

Policy Title:

*School Term*

Code No. *601.1*

The school district's academic calendar shall accommodate the educational program of the school district. The calendar shall include, but not be limited to, the days for student instruction, professional development, summer school, and parent / teacher conferences.

The school academic year for students shall be for a minimum of 180 days or 1,080 hours in the school calendar. The school academic year for students may begin each year as outlined in Iowa Code. School district personnel may be required to report to work at the school district prior to this date. Each year the school calendar may include up to a maximum of five days or 30 hours of instruction delivered primarily over the internet.

Special education students may attend school on a school calendar different from that of the regular education program consistent with their Individualized Education Program.

The Board of Education, in its discretion, may excuse graduating seniors from up to five days, or 30 hours of instruction after the school district requirements for graduation have been met. The Board of Education may also excuse graduating seniors from making up days missed due to inclement weather if the student has met the school district's graduation requirements.

The superintendent or designee shall develop annually the school calendar for recommendation, approval, and adoption by the Board of Education.

The Board of Education may amend the official school calendar when the board considers the change to be in the best interests of the school district's education program.

**Date of Adoption:** June, 1965

**Dates of Revision:** September 10, 1979  
December 11, 1989  
September 12, 1994  
March 10, 2003  
April 13, 2009  
May 13, 2013  
August 8, 2016  
August 13, 2018  
July 16, 2024

Policy Title:

*Health Education*

Code No. *602.15*

Students will receive, as part of their health education, instruction including, but not limited to:

- personal health,
- food and nutrition,
- environmental health,
- safety and survival skills,
- consumer health,
- family life,
- human growth and development,
- substance abuse, and non-use, including the effects of alcohol, tobacco, drugs and poisons on the human body,
- human sexuality,
- self-esteem,
- stress management,
- interpersonal relationships,
- emotional and social health,
- health resources,
- prevention and control of disease, and
- communicable diseases.

The purpose of the health education program is to help each student protect, improve and maintain physical, emotional and social well-being.

While the areas stated above shall be included in health education, the instruction shall be adapted at each grade level to aid understanding by the students. Beginning no later than in grade seven, characteristics of communicable disease shall include information about sexually transmitted disease.

Parents who object to health education instruction in human growth and development may file a written request that the pupil be excused from the instruction. The written request shall include a proposed alternate activity or study acceptable to the superintendent or designee. The superintendent or designee shall have the final authority to determine the alternate activity or study.

**Date of Adoption:** May 8, 1989

**Dates of Revision:** January 13, 1997  
March 10, 2003  
April 13, 2009  
May 13, 2013  
August 13, 2018  
July 16, 2024

Policy Title:

*School Library*

Code No. *602.24*

The school district will maintain a school library in each building for use by employees and by students during the school day.

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

It is the responsibility of the principal of the building in which the school library is located to oversee the use of materials in the library. The District shall provide access to all parents and guardians of students enrolled in the district an online catalog of all books available to students in the school libraries. This access will be displayed on the school district's website.

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

**Date of Adoption:** June 9, 1997

**Dates of Revision:** March 10, 2003  
April 13, 2009  
May 13, 2013  
August 13, 2018  
July 16, 2024

*Statement of Policy*

Learning resources are selected by the school district to support its educational goals and objectives and to implement, enrich, and support the instructional program. Resources must serve the breadth and depth of the curriculum and provide for the needs and interests of individual students. It is the obligation of the district to provide intellectual and physical access to materials that cover a wide range of abilities and many differing points of view. To this end, principles of intellectual freedom must be placed above personal opinion, and reason above prejudice, in the selection of resources.

The Board of Education shall delegate to the superintendent the authority and responsibility for the selection of all learning resources. The superintendent delegates responsibility for actual selection to the appropriately trained personnel who shall discharge this obligation consistent with the Board's selection criteria and procedures. The selection process shall involve representatives of the professional staff directly affected by the selections and/or the professional teacher librarian.

The Board also allows for systematic review of existing resources and permits the reappraisal of allegedly inappropriate resources through the established process.

The learning resources covered by this policy include both print and nonprint items selected for library media centers, classrooms, learning centers, and laboratories. Included are textbooks, gift materials, resources retrieved or viewed electronically, materials borrowed from other agencies, and guest speakers, among others.

*General Selection Criteria*

Staff members involved in selection of learning resources shall use the following criteria as a guide:

- educational significance;
- contribution the subject matter makes to the curriculum;
- the interests of students and staff;
- favorable reviews found in standard selection sources;
- favorable recommendations based on preview;
- examination of resources by professional personnel;
- reputation and significance of the author, producer, publisher, or speaker;
- validity and appropriateness of the resource for intended use;
- contribution the resource makes to the range of representative viewpoints on controversial issues;
- high degree of potential appeal to users;

- quality and variety of format;
- value commensurate with cost and/or need;
- timeliness and/or permanence; and
- integrity of the resource.

*Specific Selection Criteria*

1. Learning resources shall be appropriate to the subject area, and for the age, emotional development, ability, learning styles, and social development of the students for whom the resources are intended.
2. Physical format and appearance of resources shall be suitable for intended use.
3. Resources shall be selected to give students an awareness of our pluralistic society, and provide a global perspective.
4. Resources shall be selected which support multicultural/gender-fair viewpoints and encourage all students to understand, appreciate, relate to and value cultural and personal diversity.
5. Resources shall be selected to meet the needs of the wide range of student physical, emotional, and cognitive development.
6. Resources shall be selected which support and encourage students to examine their attitudes and behaviors as individuals, and to relate those attitudes and behaviors to the concepts of duties and responsibilities as citizens.
7. Resources shall be selected for their strengths rather than rejected for their weaknesses of language and style or other elements.
8. The selection process shall provide opportunities for participation by teachers, support staff, administrators, teacher librarian, and other members of the community.
9. Selection, an ongoing process, shall include routine procedures for removal and/or replacement of worn, obsolete, dated, unused or unusable resources.
10. Gift materials shall be judged by the criteria listed in the preceding statements and be accepted or rejected on the basis of the criteria.

*Procedure for Reconsideration of Resources*

In the event resources are questioned, the principles of intellectual freedom shall be defended rather than specific resources.

The Board recognizes the right of individual parents to request that their child not be required to read, view, or listen to specific resources, provided a written request is made to the appropriate building principal.

A standing District Reconsideration Committee shall be formed in each building by the second week of each school year. The purpose of the committee shall be to review any complaint received during the school year, learn all the circumstances related to the acquisition and use of the challenged resource, review the guidelines listed in the selection policy, decide whether the policy has been followed correctly, and then recommend action regarding future use of the resource. The committee shall consist of: building principal, a teacher librarian, a teacher, a parent or community member, the chair of the Secondary Library-Media Department, and the chair of the Elementary Library-Media Department. Any staff member responsible for the selection or the providing of the challenged material will not be included on the committee. If necessary, the principal will appoint a temporary replacement.

*When Complaints are Received from Parents or other Community Members about Learning Resources*

1. All staff members shall report complaints to the building principal orally or in written form.
2. The building principal or a designated representative shall contact the complainant to discuss the objection and attempt to resolve it informally by explaining the philosophy and goals of the school district, building, course, and/or library media center.
3. If the complaint is not resolved informally, the building principal shall provide the complainant with “The Learning Resources Selection Policy,” including the form “Statement of Concern About Learning Resources;” which must be filled out completely and returned to the building principal within ten working days, before the complaint will be given consideration.
4. If the completed form is not returned within the time period, the issue shall be considered closed. If the form is returned, the reasons for selection of the resource shall be restated by the appropriate staff and turned in to the building principal.
5. Resources shall not be removed from use, or access restricted within the district, pending a final decision. However, access to the resources can be denied to the student(s) of the complainant(s), if requested.
6. Within 20 working days upon receipt of a completed “Statement of Concern About Learning Resources” form:
  - a. The principal shall notify the superintendent, associate director of instruction, and the building’s Reconsideration Committee that a complaint has been received.
  - b. Each member of the Reconsideration Committee must read, view, or listen to the learning resource in question in its entirety.

- c. After both the staff member responsible for selecting the learning resource and the complainant have met with the Reconsideration Committee, the committee will discuss the resource and make a decision.
- d. The building principal shall send written notification of the action taken to all involved parties as well as to the associate director of instruction and the superintendent.
- e. Any person not satisfied with the decision of the committee may file a request to appeal the decision to the Board of Education. Within ten working days of the receipt of the written notification, the complainant or user may file an appeal in the superintendent's office for a school board hearing. It shall be the superintendent's responsibility to schedule and expedite the hearing.
- f. Each Board member must read, view or listen to the learning resource in question in its entirety within 30 days of when the complaint was presented to them. At a following designated board meeting, the complainant and a representative of the Reconsideration Committee will be allowed to present information to the board pertaining to the complaint. The board will then deliberate action to be taken, with a decision being announced no later than the following board meeting. The superintendent or designee will provide written notification of the board's decision to all participating parties within ten working days of the board's decision.
- g. Persons dissatisfied with the decision of the board may appeal to the Iowa Board of Education pursuant to state law.

**Date of Adoption:** January 28, 1974

**Dates of Revision:** April 9, 1979  
May 8, 1989  
January 13, 1997  
February 23, 1998  
March 10, 2003  
May 11, 2009  
May 13, 2013  
August 13, 2018  
August 14, 2023  
July 16, 2024

## STATEMENT OF CONCERN ABOUT LEARNING RESOURCES

The Board of Education delegates the responsibility for distribution of this form to building principals. The completed form must be returned to the principal who issued it within ten (10) working days.

SCHOOL: \_\_\_\_\_ PRINCIPAL: \_\_\_\_\_

DATE ISSUED: \_\_\_\_\_ DATE RETURNED: \_\_\_\_\_

NAME OF COMPLAINANT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NUMBER: HOME \_\_\_\_\_ WORK \_\_\_\_\_

### DESCRIBE YOUR CONCERNS ABOUT THE LEARNING RESOURCE

TYPE OF RESOURCE: \_\_\_\_\_

TITLE/NAME: \_\_\_\_\_

AUTHOR/PRODUCER: \_\_\_\_\_

WHAT BROUGHT THIS RESOURCE TO YOUR ATTENTION: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PLEASE COMMENT ON THE RESOURCE AS A WHOLE, AS WELL AS BEING SPECIFIC ON THOSE MATTERS THAT CONCERN YOU. (USE THE OTHER SIDE IF NEEDED)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

OPTIONAL: WHAT RESOURCE(S) DO YOU SUGGEST TO PROVIDE ADDITIONAL INFORMATION ON THE TOPIC COVERED BY THE RESOURCE? \_\_\_\_\_

\_\_\_\_\_

SIGNATURE OF THE COMPLAINANT: \_\_\_\_\_

DATE: \_\_\_\_\_

A signed form signifies that the learning resource has been read, viewed, or listened to in its entirety by the complainant.

Policy Title:

*School Counseling Program*

Code No. *604.1*

The Board will provide a student guidance and counseling program. The school counselor will be certified with the Iowa Board of Educational Examiners and hold the qualifications required by the Board. The school counseling program will serve grades preschool through twelve. The program will assist students with their personal, educational, and career development.

**Date of Adoption:** August 24, 1970

**Date of Revision:** December 11, 1989  
March 10, 2003  
May 11, 2009  
May 13, 2013  
August 13, 2018