

OATHS

Given at time of organizational meeting in September:

"Do you solemnly swear that you will support the constitution of the United States and the constitution of the State of Iowa and that you will faithfully and impartially, to the best of your ability, discharge the duties of the office of _____ (name office) of (name office) in _____ (name district), as now or hereafter required by law?"

"I _____ do solemnly swear that I will support the constitution of the United States and the constitution of the State of Iowa, and that I will faithfully and impartially, to the best of my ability, discharge the duties of _____ (name office) in _____ (name district), as now or hereafter required by law."

If taken elsewhere than in the presence of the board in session (See sec. 78.1, .2):

THE "WHY" OF PARLIAMENTARY LAW

Parliamentary law is simple in principle. It is based largely on mere common sense and courtesy. It seems technical because it has been necessary to develop a special vocabulary for discussing it. If one knows the vocabulary, the rules come easy. For this reason, a glossary of common terms has been included and should be referred to as often as necessary in considering the fundamental rules.

The Purpose of Parliamentary Law:

1. To enable an assembly to transact business with speedy and efficiency.
2. To protect the rights of each individual.
3. To preserve a spirit of harmony within the group.

To achieve these purposes, always consider the five basic principles of parliamentary procedure:

1. Only one subject may claim the attention of the assembly at one time.
2. Each proposition presented for consideration is entitled to full and free debate.
3. Every member has rights equal to every other member.
4. The will of the majority must be carried out, and the rights of the minority must be preserved.
5. The personality and desires of each member should be merged into the larger unit of the organization.

THE AGENDA OR ORDER OF BUSINESS

It is customary for every group to adopt a standard order of business for meetings. When no rule has been adopted, the following is the order:

1. Call to order:
"Will the meeting please come to order."
2. Reading and approval of minutes:
"Are there any corrections to the minutes?"
"There being no corrections, the minutes will stand approved as read."
...OR...
"Are there any further corrections to the minutes?"
"There being no further corrections, the minutes will stand approved as corrected."
3. Reports of officers and standing committees:
Officers, boards, or standing committees should be called upon to report in the order in which they are mentioned in the constitution or by-laws of the organization.
4. Reports of special committees:

5. Unfinished business:

"We come now to unfinished business. Is there any unfinished business to come before the meeting?"

6. New business:

"Is there any new business to come before the meeting?"

7. Program:

8. Adjournment:

Unqualified form:

Proposer moves for adjournment; motion is seconded; the chair calls for a vote; action depends upon majority vote. This motion cannot be discussed.

Qualified form:

Proposer moves for adjournment within a definite time or adjournment to meet again at a specified time; motion is seconded; the chair calls for discussion; a vote is taken; action depends upon majority vote.

WHAT IS A MOTION?

A motion is a proposal that the group take certain action on.

HOW ARE MOTIONS CLASSIFIED?

Main Motions:

Motions of this group have for their object the bringing of questions, or propositions, before the assembly for consideration. Only one main motion can be considered at a given time by the assembly, and such a motion, when introduced, excludes all other main motions until it has been disposed of.

Subsidiary Motions:

Motions of this group have for their object the modification or disposition of the main motion that is being considered. Their existence as motions depends entirely upon the principal motion to which they are subordinate. Since they relate to the question before the house, it is "in order" to prepare them when a main motion is still before the assembly and to vote upon them before voting upon the main motion.

Privileged Motions:

Motions of this group have no connection whatsoever with the main motion before the assembly, but are motions of such importance that they are entitled to immediate consideration. These motions have the privilege of setting aside temporarily the main business before the house.

Incidental Motions:

Motions of this group have few general characteristics in common, but for convenience have been grouped into one class. The name, "incidental", has been chosen because they arise only incidentally out of the business of the assembly.

HOW SHOULD A MOTION PROGRESS?

1. A member rises and addresses the presiding officer

The presiding officer should be addressed by title, as "Mr. or Madam

President". If the specific title is not known, it is always correct to use the term "Mr. or Madam Chairman".

2. The member is recognized by the presiding officer

The chair recognizes a member by his/her name, "Mr. or Ms. Member", or by a nod. Having thus received formal recognition from the chair, a member is said to "have the floor" and is the only member entitled to present or discuss a motion.

3. The member proposes a motion

A motion is always introduced in the form, "I move that", followed by a statement of the proposal. This is the only correct phraseology. Aside from very brief explanatory remarks, it is not permissible to discuss the merits of a motion prior to, or immediately following, the formal proposal of the motion. All discussion must wait until after the chair has stated the motion to the assembly and has called for discussion.

4. Another member seconds the motion

Another member, without rising or addressing the chair, may say, "I second the motion". Seconding the motion is merely an indication that the member seconding it wishes the matter to come before the assembly for consideration. If no one seconds the motion, the chair may ask, "Is there a second to the motion?" If there is none, the chair may declare, "The motion is lost for want of a second."

5. The presiding officer states the motion to the assembly

When a motion has been properly proposed and seconded, the chair repeats the motion to the assembly, or "states the motion". After it has been formally stated to the assembly, it may be spoken of as a "question", a "proposition", or a "measure"

6. The assembly discusses or debates the motion

After the motion has been formally stated by the chair, any member has a right to discuss it. Members must obtain the floor in the same manner as when presenting a motion. Normally the first person who asks recognition is entitled to speak, but when several members wish to speak or present motions at the same time, certain guiding principles should determine the decision of the chair:

- a. The chair should always show preference to the proposer of the motion.
- b. A member who has not spoken before has claim over one who has already discussed the question, or who has proposed another motion.
- c. If the chair knows the opinions of the various members regarding the measure before the house, he or she should alternate between those favoring the measure and those opposing it.
- d. The chair should recognize a member who seldom speaks in preference to one who frequently claims the attention of the assembly.

DISCUSSION MUST BE CONFINED TO THE QUESTIONS THAT IF "BEFORE THE HOUSE".

7. The presiding officer takes the vote on the motion.

When all members who desire to discuss the question have done so, the chair "puts the motion to a vote". Before taking the vote, the chair may inquire, "Is there any further discussion?" or "Are you ready for the question?". If no one rises, the chair presumes discussion is closed. The chair will proceed to take the vote by announcing, "All in favor of the motion (STATE

THE MOTION) say 'Aye'." Following response from the assembly, the chair then says, "Those opposed say 'No'." If the chair cannot determine from the volume of voices which way the majority has voted, the officer says: "The chair is in doubt. Those in favor of the motion please rise." After counting, the chair says: "Be seated. Those opposed, rise. Be seated." Another alternate is to simply call for a show of hands. Certain motions may be voted on by ballot.

8. The presiding officer announces the result of the vote.

The chair formally announces the result of the vote, saying: "The motion is carried; therefore (STATE THE INTENT OF THE MOTION)." If a majority voted in the negative, "the motion is lost." As soon as the vote has been announced by the chair, another motion is in order.

HOW MAY A MOTION BE AMENDED?

The purpose of the motion TO AMEND is to modify motion that has already been presented in such a manner that it will be more satisfactory to the members.

Methods of Amending:

1. By addition or insertion - To add something to the motion which it did not contain.
2. By elimination or by striking out - To subtract or eliminate something from a motion that was originally a part of it.
3. By substitution - This method is a combination of the first two methods, since in amending by substitution something is stricken out and something inserted in its place. The substituted portion may consist of a word, a phrase, a clause, or an entirely new motion.

The most important principle to understand in connection with any form of the motion TO AMEND is that an amendment "MAY BE HOSTILE, BUT IT MUST BE GERMANE."

Be "hostile" is meant opposed to the spirit and aim of the motion to which it is applied.

By "germane" is meant having direct bearing upon the subject matter of the motion, that is, relevant, or relating to it.

An amendment may be opposed to the actual intent of the original motion and, in fact, nullify it, but if it relates to the same subject matter, it is germane.

HOW TO HANDLE AMENDMENTS

Types of amendments

1. Amendment of the First Rank - An amendment to a motion
2. Amendment of the Second Rank - An amendment to the amendment. (The amendment to the amendment must modify and relate directly to the amendment and NOT to the main motion, otherwise it is OUT OF ORDER).

NO AMENDMENT BEYOND THAT OF SECOND RANK IF POSSIBLE.

It is never in order to propose more than one amendment of each rank at one time. If one desires to amend two separate and unrelated parts of a motion, this must be done by two amendments of the first rank, and one must be voted upon before the other is proposed. It is possible, however, to have a motion, one amendment to the motion (amendment of the first rank), and one amendment to the amendment (amendment of the second rank) before the assembly at once. Until the amendment of the second rank has been voted upon, no other amendment of the second rank is in order. Until the

amendment of the first rank has been voted upon, no other amendment of the first rank can be proposed.

Order of voting

Amendments are voted upon in inverse order; that is, the one of second rank is disposed of first.

1. Discussion is held and the vote taken upon the amendment to the amendment (amendment of second rank).
2. Discussion is called for and the vote is taken upon the amendment to the motion (amendment of first rank).
3. When the vote on this has been taken, discussion upon the original or main motion as amended is opened and when completed, a vote is taken upon it.

CHART OF PRECEDENCE OF MOTIONS AND SUMMARY OF RULES GOVERNING THEM

	MAY INTERRUPT A SPEAKER	REQUIRES A SECOND	DEBATABLE	VOTE REQUIRED	MOTIONS THAT MAY APPLY
PRIVILEGED MOTIONS					
To fix time at which to adjourn	No	Yes	Limited	Maj	Amend, Reconsider
To adjourn (unqualified)	No	Yes	No	Maj.	None
To rise to a question of privilege	Yes	No	Limited	Maj.	Amend
To call for orders of the day	Yes	No	No	Chair	All
SUBSIDIARY MOTIONS					
To lay on or take from the table	No	Yes	No	Maj.	None
To call for previous question	No	Yes	No	2/3	Reconsider
To limit or extend limits of debate	No	Yes	Limited	2/3	Amend, Reconsider
To postpone definitely	No	Yes	Limited	Maj.	Amend, Reconsider, Prev. Question
To refer to a committee	No	Yes	Limited	Maj	Amend, Reconsider, Prev. Question
To amend	No	Yes	Yes	Maj.	Amend, Reconsider, Prev. Question
To postpone indefinitely	No	Yes	Yes	Maj.	Limit Deb., Prev. Quest., Reconsider
MAIN MOTIONS					
General main motions	No	Yes	Yes	Maj.	All
Specific main motion	No	Yes	Yes	Maj.	All
To take from the table	No	Yes	No	Maj.	All
To reconsider	Yes	Yes	Yes	Maj.	Limit Deb., Prev. Quest., Reconsider
To reconsider & have entered on the minutes	Yes	Yes	No	None until called for	Postpone definitely
To rescind	No	Yes	Yes	2/3	All
To expunge	No	Yes	Yes	2/3	All
To adopt a resolution	No	Yes	Yes	Maj.	All
To adjourn (qualified)	No	Yes	Limited	Maj.	Amend, Reconsider
To create order of day (spec.)	No	Yes	Yes	Gen.-Maj., Spec.-2/3	All
To amend (constitution, etc.)	No	Yes	Yes	Maj.	Amend, Reconsider, Prev. Question, Limited Debate
INCIDENTAL MOTIONS					
To suspend rules	No	Yes	No	2/3	None
To withdraw a motion	No	No	No	Maj.	Reconsider
To read paper	No	Yes	No	Maj.	All
To object to consideration	Yes	No	No	2/3	All
To rise to a point of order	Yes	No	No	Chair rules/Maj.	None
To rise to parliamentary inquiry	Yes	No	No	None	None
To appeal from decision of chair	Yes	Yes	Limited	Maj.	All except amend.
To call for division of house	Yes	No	No	Maj.	All
To call for division of question	No	Yes	No	Maj.	All

NOMINATIONS AND ELECTIONS

A nomination is the formal presentation to the assembly of the name of a candidate for the office to be filled.

1. Nominations From the Floor:
 - a. Nominations do not require a second.
 - b. Nominations are in order as soon as the chair calls for them.
 - c. As a nomination is made, the chair repeats it and the secretary records it.
 - d. No member may nominate more than one candidate for each office.
 - e. If there are no further nominations, the chair may declare the nominations closed.
 - f. A motion to close the nominations requires a two-thirds vote.
 - g. Prior to voting but following the formal closing of nominations, nominations may be reopened by a motion which requires only a majority to carry.
2. Nominations by Nominating Committee:
 - a. Committee may be appointed or elected as assembly may choose or as stated in the by-laws.
 - b. Nominating committee report presents to the organization the names of one or more members as candidates for each office.
 - c. The report of the nominating committee is not adopted, but the names are posted and treated as if the persons named had been nominated from the floor.
 - d. Further nominations may be made from the floor.
3. Nominations by Ballot:
 - a. The chair directs tellers to pass out ballots and the member writes after each office the name of one person whom he desires to nominate.
 - b. If a candidate receives a majority in this manner, it is usual to declare that candidate elected.
 - c. If no majority is received, a second ballot is then taken, in which candidates nominated by previous ballot are voted upon. The candidate receiving a majority on this ballot is elected.
 - d. If no one is elected on the second ballot, a motion that only the two highest candidates on the previous ballot be considered on the next ballot is in order before this third ballot. The third ballot then becomes the decisive vote, or the electing ballot.
4. Voting for Candidates Not Nominated:
 - a. Voters may vote for anyone who is eligible regardless of whether or not that person has been nominated, and anyone receiving the necessary majority is elected. This is commonly called a "sticker ballot".

5. Voting on Nominations:

- a. After the nominations are closed, the assembly proceeds to vote upon the names by the method prescribed in the constitution.
- b. An election becomes effective immediately if the candidate is present and does not decline, or if he is absent but has consented to his candidacy. If he is absent and has not consented to his nomination, the election becomes effective as soon as he is notified if he does not decline immediately.
- c. Unless some other time is specified in the by-laws, an officer assumes the duties of office as soon as he or she has been elected.

Most organizations make specific and detailed provisions for nominating and electing new officers in their Constitution and By-laws. The provisions ordinarily include such details as time of nomination, time of elections, method of nominating and electing, and time of installation.

ACTION FOR SPECIAL PURPOSES

KIND OF MOTION	OBJECT	EFFECT
To lay on the table	Clear the floor for more urgent business	Delays action
To call for the previous question	Secure immediate vote on pending question	Ends debate
To limit or extend time for debate	Provides more or less time for discussion	Shortens or lengthens discussion period
To postpone definitely (to a certain time)	Often gives more time for informal discussion and for securing followers	Delays action
To commit or refer	To enable more careful consideration to be given	Delays action
To amend	To improve motion	To change the original motion
To postpone indefinitely	To prevent a vote on the question	To suppress the question
To raise a point of order	To call attention to violation of rules	Keeps group functioning according to parliamentary procedures
To appeal from the decision of the chair	To determine the attitude of the group on the ruling made by the chair	Secures ruling of the group rather than by the chair
To suspend the rules	To permit action not possible under the rules	Secure action which would otherwise be prevented by the rules
To object to the consideration of a question	Prevent wasting time on unimportant business	Suppress the motion
To divide the question	Secure more careful consideration of parts	Secure action by parts
To call for a division	(a) To determine the accuracy of a viva voce vote (b) To secure expression of individual members' vote	Secures an accurate check on vote

ACTION FOR SPECIAL PURPOSES

KIND OF MOTION	OBJECT	EFFECT
To nominate	Suggest names for office	Places before the group names for consideration
To make a request growing out of pending business	To secure information or ask to be excused from a duty	Provide information
To fix the time to which to adjourn	To have legal continuation of the meeting	Sets definite continuation time
To adjourn	End the meeting	Adjourns the meeting
To take a recess	To secure an intermission	Delays action
To raise a question of privilege	To correct undesirable conditions	Corrects undesirable condition
To call for the order of the day	To secure adherence to order of business	Same as object
To take from the table	Continue the consideration of the question	Continue consideration of question
To reconsider and have entered on the minutes (Only a member of prevailing side may make this motion)	To reconsider the question at the next meeting	Secures further consideration and another vote on the question
To rescind	Repeal action previously taken	Same as object
To ratify	Approves previous action taken	Same as object

GLOSSARY OF STANDARD TERMS OF
PARLIAMENTARY PROCEDURE

- Amend: To change a motion either by adding to it, taking from it, or by altering it in some other way (See Amendments).
- Blanks, Filling: "Filling blanks" is a term used to indicate a method of decision regarding a matter where several different courses of action are possible. The term "blank" is used because usually this method is applied in motions where an exact amount, a name, a date, or some other essential, specific information is left blank.
- Business, Order of: The regular program of procedure of a society (See Agenda).
- Chair: The presiding officer. "Addressing the chair" means speaking to the presiding officer or president. This is done by rising to one's feet when no one else is speaking (with some exceptions) and saying, "Mr. or Madam Chairman". Being "recognized by the chair" means being given permission to speak further (See Progress of Motions).
- Power of chair: The chair has the following authority:
- a. May decide in what order speakers shall be recognized.
 - b. May refuse to recognize members offering dilatory, absurd or frivolous motions or motions intended, in his judgment, to obstruct business.
 - c. May restrain speakers within the limits of the rules.
 - d. May enforce decorum.
 - e. May appoint committees.
 - f. May decide points of order.
 - g. May vote in cases where his vote would change the result; e.g., to make or break a tie.
 - h. Should avoid influencing a vote by commenting on a motion under consideration.
- Actions of the chair are, of course, subject to appeal (See Incidental Motion, "to appeal from the decision of the chair".
- Commit: To refer to a committee.
- Committee Sometimes certain matters come up which can be properly studied of the Whole: and digested only as a committee would go into them, but which, because of their importance, should be considered by all members, and therefore should not be referred to a small committee. Then the meeting, on motion duly made, may "resolve itself into a committee of the whole". This means that the meeting officially is discontinued while everyone remains and becomes a member of a large special committee including everyone present. The chair of the regular meeting does not preside over a committee of the whole; a special chair is appointed.

Consideration,
Informal: When a member moves "informal consideration", and the motion is adopted, the meeting lays aside formal rules, allowing each one present to speak once on the subject under consideration.

Debate: Discussion or argument over a motion.

Division: "Division" in parliamentary law means simply a vote whereby all who are in favor and all who are opposed to a motion stand separately in groups as the chair calls for "ayes" and "nays".

Floor: The privilege of speaking before the assembly. Thus, when one "obtains the floor", one is granted an opportunity to speak.

Inquiry,
Parliamentary: An investigation or checking to determine the proper course of procedure.

Motion: A formal proposal to a meeting that it takes certain action. A motion is a "motion" when stated by its proponent and until repeated by the chair when presented for acceptance or rejection, at which time it becomes a "question", a "proposition", or a "measure" (See Progress of Motions).

Motion, Incidental: An incidental motion is one growing out of another already under consideration, which secondary motion must be disposed of before the main motion or principal question (See Motions).

Motion, Main: A main motion is one which independently presents an idea for consideration (See Motions).

Motion, Privileged: A privileged motion is one which is so vital in character that it takes precedence over all others (See Motions).

Motion, Subsidiary: A subsidiary motion is one growing out of and applied to another already under consideration which is made use of "to enable the assembly to dispose of it in the most appropriate manner", but which need not necessarily be decided before the question out of which it has arisen (See Motions).

Order: When this term is applied to an act of an assembly, it means an expression of a will of the assembly in the form of a command. An "order" differs from a "resolution" in that the latter is not a command, but a declaration of fact or an expression of opinion or purpose.

Order, General: "Making a general order" is setting a future time for the discussion of a special matter. Making a general order differs from making a special order in that the former does not involve the breaking of any rules.

Order of the Day: Regular order or program of business. A motion "calling for the orders of the day" is a motion demanding that the present discussion be dropped and that the chair announce the next matter to be taken up in accordance with the organization's customary and established business routine. The term "orders of the day" has more specific meaning when a certain time has been set aside for the consideration of a given matter. Then a demand for the "orders of the day" is a request that this specific thing be taken up at the time set for it.

Order, Special: "Making a special order" is setting aside all rules for the consideration of some important question at a future time.

Postponement, This term is clear in the ordinary meaning of the words included Indefinite: in it except that the object of indefinite postponement is not merely to postpone, but, in effect, to reject.

Privilege: The term "privilege" in parliamentary law has a restricted meaning and refers specifically to the privileges or rights of the meeting or those attending chiefly in connection with matters of physical comfort; such as inability to hear a speaker, the heating, lighting and ventilation of the meeting room, noises and other disturbances, etc., and the ineligibility or misconduct of a member in a meeting at the time. These "questions of privilege" should not be confused with "privileged motions". Questions of privilege may be involved in motions, but privileged motions include other matters.

Question: The question in parliamentary law is the proposition or motion after it has been placed before the meeting for action by the chair. To "move the previous question" is to demand that the chair take a vote on a motion which is being discussed. A "question" when adopted becomes an "order", "resolution" or "vote" (See Motions).

Refer: To refer to a committee.

Resolution: The act of an assembly, the purpose of which is to declare facts or express opinions or purposes, and not to command (See section on Order).

Rules, "When the assembly wishes to do something that cannot be done Suspension of: without violating its own rules, and yet is not in conflict with its constitution or by-laws, or with the fundamental principles of parliamentary law. It 'suspends the rules that interfere with' the proposed action." - Robert

Second: A motion, in order to be considered by the meeting, must have a "second", i.e., a sponsor in the form of a second member who indicates willingness to support the motion by saying, "I second the motion" (See section on Motions).

Sine Die: Latin meaning "without day". Meetings frequently adjourn "sine die". This means that no date is set for a future meeting.

Table: The "table" in parliamentary law is literally the speaker's table, but to "lay on the table" or "to table" a motion means to delay action on it.

STUDENT RECORDS CHECKLIST

	Copy to Parent Upon Request	Parent Sig. Required**	User Must Sub. Written Reg.*	No Parent Sig. Required	Parent Notify in Advance	Parent Notify of Release	Req. Made Part of Stud. Rec.	Sche. Hearing Following/wrtn. decision t/Par.	
Subpoena or Judicial Order				●	●				Lawfully Issued
Student Financial Aid				●					Written Request
School or Staff in Same School System				●					No Written Request Necessary
Other School System Where Student Plans to Enroll	●		●	●		●	●		506.1E2
United States Comptroller General			●	●			●		506.1E2
Dept. of Health, Education and Welfare Secretary			●	●			●		506.1E2
National Institute of Education			●	●			●		506.1E2
Iowa Dept. of Education Official			●	●			●		506.1E2
Parent Inspection of Student Educational Records	●	●							506.1E5
Parent Request for Hearing to Challenge Record		●						●	506.1E4
Parent Authorization for School to Release Information	●	●							506.1E3
Notification of Transfer of Student Records	●			●					506.1E6

*Such written request is available for inspection by the parent or student and the school official responsible for record maintenance.

**When a student has attained the age of 18 years or is attending an institution of post-secondary education, the permission or consent required of the rights accorded the parent of the student will thereafter be required of and accorded only to the student.

REQUEST OF NONPARENT FOR EXAMINATION OR COPIES OF STUDENT RECORDS

The undersigned hereby requests permission to examine the _____
Community School District's official student records of:

_____, _____
(Legal Name of Student) (Date of Birth)

The undersigned requests copies of the following official student records of the above student:

The undersigned certifies that they are (check one):

- (a) An official of another school system in which the student intends to enroll. ()
- (b) An authorized representative of the Comptroller General of the United States. ()
- (c) An authorized representative of the Secretary of the U.S. Department of Education ()
- (d) An administrative head of an education agency as defined in Section 408 of the Education Amendments of 1974. ()
- (e) An official of the Iowa Department of Education. ()
- (f) A person connected with the student's application for, or receipt of, financial aid (SPECIFY DETAILS ABOVE.) ()
- [(g) A representative of a juvenile justice agency with which the school district has an interagency agreement.] ()

The undersigned agrees that the information obtained will only be redisclosed consistent with state or federal law without the written permission of the parents of the student, or the student if the student is of majority age.

(Signature)

(Title)

(Agency)

APPROVED:

Signature: _____

Title: _____

Dated: _____

Date: _____

Address: _____

City: _____

State: _____ ZIP: _____

Phone Number: _____

AUTHORIZATION FOR RELEASE OF STUDENT RECORDS

The undersigned hereby authorizes _____

School District to release copies of the following official student records:

concerning _____ (Full Legal Name of Student) _____ (Date of Birth)

_____ (Name of Last School Attended) from 19____ to 19____ (Year(s) of Attend.)

The reason for this request is: _____

My relationship to the child is: _____

Copies of the records to be released are to be furnished to:

- () the undersigned
- () the student
- () other (please specify) _____

(Signature)

Date: _____

Address: _____

City: _____

State: _____ ZIP _____

Phone Number: _____

REQUEST FOR HEARING ON CORRECTION OF STUDENT RECORDS

To: _____ Address: _____
Board Secretary (Custodian)

I believe certain official student records of my child, _____, (full legal name of student), _____ (school name), are inaccurate, misleading or in violation of privacy rights of my child.

The official education records which I believe are inaccurate, misleading or in violation of the privacy or other rights of my child are:

The reason I believe such records are inaccurate, misleading or in violation of the privacy or other rights of my child is:

My relationship to the child is: _____

I understand that I will be notified in writing of the time and place of the hearing; that I will be notified in writing of the decision; and I have the right to appeal the decision by so notifying the hearing officer in writing within ten days after my receipt of the decision or a right to place a statement in my child's record stating I disagree with the decision and why.

(Signature)

Date: _____

Address: _____

City: _____

State: _____ ZIP _____

Phone Number: _____

REQUEST FOR EXAMINATION OF STUDENT RECORDS

To: _____ Address: _____
Board Secretary (Custodian)

The undersigned desires to examine the following official education records.

of _____ , _____
(Full Legal Name of Student) (Date of Birth) (Grade)

(Name of School)

My relationship to the student is: _____

(check one)

- I do
- I do not

desire a copy of such records. I understand that a reasonable charge may be made for the copies.

(Parent's Signature)

APPROVED:

Signature: _____
Title: _____
Dated: _____

Date: _____
Address: _____
City: _____
State: _____ ZIP _____
Phone Number: _____

NOTIFICATION OF TRANSFER OF STUDENT RECORDS

To: _____ Date: _____
Parent/or Guardian

Street Address: _____
City/State _____ ZIP: _____

Please be notified that copies of the _____ Community School District's official student records concerning _____, (full legal name of student) have been transferred to:

School District Name Address

upon the written statement that the student intends to enroll in said school system.

If you desire a copy of such records furnished, please check here _____ and return this form to the undersigned. A reasonable charge will be made for the copies.

If you believe such records transferred are inaccurate, misleading or otherwise in violation of the privacy or other rights of the student, you have the right to a hearing to challenge the contents of such records.

(Name)

(Title)

LETTER TO PARENT REGARDING RECEIPT OF A SUBPOENA

Date

Dear (Parent) :

This letter is to notify you that the _____ Community School District has received a
 (subpoena or court order) requesting copies of your child's permanent records. The specific records
requested are _____.

The school district has until (date on subpoena or court order) to deliver the documents to
 (requesting party on subpoena or court order) . If you have any questions, please do not hesitate to contact
me at (phone #) .

Sincerely,

(Principal or Superintendent)

JUVENILE JUSTICE AGENCY INFORMATION SHARING AGREEMENT

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

Identification of Agencies: This agreement is between the _____ Community School District (hereinafter "School District") and (agencies listed) (hereinafter "Agencies").

Statutory Authority: This agreement implements Iowa Code § 280.25 and is consistent with 34 C.F.R. 99.38 (1999).

Parameters of Information Exchange:

1. The School District may share any information with the Agencies contained in a student's permanent record which is directly related to the juvenile justice system's ability to effectively serve the student.
2. Prior to adjudication information contained in the permanent record may be disclosed by the school district to the Agencies without parental consent or court order.
3. Information contained in a student's permanent record may be disclosed by the School District to the Agencies after adjudication only with parental consent or a court order.
4. Information shared pursuant to the agreement is used solely for determining the programs and services appropriate to the needs of the student or student's family or coordinating the delivery of programs and services to the student or student's family.
5. Information shared under the agreement is not admissible in any court proceedings which take place prior to a disposition hearing, unless written consent is obtained from a student's parent, guardian, or legal or actual custodian.
6. This agreement only governs a school district's ability to share information and the purposes for which that information can be used. Other agencies are bound by their own respective confidentiality policies.

Records' Transmission: The individual requesting the information should contact the principal of the building in which the student is currently enrolled or was enrolled. The principal will forward the records within 10 business days of the request.

Confidentiality: Confidential information shared between the Agencies and the school district will remain confidential and will not be shared with any other person, unless otherwise provided by law. Information shared under the agreement is not admissible in any court proceedings which take place prior to a disposition hearing, unless written consent is obtained from a student's parent. Agencies or individuals violating the terms of this agreement subject their entity represented and themselves personally to legal action pursuant to federal and state law.

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Amendments: This agreement constitutes the entire agreement among the agencies with respect to information sharing. Agencies may be added to this agreement at the discretion of the school district.

Term: This agreement is effective from (September 1, 200 or other date) .

Termination: The School District may discontinue information sharing with an Agency if the School District determines that the Agency has violated the intent or letter of this Agreement.

APPROVED:

Signature: _____ Address: _____
Title: _____ City: _____
Agency: _____ State: _____ ZIP _____
Dated: _____ Phone Number: _____

Signature: _____ Address: _____
Title: _____ City: _____
Agency: _____ State: _____ ZIP _____
Dated: _____ Phone Number: _____

Signature: _____ Address: _____
Title: _____ City: _____
Agency: _____ State: _____ ZIP _____
Dated: _____ Phone Number: _____

Signature: _____ Address: _____
Title: _____ City: _____
Agency: _____ State: _____ ZIP _____
Dated: _____ Phone Number: _____

ANNUAL NOTICE

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

- (1) The right to inspect and review the student's education records within 45 days of the day the district receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- (2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading or in violation of the student's privacy rights.

Parents or eligible students may ask the school district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, AEA employees, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or student assistance team, or assisting another school official in performing his or her tasks.

ANNUAL NOTICE

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

[Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (Note: FERPA requires a school district to make a reasonable attempt to notify the parent or eligible student of the records request unless it states in its annual notification that it intends to forward records on request.)]

- (4) The right to inform the school district that the parent does not want directory information, as defined below, to be released. Any student over the age of eighteen or parent not wanting this information released to the public must make objection in writing by _____ to the principal. The objection needs to be renewed annually.

NAME, ADDRESS, TELEPHONE LISTING, DATE AND PLACE OF BIRTH, MAJOR FIELD OF STUDY, PARTICIPATION IN OFFICIALLY RECOGNIZED ACTIVITIES AND SPORTS, WEIGHT AND HEIGHT OF MEMBERS OF ATHLETIC TEAMS, DATES OF ATTENDANCE, DEGREES AND AWARDS RECEIVED, THE MOST RECENT PREVIOUS SCHOOL OR INSTITUTION ATTENDED BY THE STUDENT, PHOTOGRAPH AND LIKENESS AND OTHER SIMILAR INFORMATION.

- (5) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave., SW, Washington, DC, 20202-4605.

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

ANNUAL NOTICE

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

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

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