness
- health education
- physical education and activity
- counseling, psychological, and social services
- family and community involvement

Student health services are provided to identify health needs; facilitate access to health care; provide for health needs related to educational achievement; promote health, well-being, and safety; and plan and develop the health services program.

II. Student Health Services Essential Functions

A. Identify student health needs:

1. Provide individual initial and annual health assessments
2. Provide needed health screenings
3. Maintain and update confidential health records
4. Communicate (written, oral, electronic) health needs as consistent with confidentiality laws

B. Facilitate student access to physical and mental health services:

1. Link students to community resources and monitor follow through
2. Promote increased access and referral to primary health care financial resources such as Medicaid, HAWK-I, social security, and community health clinics
3. Encourage appropriate use of health care

C. Provide for student health needs related to educational achievement:

1. Manage chronic and acute illnesses
2. Provide special health procedures and medication including delegation, training, and supervision of qualified designated school personnel
3. Develop, implement, evaluate, and revise individual health plans (IHPs) for all students with special health needs according to mandates in the Individuals with Disabilities Education Act (IDEA), Rehabilitation Act (Section 504), and American with Disabilities Act (ADA)
4. Provide urgent and emergency care for individual and group illness and injury
5. Prevent and control communicable disease and monitor immunizations
6. Promote optimal mental health

7. Promote a safe school facility and a safe school environment
8. Participate in and attend team meetings as a team member and health consultant

D. Promote student health, well-being, and safety to foster healthy living:

1. Provide developmentally appropriate health education and health counseling for individuals and groups
2. Encourage injury and disease prevention practices
3. Promote personal and public health practices
4. Provide health promotion and injury and disease prevention education

E. Plan and develop the student health services program collaboratively with the superintendent, school nurse, and school health team:

1. Gather and interpret data to evaluate needs and performance
2. Establish health advisory council and school health team
3. Develop health procedures and guidelines
4. Collaborate with staff, families, and community
5. Maintain and update confidential student school health records
6. Coordinate program with all school health components
7. Coordinate with school improvement
8. Evaluate and revise the health service program to meet changing needs
9. Organize scheduling and direct health services staff
10. Develop student health services annual status report
11. Coordinate information and program delivery within the school and between school and major constituents
12. Provide health services by qualified health professionals to effectively deliver services, including multiple levels of school health expertise such as registered nurses, physicians, and advanced registered nurse practitioners
13. Provide for professional development for school health services staff

III. Expanded Health Services

These additional health services address learning barriers and the lack of access to health care. Examples include school-based services in the school, school-linked services connected to the school, primary care, mental health, substance abuse, and dental health.

Coach/Advisor	Assignment
Allen, Bill	Robotics
Christensen, Jill	Prom
DeBey, Jarod	Asst. Girls Basketball
Deutsch, Emily	Middle School Band/Summer Band/Lessons
Deutsch, Matt	MS Football
Deutsch, Matt	7th Gr Girls Basketball
Ditsworth, Linnie	Quiz Bowl
Docker, Ben	8th Gr Boys Basketball
Docker, Ben	8th Gr Girls Basketball
Docker, Ben	Head Baseball
Docker, Kelli	Yearbook
Ebel, Rochelle	All School Musical Asst
Eben, Curtis	Head Wrestling
Eben, Curtis	Head Football
Engel, Grant	Asst. Football (.5FTE)
Engel, Grant	Weight Room Supervisor
Engleman, Jason	National Honor Society
Geerdes, Reid	Asst. Football
Gerleman, Ben	Head Boys Basketball
Gerleman, Ben	Head Girls Golf
Grafiing, Heather	Head Girls Basketball
Groen, Mike	7th Gr Boys Basketball
Groen, Mike	Assistant Golf
Hakeman, Rebekah	Large Group Speech
Harman, Jessica	Work-Study
Harman, Jessica	Student Council
Huisman, Kyler	Asst. Boys Basketball
Huisman, Kyler	MS Baseball
Huisman, Kyler	MS Football
Jager, Jeff	Asst Wrestling
Jansma, Dale	MS Football
Jansma, Dale	MS Baseball
Jorth, Brent	National Honor Society
Kopp, Desiree	Asst. Volleyball
Kruse, Geoff	Asst. Football
Kruse, Jessica	HS Cheer Competition
Kruse, Jessica	HS Wrestling Cheer
Kruse, Jessica	HS Football Cheer
Kruse, Sam	HS Mock Trial
Kruse, Sam	MS Mock Trial
Kruse, Sam	MS Football
Langholdt, Ann	All School Musical
Langholdt, Ann	All School Play
Langholdt, Ann	Vocal Music
Langholdt, Ann	Individual Speech
Langholdt, Sherwin	Instrumental Music/Summer Band/Lessons
Langholdt, Sherwin	Flag Corp
Langholdt, Sherwin	Auditorium Tech
Lorenzen, Toby	Head Girls Track
Lupkes, Mitch	Asst Wrestling
Lupkes, Mitch	Asst Football
Lutmer, Mark	Asst. Baseball
Lutmer, Mark	Asst Boys Basketball
Maxwell, Sheila	MS Softball
McCarty, Denise	HS Basketball Cheer
OPEN	MS Track
OPEN	Asst. Baseball
Pulscher, Ethanie	MS Softball
Pytieski, Jerry	MS Robotics
Raveling, Brad	MS Track
Schar, Jamie	Head Volleyball
Snyder, Dan	Head Boys Track
Sprock, Amy	Prom
Towne, Greg	Asst. Girls Basketball
Towne, Greg	Asst. Track
Van Beek, Keith	Asst Wrestling
Van Beek, Keith	Asst. Football
Ver Beek, Mandi	Asst. Track
Vigdal, Thomas	Asst. Football (.5FTE)
Vigdal, Thomas	Asst Wrestling
Weiler, Kelly	MS Track
Weiler, Kelly	Asst. Volleyball
Whitsell, Megan	7th Grade Volleyball
Wright, Chris	8th Grade Volleyball
Wright, Chris	Head Boys Golf

Teacher
Allen, Bill
Allen, Sandra
Baker, Stephanie
Bixenman, Allison
Boekhout, Julie
Christensen, Jill
Debey, Emily
DeBey, Jarod
Deutsch, Emily
Deutsch, Matt
Ditsworth, Linnie
Docker, Ben
Docker, Kelli
Ebel, Rochelle
Engel, Grant
Flatebo, Janelle
Gerber, Kate
Gerleman, Ben
Grafiing, Heather
Groen, Mike
Groen, Sara
Hakeman, Rebekah
Halma, Brookstin
Harman, Jessica
Herman, Jessica
Huisman, Kyler
Jansma, Dale
Jones, Nola
Kahl, Kristi
Kramer, McKayla
Kroon, Jill
Kruse, Samuel
Kuyvenhoven, Karlee
Langholdt, Ann
Langholdt, Sherwin
Larson, Natalie
Lockey, Melissa
Lorenzen, Toby
Maxwell, Sheila
McCarty, Denise
Metzger, Paige
Meyer, Tana
Pytleski, Jerome
Pytleski, Jill
Raveling, Bradley
Rockhill, Joshua
Rypkema, Ashley
Schar, Jamie
Schipper, Travis
Schrick, Jodi
Sieperda, Amy
Snyder, Dan
Snyders, Deb
Snyders, Denise
Sprock, Krista
Towne, Greg
Towne, Melia
Van Aartsen, Allison
Van Wyhe, Michelle
VanVeldhuizen, Jaci
Ver Beek, Mandi
Wassenaar, April
Weiler, Kelly
Whitsell, Megan
Wright, Chris
Wright, Kristi