

EDUCATIONAL PROGRAM

Series 600 Part II

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CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

INSTRUCTIONAL MATERIALS SELECTION

The board has sole discretion to approve instructional materials for the school district. This authority is delegated to the certified staff to determine which instructional materials, and textbooks will be utilized by and purchased by the school district.

In reviewing current instructional materials for continued use and in selecting additional instructional materials such as curriculum resources, the certified staff shall consider the current and future needs of the school district as well as the changes and the trends in education and society. It shall be the responsibility of the superintendent to report to the board the action taken by the certified staff.

In the case of curriculum resources, the board will make the final decision after receiving a recommendation from the superintendent. The criteria stated above for selection of other instructional materials will apply to the selection of curriculum resources. The superintendent may develop another means for the selection of curriculum resources. Curriculum resources are reviewed as needed.

Educational materials given to the school district must meet the criteria established above. The gift must be received in compliance with board policy.

Legal Reference: Iowa Code §§279.8, 280.3, .14, 301 (2007).
281 Iowa Admin. Code 12.3(12)

Cross Reference: 505 Student Scholastic Achievement
602 Curriculum Development
605 Instructional Materials
605.1R1 Procedures for the Selection of Materials

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CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

PROCEDURES FOR THE SELECTION OF MATERIALS

1. Responsibility for selection of materials.
 - A. The Board of Directors is legally responsible for all matters relating to the operation of the Carlisle Community School District.
 - B. The responsibility for the selection of instructional materials is delegated to the professionally trained and certificated staff employed by the school system. The term "Instructional Materials" includes print and non-print whether considered text materials (also called media).
 - C. While selection of materials involves many people (principals, teachers, teacher-librarian, students, parents and community persons) the responsibility for coordinating the selection of most instructional materials and making the recommendation for purchase rests with Director of Teaching & Learning.
 - D. Responsibility for coordinating the selection of text materials for distribution to classes will rest with the licensed employees, principal and superintendent. For the purpose of this rule the term "Text Materials" includes textbooks and other print and non-print material provided in multiple copies for use of a total class or a major segment of such a class.
- II. Criteria for selection of materials.
 - A. The following criteria will be used as they apply:
 1. Materials shall support and be consistent with the general educational goals of the District and the objectives of specific courses.
 2. Materials shall meet high standards of quality in factual content and presentation.
 3. Materials shall be appropriate for the subject area and for the age, emotional development, ability level, and social development of the students for whom the materials are selected.
 4. Materials shall have aesthetic, literary, or social value.
 5. Materials chosen shall be by competent and qualified authors and producers.

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6. Materials shall be chosen to foster respect for protected classes. Materials shall be designed to help students gain an awareness and understanding of the many important contributions made to our society by members of protected classes.
7. Materials shall clarify the multiple historical and contemporary forces with their economic, political, and religious dimensions which have operated to the disadvantage or advantage of protected classes. These materials shall present and analyze intergroup tension and conflict objectively, placing emphasis upon resolving social and economic problems.
8. Materials shall be designed to motivate students and staff to examine their own attitudes and behaviors and to comprehend their own duties, responsibilities, rights and privileges as participating citizens in a pluralistic, non-sexist society.
9. Materials shall be selected for their strengths rather than rejected for their weaknesses.
10. Biased or slanted materials may be provided to meet specific curriculum objectives.
11. Physical format and appearance of materials shall be suitable for their intended use.

- B. The selection of materials on controversial issues will be directed toward maintaining a balanced collection representing various views.

III. Procedure for Selection.

A. School Media Center Materials.

1. In selecting materials for purchase for the school district, the responsible personnel will evaluate the existing collection and the curriculum needs and will consult reputable, professionally prepared selection aids and other appropriate sources. For the purpose of this regulation the term "Media" includes all materials.
2. Recommendations for purchase will be solicited from faculty and student body.
3. Purchase requests are approved by the building principal and forwarded to the office of the superintendent.

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4. Selection is an ongoing process which should include the removal of materials no longer appropriate and the replacement of lost and worn materials still of educational value.
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- B. Curriculum Resources will be adopted as determined by the curriculum resource teams appointed by the superintendent or designee. Media personnel shall be included on curriculum committees where deemed appropriate.

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Code No. 605.2

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CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

INSTRUCTIONAL MATERIALS INSPECTION

Parents and other members of the school district community may review instructional materials used by the students. All instructional materials, including teacher's manuals, digital materials/resources, multimedia, or other supplementary material which will be used in connection with any survey, analysis, or evaluation as part of any federally funded programs must be available for inspection by parents.

The instructional materials must be viewed on the school district premises. Copies of material may be obtained according to board policy.

It shall be the responsibility of the superintendent to develop administrative regulations regarding the inspection of instructional materials.

Legal Reference: Goals 2000: Educate America Act, Publ. >. No. 103-227,
 108 Stat. 125 (1994).
 Iowa Code §§279.8, 280.3, .14, 301(2007).
 281 Iowa Admin. Code 12.3(12)

Cross Reference: 602 Curriculum Development
 602.4 Pilot – Experimental – Innovative Projects
 605 Instructional Materials
 605.2R1 Confidentiality of Library Records

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Code No. 605.2R1

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CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

CONFIDENTIALITY OF LIBRARY RECORDS

Circulation records and other records identifying the names of library users shall be confidential in nature. Such records shall not be made available to any agency of state, federal or local government except pursuant to such process, order, or subpoena as may be authorized under the authority of, and pursuant to federal, state, or local law relating to civil, criminal, or administrative discovery procedures or legislative investigative power. (Iowa Code 22.7 Paragraph 13)

I. Procedures.

- A. The media specialist receiving the request to examine or obtain information relating to circulation or registration records will immediately refer the person making the request to the superintendent, who shall explain the confidentiality policy.
- B. The superintendent upon receipt of such process, order, or subpoena, shall consult with the appropriate legal officer assigned to the institution to determine if such process, order, or subpoena is in good form.
- C. If the subpoena is not in proper form insistence shall be made that such defects be cured before any records are released.
- D. Any threats or unauthorized demands concerning circulation records shall be reported to the appropriate legal officer of the institution.
- E. Any problems relating to the privacy of circulation which is not provided for above shall be referred to the responsible officer.

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CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

OBJECTION TO INSTRUCTIONAL MATERIALS

Members of the school district community may object to the instructional materials utilized in the school district and ask for their use to be reconsidered.

It shall be the responsibility of the superintendent, in conjunction with the principals, to develop administrative regulations for reconsideration of instructional materials.

Legal Reference: Iowa Code §§279.8, 280.3, .14, 301 (2007).
281 Iowa Admin. Code 12.3(12)

Cross Reference: 505 Student Scholastic Achievement
602 Curriculum Development
605 Instructional Materials
605.3R1 Reconsideration Procedures

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CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

RECONSIDERATION PROCEDURES

- I. Any resident or employee of the school district may challenge instructional materials used in the District's educational program despite the fact that the individuals selecting such material were duly qualified to make the selection and followed the proper procedure and observed the criteria for selecting such material.
 - A. The school official or staff member receiving a complaint regarding instructional materials shall try to resolve the issue informally. The materials generally will remain in use unless removed through the procedure in Section II.F.8.
 1. The school official or staff member initially receiving a complaint shall explain to the complainant the school's selection procedure, criteria, and qualifications of those persons selecting the material.
 2. The school official or staff member initially receiving a complaint shall explain to the best of his or her ability the particular place the objected-to material occupies in the educational program, its intended educational usefulness, and additional information regarding its use, or refer the complaining party to someone who can identify and explain the use of the material.
 - B. In the event that the person making an objection to material is not satisfied with the initial explanation, the person raising the question should be referred to someone designated by the principal or to the teacher-librarian for that attendance center. If, after private discussion, the complainant desires to file a formal complaint, the person to whom the complainant has been referred will assist in filling out a media reconsideration request form in full and filing it with the superintendent.
 - C. The individual receiving the initial complaint shall advise the principal of the attendance center where the challenged material is being used whether or not the complainant has apparently been satisfied by the initial contact.
 - D. Staff have access to the district's reconsideration policy in the district staff handbook. The staff shall be reminded that the right to challenge materials is one granted by policies enacted by the Board of Directors and firmly entrenched in law. They shall also be reminded of ethical and practical considerations in attempting to handle resident complaints with courtesy and integrity.

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II. Request for Reconsideration

- A. Any resident or employee of the school may formally challenge instructional materials used in the District's educational program on the basis of appropriateness. This procedure is for the purpose of considering the opinions of those persons in the schools and the community who are not directly involved in the selection process.
- B. Each attendance center and the school district's central office will keep on hand and make available Reconsideration Request forms. All formal objections to instructional materials must be made on this form.
- C. The individual will state the specific reason the instructional material is being challenged. The Reconsideration Request form shall be signed by the complainant and filed with the superintendent or someone so designated by the superintendent.
- D. Within five business days of the filing of the form, the superintendent or person so designated by the superintendent shall file the material in question with the Media Reconsideration Committee for re-evaluation. The committee shall recommend disposition to the office of the superintendent.
- E. Generally, access to challenged material shall not be restricted during the reconsideration process. However, in unusual circumstances, the material may be removed temporarily by following the provision of Section B.6.d. of this rule.
- F. The Reconsideration Committee.
 - 1. The committee shall be made up of the following members;
 - a. Two teachers from the subject area (selected by the superintendent.)
 - b. Director of Teaching and Learning
 - c. One (1) member of the administrative staff designated by the superintendent.
 - d. Four (4) members from the community designated by the superintendent.
 - e. Two (2) members of the student body designated by student council advisors.
 - 2. The chairperson of the committee shall not be an employee or officer of the District. The secretary-treasurer shall be an employee or officer of the District

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3. The committee shall be convened as needed in the reconsideration of challenged materials, including the instructions for reconsideration (Form I).
4. Special meetings may be called by the superintendent to consider temporary removal of materials in unusual circumstances. Temporary removal shall require a two-thirds (2/3) vote of the committee.
5. The committee shall receive all Reconsideration Request forms from the superintendent or person designated by the superintendent.
6. The procedure for the first meeting following receipt of a Reconsideration Request form is as follows:
 - a. Distribute copies of written request form.
 - b. Give complainant an opportunity to talk about and expand on the request.
 - c. Give person responsible for selection of challenged material an opportunity to explain its educational purpose.
 - d. Distribute reputable, professionally prepared reviews of the material when available.
 - e. Distribute copies of challenged material as available.
 - f. The committee may request that individuals with special knowledge be present to give information to the committee.
7. The complainant shall be kept informed by the secretary concerning the status of his or her complaint throughout the committee reconsideration process. The complainant and known interested parties shall be given appropriate notice of such meetings.
8. At the second or a subsequent meeting, the committee shall make its decision known. The committee's final decision will be:
 - a. To take no removal action.
 - b. To remove all or part of the challenged material from the total school environment, or
 - c. To limit the educational use of the challenged material by:
 1. Placing materials in a limited access shelf in the library, or
 2. Using materials in appropriately guided setting.

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The primary criterion for the final decision is the appropriateness of the material for its intended educational use. The written decision and its justification shall be forwarded to the superintendent for appropriate action, to the complainant and to the appropriate attendance centers.

Following the superintendent's decision with respect to the committee's recommendation, the individual or the chairperson of the reconsideration committee may appeal the decision to the board for review. Such appeal must be presented to the superintendent in writing within five days following the announcement of the superintendent's decision. The board will promptly determine whether to hear the appeal.

9. A decision to sustain a challenge shall not be interpreted as a judgment or irresponsibility on the part of the professionals involved in the original selection or use of the material.
10. Requests to reconsider materials which have previously been before the committee must receive approval of two-thirds (2/3) of the committee members before the materials will again be reconsidered.
11. In the event of a severe overload of challenges, the committee may appoint a subcommittee of members or non-members to consolidate challenges and to make recommendations to the full committee. The composition of this subcommittee shall approximate the representation on the full committee.
12. Committee members directly associated with the selection, use, or challenger of the challenged material are excused from the committee during the deliberation of the challenged instructional materials. The superintendent may appoint a temporary replacement for the excused committee member, but the replacement must be of the same general qualifications as the member excused.
12. If either party is not satisfied with the decision, he or she may request that the matter be placed on the agenda of the next regularly scheduled meeting of the Board of Directors.
13. Any person not satisfied with the decision of the Board may appeal to the State Board of Education pursuant to state law.

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14. If external advise is needed, it should be sought from the Intellectual Freedom Committee chairperson of the Iowa Library Association and the American Library Association's Office for Intellectual Freedom. Both of these organizations are prepared to offer support in an informal, advisory capacity.

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CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

RECONSIDERATION REQUEST FORM
REQUEST FOR REEVALUATION OF PRINT OR MULTIMEDIA MATERIAL
(Submit to Superintendent)

Item Description (fill in all applicable information)

Author _____

Title _____

Publisher or Producer (if known) _____

Date of Publication or Production _____

Type of Material (book, film, video, etc.) _____

Request Initiated by _____

Telephone _____ Address _____

City _____ Zip Code _____

School(s) in which item is used _____

Person making the request represents ___her/himself

___group or organization

Name of group _____

Address of group _____

1. How was this material brought to your attention?

2. Did you review the entire item? If not, what sections did you review?

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3. To what in the item do you object? (Please be specific; cite pages, paragraphs, etc.)

4. In your opinion what harmful effects upon pupils might result from use of this item?

5. Do you perceive any instructional value in the use of this item? _____

6. Should the opinion of any additional experts in this field be considered?

____ Yes Please list suggestions, if any: _____

____ No

7. In the place of this item would you care to recommend other material which you consider to be of equal or superior quality for the purpose intended?

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CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

8. What would you like the school to do about this material?

_____ Do not lend to my child.

_____ Return to staff selection committee for reevaluation.

_____ Other. Please explain.

9. Do you wish to make an oral presentation to the Review Committee?

_____ Yes (a) Please call the office of the Superintendent

(b) Please be prepared at this time to indicate the approximate length of time your presentation will require. Although this is no guarantee that you'll be allowed to present to the committee or that you will get your requested amount of time.

_____ Minutes

_____ No

Date

Signature

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CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

SAMPLE LETTER TO INDIVIDUAL CHALLENGING INSTRUCTIONAL
MATERIALS

Dear:

We recognize your concern about the use of _____ in our school district. The school district has developed procedures for selection of instructional materials but realizes that not everyone will agree with every selection made.

To help you understand the selection process, we are sending copies of the school district's:

1. Instructional goals and objectives,
2. Instructional Materials Selection policy statement, and,
3. Procedure for reconsideration of instructional materials.

If you are still concerned after you review this material, please complete the Reconsideration Request Form and return it to me. You may be assured of prompt attention to your request. If I have not heard from you within one week, we will assume you no longer wish to file a formal complaint.

Sincerely,

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CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

WEEDING AND REPLACEMENT OF INSTRUCTIONAL MATERIALS

The district shall provide for the regular weeding and/or discard of library and text materials. It shall be within the budget to provide for replacement of materials and equipment according to deficiencies resulting from weeding and loss. Instructional materials will be updated as dictated in the established curriculum revision cycle.

Legal Reference: Iowa Code §§279.8, 280.3, .14, 301 (1993).
281 Iowa Admin. Code 11.5(20), (21).
281 Iowa Admin. Code 12.5(22).

Cross Reference: 505 Student Scholastic Achievement
602 Curriculum Development
605 Instructional Materials
605.4R1 Weeding Procedures

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CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

ACCEPTANCE OF INSTRUCTIONAL MATERIALS AS A GIFT

The district shall judge and accept all gift materials based on the same criteria applied to materials selected and purchased by the school.

If the gift is of sufficient value to be considered a major gift, the principal should be informed and involved as appropriate.

The media center, because of function and space, cannot promise in all cases to maintain a collection or group of books as a single entity segregated from the circulating and reference collections. The media center reserves the right to make the decision as to the most appropriate use and housing of a gift collection or group of books.

Individual books will be identified by appropriate bookplates-indicating donor and other specified information. A collection of books, accepted because of size and value, may be identified by a specially designed bookplate.

Legal Reference: Iowa Code §§279.8, 280.3, .14, 301 (1993).
281 Iowa Admin. Code 11.5(20), (21).
281 Iowa Admin. Code 12.5(22).

Cross Reference: 505 Student Scholastic Achievement
602 Curriculum Development
605 Instructional Materials

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CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

USE OF INFORMATION RESOURCES

In order for students to experience a diverse curriculum, the board encourages employees to supplement their regular curricular materials with other resources. In so doing, the board recognizes that federal law makes it illegal to duplicate copyrighted materials without authorization of the holder of the copyright, except for certain exempt purposes. Severe penalties may be imposed for plagiarism, unauthorized copying or using of media, including, but not limited to, print, electronic and web-based materials, unless the copying or using conforms to the "fair use" doctrine. Under the "fair use" doctrine, unauthorized reproduction of copyrighted materials is permissible for such purposes as criticism, comment, news reporting, teaching, scholarship or research providing that all fair use guidelines are met.

While the school district encourages employees to enrich the learning programs by making proper use of supplementary materials, it is the responsibility of employees to abide by the school district's copying procedures and obey the requirements of the law. In no circumstances shall it be necessary for school district staff to violate copyright requirements in order to perform their duties properly. The school district will not be responsible for any violations of the copyright law by employees or students. Violation of the copyright law by employees may result in discipline up to, and including, termination. Violation of the copyright law by students may result in discipline, up to and including, suspension or expulsion.

Parents or others who wish to record, by any means, school programs or other activities need to realize that even though the school district received permission to perform a copyrighted work does not mean outsiders can copy it and re-play it. Those who wish to do so should contact the employee in charge of the activity to determine what the process is to ensure the copyright law is followed. The school district is not responsible for outsiders violating the copyright law or this policy.

Any employee or student who is uncertain as to whether reproducing or using copyrighted material complies with the school district's procedures or is permissible under the law should contact the principal, teacher or teacher-librarian who will also assist employees and students in obtaining proper authorization to copy or use protected material when such authorization is required.

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

Legal References: 17 U.S. Code Sec. 101 et al.
281 I.A.C. 12.3(12).

Cross References: 605.6 Internet Appropriate Use

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CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

SCHOOL LIBRARY

Students are encouraged to use the school library for quiet study. The students shall have an opportunity to be exposed to a variety of media resources. The school district shall maintain a media center in each building, staffed by a qualified school media specialist, for use by school district personnel and by students during the school day.

Materials for the centers will be acquired according to board policy, "Instructional Materials Selection."

It shall be the responsibility of the principal of the building in which the school library is located to oversee the use of materials in the library.

It shall be the responsibility of the superintendent to develop procedures for the selection and replacement of both library and instructional materials, for the acceptance of gifts, for the weeding of library and instructional materials, and for the handling of challenges to either library or classroom materials.

Legal Reference: Iowa Code §§256.7(24), 279.8, 280.3, .14, 301(2007).
281 Iowa Admin. Code 12.3(11), (12)

Cross Reference: 505 Student Scholastic Achievement
602 Curriculum Development
605 Instructional Materials

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CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

INTERNET - APPROPRIATE USE

Because technology is a vital part of the school district curriculum, the Internet will be made available to employees and students. Appropriate and equitable use of the Internet will allow employees and students to access resources unavailable through traditional means.

Individual student accounts and electronic mail addresses may be issued to students.

The Internet can provide a vast collection of educational resources for students and employees. It is a global network which makes it impossible to control all available information. Because information appears, disappears and changes constantly, it is not possible to predict or control what students may locate. The school district makes no guarantees as to the accuracy of information received on the Internet. Although students will be under teacher supervision while on the network, it is not possible to constantly monitor individual students and what they are accessing on the network. Some students might encounter information which may not be of educational value. Student Internet records and access records are confidential records treated like other student records. Students' Internet activities will be monitored by the school district to ensure students are not accessing inappropriate sites that have visual depictions that include obscenity, child pornography or are harmful to minors. The school district will use technology protection measures to protect students from inappropriate access, including sites that include obscenity, child pornography or are harmful to minors.

The school district will monitor the online activities of students and will educate students about appropriate online behavior, including interacting on social networking sites and chat rooms. Students will also be educated on cyberbullying, including awareness and response. Employees will provide age appropriate training for students who use the Internet. The training provided will be designed to promote the school district's commitment to:

- The standards and acceptable use of Internet services as set forth in the Internet Safety Policy;
- Student safety with regard to:
 - safety on the Internet;
 - appropriate behavior while on online, on social networking Web sites, and in chat rooms; and
 - cyberbullying awareness and response.
- Compliance with the E-rate requirements of the Children's Internet Protection Act

Employees and students will be instructed on the appropriate use of the Internet.

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CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

INTERNET - APPROPRIATE USE

In compliance with federal law, this policy will be maintained at least five years beyond the termination of funding under the Children's Internet Protection Act (CIPA) or E-rate.

Legal References: Iowa Code § 279.8 (2011).

Cross References: 104 Anti-Bullying/Harassment
502 Student Rights and Responsibilities
506 Student Records
605.5 School Library

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CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

SHARED STUDENTS

The board may make arrangements for sharing students with neighboring school districts in order to expand the opportunities available in the educational program or in the operation of the school district. It shall be within the discretion of the board to determine when and with which school district sharing agreements will be made.

It shall be the responsibility of the superintendent to bring to the board's attention opportunities for sharing students with neighboring school districts.

Legal Reference: Iowa Code §§280.15, 282.10-12, 442.39 442.39A (1993)

Cross Reference:	217.3	Board of Directors and Adjoining District Board of Directors
	302.3	Administration and Adjoining District Administration
	410.2	Shared Certified Personnel

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CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

CLASS SIZE – CLASS GROUPING

It shall be the responsibility of the superintendent to make a recommendation to the board on class size based upon the budget of the school district, the qualifications of and number of certified personnel, and other factors deemed relevant to the board.

It shall be within the sole discretion of the board to evaluate the size of classes and to determine whether class grouping shall take place. The board shall review the class sizes annually.

Legal Reference: Iowa Code §§279.8, 280.3 (1993).

Cross Reference: 603 Instructional Curriculum

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CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

HOMEWORK

Homework, extra class activities or assignments beyond the regular classroom instruction program are a part of the educational program. Homework will be an extension and an enrichment of the classroom instruction.

Homework shall be an opportunity for students to practice skills and activities, to share and discuss ideas, to review materials, to become acquainted with resources, to organize thoughts, to prepare for classroom activity, or to make up incomplete assignments.

A reasonable amount of homework may be required in grades Preschool through twelve (12).

Guidelines regarding homework for all grade levels shall be developed in conjunction with the curriculum of the educational program.

Legal Reference: Iowa Code §§279.8, 280.3, .14 (1993).

Cross Reference:	501.9	Student Absences
	605	Instructional Materials
	606	Instructional Arrangements

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CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

SCHOOL CEREMONIES AND OBSERVANCES

The school district will continue school ceremonies and observances which have become a tradition and a custom to the educational program. These include, but are not limited to, reciting the Pledge of Allegiance and observance of legal holidays, such as Christmas, by programs and performances. Such ceremonies or observances shall have a secular purpose and shall 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.
Lemon v. Kurtzman, 403 U.S. 602, 91 S.Ct. 2105 (1971).
Graham v. Central Community School District of Decatur County,
608 F. Supp. 531 (Iowa 1985).
Iowa Code §279.8 (1993).

Cross Reference: 603 Instructional Curriculum
604.6 Religion-Based Exclusion From A School Program

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CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

ANIMALS IN THE CLASSROOM

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

It shall be the responsibility of the building 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 (1993).

Cross Reference: 507 Student Health and Well-Being

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CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

STUDENT PRODUCTION OF MATERIALS AND SERVICES

Materials and services produced by students at the expense of the school district may ~~shall~~ 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, shall be the property of the student.

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

Legal Reference: Iowa Code §279.8 (1993).

Cross Reference: 408.2 Certified Personnel Publication or Creation of Materials

Approved 11-12-2018 Reviewed 11-12-2018 Revised _____

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

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 within the state. The school district will provide transportation for field trips and excursions outside the state if four criteria are met. Field trips and excursions outside of the state that do not meet the four criteria will be made on alternate transportation. The four Criteria are:

- The operation or trip must be directly connected with and contribute to the educational development of the students;
- The operation must be sponsored by the school and supervised by the school authorities;
- The trip must be considered an official school function; and
- The school district transportation vehicle must be transporting students, teachers and a reasonable number of parents as chaperones.

In authorizing such field trips and excursions, the principal shall consider the budget 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 or excursions. The superintendent's approval will be required for field trips or excursions outside the continental United States. Board approval shall be required for those field trips or excursions which involve unusual length or expense.

Field trips are to be arranged with the building principal well in advance. A detailed schedule and budget must be submitted by the classroom teacher in advance. The district will be responsible for obtaining a substitute teacher if one is needed.

Legal Reference: Iowa Code §279.8 (1993).
281 Iowa Admin. Code 43.9.

Cross Reference: 503.1 Student Conduct
503.4 Good Conduct Rule
712 Transportation

Approved 11-12-2018

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Revised _____

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

SCHOOL ASSEMBLY

The principal may authorize programs or activities in the form of a school assembly when such events contribute to the achievement of education goals of the school district. Such assemblies shall comply with the school calendar.

In authorizing a school assembly, the principal shall consider the budget of the school district, the educational benefit of the activity, the inherent risks or dangers of the activity, and other factors as the principal or superintendent deems relevant.

Legal Reference: Iowa Code §§279.8, 280.3, .14 (1993).

Cross Reference: 605 Instructional Materials
904.2 Community Resource Persons and Volunteers

Approved 11-12-2018 Reviewed 11-12-2018 Revised _____

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

INSUFFICIENT CLASSROOM SPACE

Insufficient classroom space exists when conditions adversely affect the implementation of the educational philosophy and program of the board. The board shall determine insufficient classroom space on a case-by-case basis. Criteria to be used by the board in its determination may include, but not be limited to, available personnel, grade level, educational program, instructional method, physical space, equipment and materials available, finances available, facilities either being planned or currently under construction, sharing agreements in force, bargaining agreements in force, and district goals and objectives.

The sufficiency of classroom space shall be reviewed annually.

Legal References: Iowa Code §282.18.

Cross References:	101	Educational Philosophy of the School District
	103	Equal Educational Opportunity
	105	Educational and Operational Planning and Needs
Assessment		
	602	Curriculum Development
	603	Instructional Curriculum
	606.2	Class Size – Class Grouping

Approved 11-12-2018

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CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

STATE/NATIONAL (NON-ATHLETIC) COMPETITIONS

The Carlisle Community School District believes that participation of students in state/national competition as part of their co-curricular participation can promote participation, develop self-esteem, expand social/performance skills and provide recognition for the individual, the program and the school district.

Costs for recognized/approved state/national competition participation will be provided through a combination of fundraising/parent support and district support. The district may provide funding up to a maximum of \$150.00 per student participating to support fees and other costs associated with competition at superintendent discretion. Requests above the \$150.00 may require board approval.

Requests for participation in state or national competition shall be submitted to the superintendent. Funding approval will be at the discretion of the superintendent.

Approved 08-11-14

Approved 11-12-2018

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Revised _____

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

STUDENT GUIDANCE AND COUNSELING PROGRAM

The board shall provide a guidance and counseling program, for the students enrolled, by a guidance counselor certified with the State Department of Education and holding the qualifications required by the board. The guidance counseling services will serve grades preschool through twelve (12). The program will assist students with their personal, educational, and career development. The program shall be designed to coordinate with the educational program and to involve school district personnel.

Legal Reference: Iowa Code §256.9(b) (1993).
281 Iowa Admin. Code 11.3(10), .3(11), 11.5(16).
281 Iowa Admin. Code 12.3(6), 12.5(20).

Cross Reference: 506 Student Records

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CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

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, health advisory committee, public health nurse, school health team, etc.) will develop administrative regulations implementing this policy.

Legal Reference: No Child Left Behind, Title II, Sec. 1061, P.L. 107-110 (2002).
42 U.S.C. §§ 12101 *et seq.* (1997).
20 U.S.C. 1232 g § 1400 6301 *et seq.* (1997).
29 U.S.C. § 794(a)(1988)
28 C.F.R. 35
34 C.F.R. pt. 99, 104, 200, 300 *et seq.* (1999)
Iowa Code §§22.7, 139A.3, .8, .21; 143.1, 152, 256.7(24), .11, 280.23 (2001).
281 I.A.C. 12.3(4), (7), (11); 12.4(12); 12.8; 41.12(11), .96.
281 I.A.C. 15.3(14): 22.
641 I.A.C. 7.
655 I.A.C. 6, 6.3(1), 6.3(6), 6.6(1), 7.

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

APPROVED 12-14-04

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Revised _____

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

MUSICAL INSTRUMENT DISPLAY NIGHT

Annually, as a service to students and their parents, the board may hold a musical instrument display night. The event is designed to provide an opportunity to students and their parents to view, purchase, and rent musical instruments and accessories if they desire.

This policy does not require students and parents to purchase musical instruments from the vendor displaying at this event. This policy shall not limit a student's participation in the band or require a student to participate in band or other activities involving musical instruments.

It shall be the responsibility of the superintendent or designee to develop guidelines regarding the qualifications a vendor must meet to display at this event. Vendors invited by the teacher must meet those qualifications.

Legal Reference: Iowa Code §280.14 (1993).
1980 Op. Att'y Gen. 580.

Cross Reference: 504 Student Activities
906 Use of School District Facilities & Equipment

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CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

CLASS RING DISPLAY

Annually, as a service to students and their parents, the board may provide a class ring display for students in grades nine (9) through twelve (12). The service is designed to provide an opportunity to students and their parents to view class rings and accessories.

This policy does not require students and parents to purchase class rings from the vendor displaying at the school.

It shall be the responsibility of the superintendent or designee to develop guidelines regarding the qualifications a vendor must meet to display at this event. Vendors are chosen by the principal and must meet the qualifications established by the superintendent or designee.

Legal Reference: Iowa Code §280.14 (1993).
1980 Op. Att'y Gen. 580.

Cross Reference: 504 Student Activities
906 Use of School District Facilities & Equipment

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CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

ADULT EDUCATION

The board supports post-high school and adult educational programs for the members of the school district community. The goal of the adult educational program shall be to prepare individuals for democratic citizenship, to provide them with means for economic improvement and cultural development, and to enrich their personal lives.

The school district facilities shall be available for these educational programs as long as they do not interfere with or disrupt the educational program or other school district activities. It shall be the responsibility of the superintendent to oversee these programs.

No programs will be operated unless a predetermined number of individuals register for the program. This number shall be determined based upon the costs of the program. Proposed changes to post-high school and adult educational programs shall be made in the manner set forth by the superintendent.

Adult educational programs shall be provided in conjunction with a local college.

Legal Reference: Iowa Code §§259A, 276, 279.8(4), 288.1, 297.9-.12 (1993).
1936 Op. Att'y Gen. 196.
1940 Op. Att'y Gen. 232.
1982 Op. Att'y Gen. 561.

Cross Reference: 609 Community Education
906 Use of School District Facilities & Equipment

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CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

COMMUNITY EDUCATION

Learning is a life-long activity and the board supports community educational programs to further this activity. The school district facilities shall be available for community educational programs as long as they do not interfere with or disrupt the educational programs or other school district activities.

It shall be the responsibility of the superintendent to develop administrative regulations regarding the use of the school district facilities for community educational programs.

Legal Reference: Iowa Code §§276, 279.8(4), 288.1, 297.9-12 (1993).
1936 Op. Att'y Gen. 196.
1940 Op. Att'y Gen. 232.
1982 Op. Att'y Gen. 561.

Cross Reference: 608 Adult Education
906 Use of School District Facilities & Equipment

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CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS