

**Red Oak Community School District**  
2011 North 8<sup>th</sup> Street  
Red Oak, Iowa 51566  
[www.redoakschooldistrict.com](http://www.redoakschooldistrict.com)

**Regular Board of Directors Meeting**

Meeting Location: Sue Wagaman Board Room  
Red Oak CSD Administrative Center  
The Technology Building – Red Oak High School Campus

Monday, October 8, 2012 – 6:00 pm

**- Agenda -**

- 1.0 Call to Order – Board of Directors President Lee Fellers
- 2.0 Roll Call – Board of Directors Secretary Shirley Maxwell
- 3.0 Approval of the Agenda – President Lee Fellers
- 4.0 Communications *Page 1-3*
  - 4.1 Good News from Red Oak Schools
  - 4.2 Visitors and Presentations
    - Director of Maintenance & Operations Pete Wemhoff – Tour of Ag Ed Project
    - Inman Primary School Presentation - Response to Intervention
  - 4.3 Affirmations and Commendations
  - 4.4 Correspondence
- 5.0 Consent Agenda *4-5*
  - 5.1 Review and Approval of Minutes from September 24, 2012 *6-7*
  - 5.2 Review and Approval of Monthly Business Reports *8-12*
  - 5.3 Education Service Agreements *13-16*
  - 5.4 Board Policy Final Reading Approval *17-31*
  - 5.5 Requests for Early Graduation *32-34*
  - 5.6 Request for Project Payment – Middle School Cage Renovation *35-36*

Red Oak Community School District Board of Directors  
10.8.2012

6.0 General Business for the Board of Directors

6.1 Old Business

6.1.1 Board of Directors Goals Document – Final Adoption 37

6.1.2 Home School Assistance Program Update 38

6.2 New Business

6.2.1 Personnel Considerations 39 - 46

6.2.2 Shared Program Proposal with Stanton CSD – Bowling 47 - 49

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7.0 Reports 70 - 75

7.1 Administrative

7.2 Future Conferences, Workshops, Seminars

7.3 Other Announcements

8.0 Next Board of Directors Meeting: Monday, October 22, 2012 – 6:00 pm  
Sue Wagaman Board Room  
Red Oak CSD Administrative Center

***\*\*Other Board Activity: The Red Oak Board of Directors will host a regional meeting for the Iowa Association of School Boards on Tuesday, October 9 beginning at 5 pm, Red Coach Restaurant, Red Oak Iowa.***

9.0 Adjournment

## Item 4.0 Communications

### 4.1 Good News from Red Oak Schools

- ★ **Congratulations to the Inman Primary School Leadership Team** for an outstanding presentation at the Green Hills AEA Superintendents' Council. Team members included Joe Erickson, Melinda Smits, Trish Fellers, and Gayle Allensworth. The topic was simply "how to use student data to make sound instructional decisions." A comprehensive review of the IPS school improvement plan was certainly an outcome.
  
- ★ **School Health Professional Heather Hall** is commended for the development of a very successful school employee immunization clinic. Mrs. Hall reports participation was improved over last year as 79 flu and 42 Hepatitis immunizations were given.

### 4.2 Visitors and Presentations

- **Director of Maintenance & Operations Pete Wemhoff – Tour of Ag Ed Project**  
Pete Wemhoff is present this evening to provide a tour of the nearly completed agriculture education classrooms for Instructor Alan Spencer and his large group of learners. Upon return from the tour, Pete will address:
  - Status of the Cage Renovation Project
  - Discussion of the successful internal controls project for HVAC at IPS
  - Discovery of insurance coverage for the replacement of boilers in the school district
  - Status of the ROMS brick/chimney repair project
  - Potential of maintenance department retirements within the next quarter
  
- **Inman Primary School Presentation - Response to Intervention**  
Please welcome Principal Gayle Allensworth and Team Members to this meeting.  
All schools in Red Oak, plus teams of professionals from the Lennox CSD, the Riverside CSD, and the Green Hills AEA participated in an intense two day summer workshop hosted in Red Oak to learn how to develop a response plan for student learning interventions. Enjoy the twenty minute presentation from IPS. At the conclusion of the presentation, your questions or clarification requests are encouraged.

Item 4.2 – continued

### **4.3 Affirmations and Commendations**

#### **★ Red Oak Middle School Gift**

Red Oak Paraeducator Dianne Anderson has given a gift of computer software to the middle level special education instructors called IXL Classroom Math. A sincere ‘thank you’ is extended from the Red Oak Community School District.

#### **★ Red Oak Business Partners: United Group Real Estate, Houghton State Bank and Sellergren Lindell-Demarce Funeral Home.**

This group of Red Oak businesses sponsored the Remembering the Fallen Exhibit displayed from October 1 – 5. Appreciation is extended to the Red Oak Board of Directors for its involvement in being the host organization.

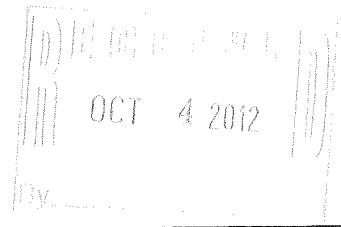
### **4.4 Correspondence**

Any correspondence received and important to the governing body is shared.

**Iowa Association of  
School Boards**  
6000 Grand Avenue  
Des Moines, Iowa 50312-1417  
(515) 288-1991  
1-800-795-IASB (4272)  
Fax: (515) 243-4992  
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**IASB**



**OFFICERS AND DIRECTORS**

**PRESIDENT**  
Patti Fields  
5 Modern Way  
Iowa City 52240

**PRESIDENT-ELECT**  
Jeff Anderson  
205 Story Street  
Boone 50036

**TREASURER**  
Roger Shaffer  
1306 Whitetail Avenue  
Sumner 50674

**PAST PRESIDENT**  
Russ Wiesley  
805 SE Walnut Ridge Drive  
Waukee 50263

**DISTRICT 1**  
Amy Jurrens  
108 W. Indiana  
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**DISTRICT 2**  
Ron Warren  
1160 180th Street  
Bradgate 50520

**DISTRICT 3**  
Kevin Powell  
12942 338th Street  
Strawberry Point 52076

**DISTRICT 4**  
Michael Sexton  
2202 Ogden Avenue  
Rockwell City 50579

**DISTRICT 5a**  
Dan Woodin  
2206 Ironwood Court  
Ames 50014

**DISTRICT 5b**  
Julie Walter  
6089 Foxboro Road  
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**DISTRICT 6b**  
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3612 Timberline Drive NE  
Cedar Rapids 52402

**DISTRICT 7**  
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6 Grenville Court  
Council Bluffs 51503

**DISTRICT 8**  
Joan Corbin  
2405 Drenthe Laan  
Pella 50219

**DISTRICT 9**  
George Wheeler  
2662 Clearview Heights Road  
Ft. Madison 52627

**AEA REPRESENTATIVE**  
James Green  
377 Cambridge Drive NE  
Cedar Rapids 52402

**IACCT REPRESENTATIVE**  
Darrell Determann  
P.O. Box 473  
Eagle Grove 50533

**EXECUTIVE DIRECTOR**  
Thomas J. Downs

**DEPUTY EXECUTIVE DIRECTOR**  
Galen Howsare

October 1, 2012

Lee Fellers  
Board President  
Red Oak Community Schools  
1701 Forest Avenue  
Red Oak, IA 51566

Dear Lee:

Thank you for your check in payment of the school board's 2012-2013 membership dues. We deeply appreciate your continued support.

IASB is committed to supporting your board/superintendent team in behalf of public education and high student achievement.

If you have any comments, suggestions or questions, please feel free to contact me or other IASB staff members.

Sincerely,

Tom Downs  
Executive Director

TD/db  
cc: Superintendent ✓

## Item 5.0 Consent Agenda

**BACKGROUND INFORMATION:** The following items are presented for approval in one formal motion. Please contact Business Manager Shirley Maxwell or Accounting Clerk Jeanice Lester in advance of the meeting should you have a question about specific items.

### **5.1 Review and Approval of the Minutes from September 24, 2012**

The minutes are enclosed for your review. Unless there are suggested changes, they are submitted for approval by Board Secretary Shirley Maxwell.

### **5.2 Review and Approval of the Monthly Business Reports**

Payment vouchers are ready for approval. There could be some last minute bills for payment placed at the table prior to the meeting. Business Manager Shirley Maxwell is available to answer any questions concerning the expenditures.

### **5.3 Education Service Agreements**

Enclosed are agreements issued for special services planned for Red Oak students in areas where service cannot be provided in Red Oak CSD. These include:

- ⇒ Glenwood's PMIC – student with education, medical needs.
- ⇒ College Community School District – to service a student who is assigned to a foster home.

### **5.4 Board Policy Final Reading Approval**

Enclosed are policies: Board Policy Code 503.5, Corporal Punishment, Code 504.1, Student Government, Code 504.2, Student Organizations, Board Policy Code No. 504.3, Student Publications, No. 504.4 Student Performances, No. 504.5 Student Fund Raising, No. 505.1 Student Progress Reports and Conferences, No. 505.2 Student Promotion – Retention – Acceleration, No. 505.3 Student Honors and Awards, No. 505.4 Testing Program, No. 505.6 Early Graduation, No. 505.7 Commencement and No. 505.8 Parental Involvement.

Each is recommended for final reading and approval.

### **5.5 Requests for Early Graduation**

Each request is enclosed for your review and approval. The administrative team does favorably recommend each.

### **5.6 Request for Project Payment – Middle School Cage Renovation**

The Red Oak CSD is the fiscal agent for the Middle School Cage Project. Engineer Pete Crawford does recommend the enclosed payment request.

Item 5.0 – continued

**SUGGESTED BOARD ACTION:** It is recommended the board of directors approve the following consent agenda items:

- Minutes from September 24, 2012.
- Monthly business reports as presented.
- Education Service Agreements as presented.
- Final review and approval of board policy updates as presented.
- Approval of early graduation requests for Kristopher Hardy, Margo Elarton, and Chloe Phelps.
- Request for a project payment to Precision Concrete Services, Inc. in the amount of \$30,780.

***Red Oak Community School District***  
**Regular Meeting of the Board of Directors**

Meeting Location: Sue Wagaman Board Room, Red Oak CSD Administrative Center  
 Red Oak Technology Center-Red Oak High School Campus  
 Monday, September 24, 2012

This regular meeting of the Board of Directors of the Red Oak Community School District was called to order by President Lee Fellers at 6:00 p.m.

**PRESENT:**

**Directors:** Lee Fellers, Warren Hayes, Paul Griffen, Bill Drey, Kathy Walker  
 Terry Schmidt, Superintendent, & Shirley Maxwell, Board Secretary

**APPROVAL OF AGENDA**

Director Drey moved with a second by Director Griffen to approve the agenda as presented with the order of agenda items at the discretion of the chairman. The motion carried unanimously.

**GOOD NEWS**

This evening the Directors welcomed Red Oak Scout, Sean Griffen, who is completing requirements for a merit badge; Hawkeye Ford's Drive One 4 UR Schools met their goal; thank you letter received from Stanton schools; Mary Honeyman, Red Oak alumni recognized in The Des Moines Register; a high school student will attend city council meetings.

**CONSENT AGENDA**

Director Drey moved with a second by Director Griffen to approve the consent agenda as presented:

- Approval of minutes from September 10, 2012
- Approval of monthly business reports as presented
- Approve education service agreement with Alpha School in Omaha, NE
- Approve Kevin Crouch as a substitute bus driver for 2012-2013
- Approve price increase of adult lunches from \$2.60 to \$3.10 effective October 1, 2012
- Approval of an extended fieldtrip for Washington Intermediate Grade 5 to the Springbrook Education Facility, Guthrie Center, IA

The motion carried unanimously.

**SCHOOL IMPROVEMENT ADVISORY COUNCIL**

The Red Oak School Improvement Advisory Council Chairperson, Charla Schmid presented the results of the community survey conducted in the last school year and the subsequent recommendations for the boards consideration.

**HOME SCHOOL ASSISTANCE PROGRAM**

Director Drey moved with a second by Director Griffen to endorse the home school assistance program for the 2012-2013 school year and post the job qualifications for the position. The motion carried unanimously.



### **HIGH SCHOOL STUDENT HANDBOOK AMENDMENT**

Director Drey moved with a second by Director Walker to adopt the change in the high school student handbook as presented. All students and parents will have a copy of the handbook change and the exact date that the change will be implemented. The motion carried unanimously.

### **BOARD POLICY REVIEW**

Director Drey moved with a second by Director Hayes to give tentative approval to the legal reference changes of Board Policy Code 503.5, Corporal Punishment, Code 504.1, Student Government, Code 504.2, Student Organizations, Board Policy Code No. 504.3, Student Publications, No. 504.4 Student Performances, No. 504.5 Student Fund Raising, No. 505.1 Student Progress Reports and Conferences, No. 505.2 Student Promotion – Retention – Acceleration, No. 505.3 Student Honors and Awards, No. 505.4 Testing Program, No. 505.6 Early Graduation, No. 505.7 Commencement and No. 505.8 Parental Involvement. The motion carried unanimously.

Director Griffen moved with a second by Director Drey to defer the following policies to the Director's Committee for Policy Review: Code No. 503.4 Good Conduct Rule, Policy No. 504.6 Student Activity Program, and Policy No. 505.5 Graduation Requirements. The motion carried unanimously.

### **IASB REGIONAL MEETING**

The Iowa Association of School Board regional meeting is planned for Tuesday, October 9, 2012, at the Red Coach Inn, Red Oak. Those planning to attend are Directors Walker, Drey, Fellers and Griffen.

### **ADJOURNMENT**

Director Drey moved with a second by Director Griffen to adjourn the meeting at 9:51 p.m. The next Board Meeting will be held on Monday, October 8, 2012, in the Sue Wagaman Board Room at the Red Oak Administrative Center, 2011 N 8<sup>th</sup> Street, Red Oak, at 6:00 p.m. The motion carried unanimously.

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Lee Fellers, President

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Shirley Maxwell, Board Secretary

Vendor Name	Invoice Number	Amount	
Account Number	Detail Description		Amount
Checking Account ID 1	Fund Number 10	OPERATING FUND	
COUNSEL OFFICE & DOCUMENTS	CNIN111939	34.00	
10 0010 2520 000 0000 618	COPIER LEASE		34.00
COUNSEL OFFICE & DOCUMENTS	CNIN112768	207.00	
10 0010 2520 000 0000 618	COPIER LEASE		207.00
Vendor Name COUNSEL OFFICE & DOCUMENTS			<u>241.00</u>
FIRST BANKCARD	09142012	86.30	
10 1900 1200 430 4501 641	BOOKS		86.30
FIRST BANKCARD	09242012-1	132.00	
10 1901 1000 100 0000 612	replacement batteries for walkie talkies		132.00
FIRST BANKCARD	09262012	350.55	
10 0010 1200 211 3301 611	Laminator		350.55
FIRST BANKCARD	09262012-2	38.14	
10 0010 1200 211 3301 611	AAA Batteries		38.14
FIRST BANKCARD	09282012-6	471.47	
10 0010 3300 000 8035 618	LIDS/FRAMES/BAGS		471.47
FIRST BANKCARD	09292012	765.37	
10 0010 3300 000 8035 618	VINYL BASKETS		765.37
FIRST BANKCARD	09292012-3	1,170.05	
10 0010 3300 000 8035 618	RUBBERMAID CONTAINERS		1,170.05
FIRST BANKCARD	09302012-2	98.30	
10 0010 1000 100 0000 641	BOOKS		98.30
FIRST BANKCARD	09302012-4	159.25	
10 0010 1000 100 0000 641	BOOKS		159.25
FIRST BANKCARD	09302012-6	19.91	
10 0010 1000 100 0000 641	BOOKS		19.91
FIRST BANKCARD	10012012-5	745.00	
10 0010 3300 000 8035 618	COMPACTOR		745.00
FIRST BANKCARD	10022012	60.06	
10 1901 2410 000 0000 647	BOOKS		60.06
FIRST BANKCARD	10022012-1	24.02	
10 1901 2410 000 0000 647	BOOKS		24.02
FIRST BANKCARD	10022012-2	208.71	
10 1901 2410 000 0000 647	BOOKS		208.71
FIRST BANKCARD	10022012-4	208.71	
10 1901 2410 000 0000 647	BOOKS		208.71
FIRST BANKCARD	10022012-5	26.47	
10 3230 1000 110 0000 612	Audio Cables		26.47
FIRST BANKCARD	10032012-2	33.15	
10 0010 2310 000 0000 611	MEETING MEAL		33.15
Vendor Name FIRST BANKCARD			<u>4,597.46</u>
GREEN HILLS AEA	09172012	125.00	
10 0010 2321 000 0000 320	SUPT ASSOC DUES 2012-2013		125.00
Vendor Name GREEN HILLS AEA			<u>125.00</u>
NOLTE, CORNMAN & JOHNSON P.C.	09172012	3,400.00	
10 0010 2310 000 0000 320	PARTIAL PYMT SCHOOL AUDIT		3,400.00
Vendor Name NOLTE, CORNMAN & JOHNSON P.C.			<u>3,400.00</u>
SCHOLASTIC BOOK FAIRS	10032012	263.69	
10 3230 1200 420 1119 612	BOOKS		263.69
Vendor Name SCHOLASTIC BOOK FAIRS			<u>263.69</u>

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
SEMINOLE ENERGY SERVICES, LLC	170-1209-1568	3,147.52
10 2020 2600 000 0000 621	THERMS 113	153.96
10 1913 2600 000 0000 621	THERMS 389	314.97
10 1914 2600 000 0000 621	THERMS 50	78.46
10 3230 2600 000 0000 621	THERMS 4332	2,600.13
Vendor Name SEMINOLE ENERGY SERVICES, LLC		<u>3,147.52</u>
SHERMAN, KARA	10032012	16.05
10 0010 2310 000 0000 611	REIMBURSEMENT	16.05
Vendor Name SHERMAN, KARA		<u>16.05</u>
SOCS/FES	INV003041	121.22
10 0010 2236 000 0000 536	WEB HOSTING CHARGE	121.22
Vendor Name SOCS/FES		<u>121.22</u>
UNITED PARCEL SERVICE	0000537022382	103.65
10 1901 2410 000 0000 531	UPS CHARGES	20.00
10 2020 2410 000 0000 531	UPS CHARGES	20.00
10 1902 2410 000 0000 531	UPS CHARGES	20.00
10 3230 2410 000 0000 531	UPS CHARGES	43.65
Vendor Name UNITED PARCEL SERVICE		<u>103.65</u>
Fund Number 10		<u>12,015.59</u>
Checking Account ID 1	Fund Number 22	MANAGEMENT FUND
SPECIALTY UNDERWRITERS LLC	SW2771-2	5,721.25
22 0010 2310 000 0000 520	PREMIUM INSTALLMENT	5,721.25
Vendor Name SPECIALTY UNDERWRITERS LLC		<u>5,721.25</u>
Fund Number 22		<u>5,721.25</u>
Checking Account ID 1	Fund Number 36	PHYSICAL PLANT & EQUIPMENT
ALLEY, POYNER, MACCHIETTO, ARCHITECTURE, INC	12049-3	891.42
36 3900 4700 000 0000 450	PROFESSIONAL SERVICES TECH CENTER	891.42
Vendor Name ALLEY, POYNER, MACCHIETTO, ARCHITECTURE, INC		<u>891.42</u>
Fund Number 36		<u>891.42</u>
Checking Account ID 1		<u>18,628.26</u>
Checking Account ID 3	Fund Number 21	STUDENT ACTIVITY FUND
ATLANTIC COMMUNITY SCHOOLS	09242012	97.50
21 0010 1400 920 6645 320	XC Fees Varsity	80.00
21 0010 1400 920 6645 320	MS Boys Entry Fee	12.50
21 0010 1400 920 6645 320	MS Girls Entry	5.00
Vendor Name ATLANTIC COMMUNITY SCHOOLS		<u>97.50</u>
BASS, DAVE	09202012	90.00
21 0010 1400 920 6720 320	OFFICIAL 9/20/12	90.00
BASS, DAVE	09242012	70.00
21 0010 1400 920 6720 320	OFFICIAL 9/24/12	70.00
BASS, DAVE	09272012	60.00
21 0010 1400 920 6720 320	OFFICIAL 09/27/12	60.00
BASS, DAVE	10012012	60.00

Vendor Name	Invoice Number	Amount	Amount
Account Number	Detail Description		Amount
21 0010 1400 920 6720 320	OFFICIAL 10/01/12		60.00
Vendor Name BASS, DAVE			<u>280.00</u>
CLARINDA COMMUNITY SCHOOLS	09042012	235.00	
21 0010 1400 920 6645 320	Varsity G/B XC Meet Fees		75.00
21 0010 1400 920 6840 340	Varsity Meet Fee		80.00
21 0010 1400 920 6740 320	Varsity Meet Fees		80.00
Vendor Name CLARINDA COMMUNITY SCHOOLS			<u>235.00</u>
DISTRICT 13 SOUTH - FCCLA	10072012	30.00	
21 3230 1400 950 7408 320	District 13-South Membership Dues		30.00
Vendor Name DISTRICT 13 SOUTH - FCCLA			<u>30.00</u>
DOCKER, DAVE	09242012	70.00	
21 0010 1400 920 6720 320	OFFICIAL 09/24/12		70.00
Vendor Name DOCKER, DAVE			<u>70.00</u>
DUKES, LEROY	09272012	95.00	
21 0010 1400 920 6815 340	OFFICIAL 09/24/12		95.00
Vendor Name DUKES, LEROY			<u>95.00</u>
EDIE, DUSTIN	09272012	60.00	
21 0010 1400 920 6720 320	OFFICIAL 09/27/12		60.00
Vendor Name EDIE, DUSTIN			<u>60.00</u>
ESTERLING, GREG	09212012	90.00	
21 0010 1400 920 6720 320	OFFICIAL 09/21/12		90.00
Vendor Name ESTERLING, GREG			<u>90.00</u>
FASTENAU, PAULA	10012012	60.00	
21 0010 1400 920 6815 340	OFFICIAL 10/01/12		60.00
Vendor Name FASTENAU, PAULA			<u>60.00</u>
HOLT, JASON	09202012	90.00	
21 0010 1400 920 6720 320	OFFICIAL 09/20/12		90.00
HOLT, JASON	09242012	70.00	
21 0010 1400 920 6720 320	OFFICIAL 09/24/12		70.00
HOLT, JASON	10012012	60.00	
21 0010 1400 920 6720 320	OFFICIAL 10/01/12		60.00
Vendor Name HOLT, JASON			<u>220.00</u>
IBCA	09252012	75.00	
21 0010 1400 920 6600 320	IBCA Membership Dues		75.00
Vendor Name IBCA			<u>75.00</u>
IOWA GIRLS' COACHES ASSOC	09252012	95.00	
21 0010 1400 920 6600 320	Iowa Girls Coaching Assoc. Dues		95.00
Vendor Name IOWA GIRLS' COACHES ASSOC			<u>95.00</u>
LEWIS, JENNIFER	09252012	95.00	
21 0010 1400 920 6815 340	OFFICIAL 09/25/12		95.00

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
Vendor Name LEWIS, JENNIFER		<u>95.00</u>
MADISON, BRICK	09212012	90.00
21 0010 1400 920 6720 320	OFFICIAL 09/21/12	90.00
Vendor Name MADISON, BRICK		<u>90.00</u>
MAYBERRY, LYLE	09212012	90.00
21 0010 1400 920 6720 320	OFFICIAL 09/21/12	90.00
Vendor Name MAYBERRY, LYLE		<u>90.00</u>
MEGGISON, DOUG	09212012	90.00
21 0010 1400 920 6720 320	OFFICIAL 09/21/12	90.00
Vendor Name MEGGISON, DOUG		<u>90.00</u>
NATIONAL FFA ORGANIZATION	OE-633753	136.50
21 3230 1400 950 7407 618	Manual	62.50
21 3230 1400 950 7407 618	Chapter Officer Pin Set	15.50
21 3230 1400 950 7407 618	Usher Pin	6.00
21 3230 1400 950 7407 618	Greenhand Star Pin	3.00
21 3230 1400 950 7407 618	FFA Road Sign	19.50
21 3230 1400 950 7407 618	FFA Emblem Cards	17.00
21 3230 1400 950 7407 618	SHIPPING	13.00
Vendor Name NATIONAL FFA ORGANIZATION		<u>136.50</u>
NORDHUES, TOM	09272012	60.00
21 0010 1400 920 6720 320	OFFICIAL 09/27/12	60.00
NORDHUES, TOM	10012012	60.00
21 0010 1400 920 6720 320	OFFICIAL 10/01/12	60.00
Vendor Name NORDHUES, TOM		<u>120.00</u>
SCHOLASTIC BOOK FAIRS	10012012	870.82
21 3230 1400 950 7415 618	BOOKS	870.82
Vendor Name SCHOLASTIC BOOK FAIRS		<u>870.82</u>
SCHWEITZER, MIKE	09272012	95.00
21 0010 1400 920 6815 340	OFFICIAL 09/27/12	95.00
Vendor Name SCHWEITZER, MIKE		<u>95.00</u>
SOUTHWEST IOWA HONOR MARCHING BAND	10152012	1,268.75
21 0010 1400 950 7472 618	SW IA HONOR MARCHING BAND TRIP PYMT	1,268.75
Vendor Name SOUTHWEST IOWA HONOR MARCHING BAND		<u>1,268.75</u>
SW IA HONOR MARCHING BAND	10032012	102.00
21 2020 1400 910 6220 618	REGISTRATION FEE	102.00
Vendor Name SW IA HONOR MARCHING BAND		<u>102.00</u>
URBAN, JIM	09252012	95.00
21 0010 1400 920 6815 340	OFFICIAL 09/25/12	95.00
Vendor Name URBAN, JIM		<u>95.00</u>
VOHS, JEFF	09212012	90.00
21 0010 1400 920 6720 320	OFFICIAL 09/21/12	90.00

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	<u>Amount</u>
Vendor Name VOHS, JEFF		90.00
WRIGHT, TOM	09202012	90.00
21 0010 1400 920 6720 320	OFFICIAL 09/20/12	90.00
WRIGHT, TOM	09242012	70.00
21 0010 1400 920 6720 320	OFFICIAL 09/24/12	70.00
Vendor Name WRIGHT, TOM		<u>160.00</u>
Fund Number 21		<u>4,710.57</u>
Checking Account ID 3		<u>4,710.57</u>

GLENWOOD COMMUNITY SCHOOL DISTRICT  
103 CENTRAL, SUITE 300  
GLENWOOD, IA 51534  
(712) 527-9034

OCT 4 2012

COPY

**To:** Business Manager  
**From:** Shirley Lundgren  
**RE:** Contract for Services

---

Enclosed you will find two copies of the contract for services from the Glenwood Community Schools.

Please sign and return one copy of the contract and retain one copy for your files.

If you have any questions, please let me know.

Thanks.



Shirley Lundgren  
lundgrens@glenwood.k12.ia.us

GLENWOOD COMMUNITY SCHOOL DISTRICT  
103 Central, Suite 300  
Glenwood, IA 51534

CONTRACT FOR PMIC SERVICES FOR THE 2012-2013 SCHOOL YEAR

Student: \_\_\_\_\_ DOB: \_\_\_\_\_  
Enrollment Date: 9/26/2012 Level: NA

This agreement is entered into by the Red Oak Community School District  
(sending district) and the Psychiatric Medical Institute for Children (PMIC) Program at the  
Glenwood Community School District (receiving district).

We, the undersigned agencies, for each student being provided educational services or programs by other than the student's agency of residence hereby do consent and agree to the following conditions:

Condition I

The receiving district shall provide instructional services and programs for the students referred for PMIC Program education classes in accordance with state laws governing such services and the delivery thereof.

Condition II

The cost of the above services shall be paid by the sending district to the receiving district and shall be the actual cost incurred in providing these educational services and programs at a per diem of \$33.34 per school day for regular education students plus the special portion for special education students. Payment of those actual costs will be determined and paid in the following manner.

A. The Glenwood CSD shall bill the sending district actual cost of services at the end of the regular education student's term. The cost shall be determined by multiplying the number of days enrolled in the PMIC program by the state per pupil cost per day as stated above. For special education students the sending district will be billed estimated costs for the student's term and will be billed the balance of the actual costs at the end of the school year in accordance with state regulations.

B. All remittance are to be sent to: Shirley Lundgren, Glenwood Community Schools, 103 Central Suite 300, Glenwood, IA 51534.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Board President or Authorized Representative (Sending District)

Signed *Theresa Roman* Date 9/28/2012  
Board President or Authorized Representative (Receiving District)





COPY

To Ensure Quality Learning  
Today For Tomorrow

To: Special Education Administrators,  
Business Managers, Board Secretaries

Re: 2012/2013 Special Education Contracts

Dear Educators:

Enclosed are two copies of special education contracts on students that are being served in special education programs operated by the College Community School District. **Please sign and return one copy to the attention of Linda Bruch, Prairie Edge, 5400 Kirkwood Blvd SW, Cedar Rapids, IA 52404.**

Questions concerning contracts and finances should be directed to **Jim Rotter, Director of Business Services, College Community School District, 401-76th Avenue SW, Cedar Rapids, IA 52404 (phone: 319-848-5221).**

Questions concerning IEP's and related information should be directed to **Cheryl Kiburz, Student Service Director for the College Community School District, phone #319-848-5378.**

It would greatly assist us if you would provide the following information:

Individual that we should send IEP's and contracts to:

Gayle Allensworth

E-Mail Address:

Fax #: allensworthg@roschools.com

Sincerely,

*Cheryl Kiburz*

Cheryl Kiburz, Student Services Director

Enc.

**2012/2013 INTERAGENCY AGREEMENT FOR  
SPECIAL EDUCATION INSTRUCTIONAL PROGRAM**

This agreement is entered into by the COLLEGE COMMUNITY SCHOOL DISTRICT and the SENDING AGENCY.

The agencies named herein agree to the following conditions for the student being provided Special Education Instructional programs and services.

**I. THE COLLEGE COMMUNITY SCHOOL DISTRICT AGREES TO:**

- A. Administer/Supervise appropriate Special Education Instructional programs and services for referred student in accordance with the Iowa Department of Education Rules of Special Education and state laws governing these services.
- B. Submit semi-annual tuition statements to the sending district on or before January 15 and August 1 of the current contracted school year.
- C. Submit upon request, reports or other data requested by the Sending Agency.

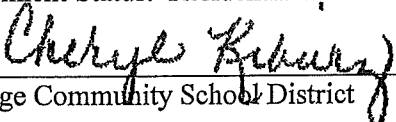
**II. THE SENDING AGENCY AGREES TO:**

- A. Forward semi-annual payments to the College Community School District prior to January 30 and August 15 of the current contracted school year.

---

Today's Date: 09/17/12  
Name of Student:  
Attendance Center: Prairie Creek Intermediate  
Estimated Yearly Cost: 1.72 x **\$6,001**  
State ID: 5344147558  
Enrollment Status: Residential Placement (Heart of Iowa)

Date of Birth:  
Program Type: EI/L1  
Date of Entry: 08/16/12  
Grade:  
Resident District: Red Oak

  
\_\_\_\_\_  
College Community School District

09-17-12  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Sending District Authorized Representative

\_\_\_\_\_  
Date

Name and Address of individual for billing purposes if other than authorized representative:

\_\_\_\_\_  
\_\_\_\_\_

## CORPORAL PUNISHMENT

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

- Using reasonable and necessary force, not designed or intended to cause pain, in order to accomplish any of the following:
  - To quell a disturbance or prevent an act that threatens physical harm to any person.
  - To obtain possession of a weapon or other dangerous object within a pupil's control.
  - For the purposes of self-defense or defense of others as provided for in Iowa Code section 704.3.
  - For the protection of property as provided for in Iowa Code section 704.4 or 704.5.
  - To remove a disruptive pupil from class or any area of school premises or from school-sponsored activities off school premises.
  - To protect a student from the self-infliction of harm.
  - To protect the safety of others.
- Using incidental, minor, or reasonable physical contact to maintain order and control.

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

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

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

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

Legal Reference: Ingraham v. Wright, 430 U.S. 651 (1977).  
Goss v. Lopez, 419 U.S. 565 (1975).  
Tinkham v. Kole, 252 Iowa 1303, 110 N.W.2d 258 (1961).  
Lai v. Erickson, PTPC Admin. Doc. 83-12 (1983).  
Iowa Code §§ 279.8; 280.21 (2005).  
281 I.A.C. 12.3(8); 103.  
1980 Op. Att'y Gen. 275.

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

Approved September 24, 2012

Reviewed September 24, 2012

Revised

## STUDENT GOVERNMENT

The student council provides for student activities, serves as a training experience for student leaders, promotes the common good, gives students a share in the management of the school, develops high ideals of personal conduct, acts as a clearinghouse for student activities, seeks to interest students in school district affairs and helps solve problems that may arise. Members of the council are student representatives who have direct access to the administration.

The principal, in conjunction with the students and licensed employees, will set forth the guidelines for the student government's elections, operations, and other elements of the government.

Legal Reference: Iowa Code § 279.8 (2011).

Cross Reference: 502 Student Rights and Responsibilities  
504 Student Activities

Approved September 24, 2012

Reviewed September 24, 2012

Revised

## STUDENT ORGANIZATIONS

Secondary school student-initiated, noncurriculum-related groups and student curriculum-related groups, upon receiving permission from the principal, may use school facilities for group meetings during non-instructional time.

Non-instructional time will mean any time before the first period of the day and after the last period of the day in which any student attends class. Meetings will not interfere with the orderly conduct of the education program or other school district operations. It is within the discretion of the principal to determine whether the meetings will interfere with the orderly conduct of the education program or other school district operations. Activities relating to and part of the education program will have priority over the activities of another organization.

Curriculum-Related Organizations

It will also be the responsibility of the principal to determine whether a student group is curriculum-related. One or more of the following questions will be answered affirmatively if the group is curriculum-related:

- Is the subject matter of the group actually taught in a regularly offered course?
- Will the subject matter of the group soon be taught in a regularly offered course?
- Does the subject matter of the group concern the body of courses as a whole?
- Is participation in the group required for a particular course?
- Does participation in the group result in academic credit?

Secondary school curriculum-related student organizations may use the school district facilities for meetings and other purposes before and after the instructional school day. Employees are assigned to monitor approved meetings and may interact with curriculum-related organizations.

Noncurriculum-Related Organizations

Student-initiated, noncurriculum-related organizations are provided access to meeting space and school district facilities.

Only students may attend and participate in meetings of noncurriculum-related groups. Such attendance is strictly voluntary and student-initiated. As a means of determining whether a student's attendance is voluntary, the principal may require parental consent for the student to attend the meetings.

Employees will be assigned to monitor approved meetings. Employees will not participate in the meeting or assist in planning, criticizing, or encouraging attendance. Only students may be involved in and attend the noncurriculum group's meetings.

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

Legal Reference: Westside Community Board of Education v Mergens, 496 U.S. 226 (1990).  
Bender v. Williamsport Area Community School District, 741 F.2d 538 (3d Cir. 1984), *vacated and remanded on other grounds*, 475 U.S. 534 (1986).  
 20 U.S.C. §§ 4071-4074 (2010).  
 Iowa Code §§ 287.1-.3; 297.9 (2011).

Cross Reference: 502 Student Rights and Responsibilities  
 504 Student Activities

Approved September 24, 2012 Reviewed September 24, 2012 Revised

**Red Oak Community School District**

## STUDENT PUBLICATIONS

Students may produce official school publications as part of the curriculum under the supervision of a faculty advisor and the principal. Official school publications include material produced in the journalism, newspaper, yearbook, or writing classes and distributed to the student body either free or for a fee.

Any expression made by students, including student expression in official school publications, is not an expression of official school policy. The school district, the board, and the employees or officials are not liable in any civil or criminal action for any student expression made or published by students unless the employees or officials have interfered with or altered the content of the student speech or expression. The liability, if any, is only to the extent of the interference or alteration of the speech or expression.

Official school publications are free from prior restraint by employees or officials except as provided by law. A faculty advisor will supervise student writers to maintain professional standards of English and journalism and to comply with the law including, but not limited to, the restrictions against unlawful speech. The production of official school publications is guided by the law and by the ethical standards adopted by professional associations or societies of journalism.

Persons, other than students, who believe they have been aggrieved by student expression in a student-produced official school publication will follow the grievance procedure outlined in board policy 214.1. Students who believe their freedom of expression in a student-produced official school publication has been restricted will follow the grievance procedure outlined in board policy 502.6.

The superintendent is responsible for developing a student publications code. This code will include, but not be limited to, reasonable rules including time, place, and manner of restrictions. The superintendent will also be responsible for distributing this policy and the student publications code to the students and their parents.

Legal Reference:        Hazelwood School District v. Kuhlmeier, 484 U.S. 260 (1988).  
                              Bystrom v. Fridley High School, 822 F.2d 747 (8th Cir. 1987).  
                              Iowa Code § 280.22 (2011).

Cross Reference:        309     Communication Channels  
                              502     Student Rights and Responsibilities  
                              504     Student Activities  
                              903.5   Distribution of Material

Approved September 24, 2012        Reviewed September 24, 2012        Revised

## STUDENT PERFORMANCES

Students, as part of the education program, may participate in contests or other public and private events approved by the superintendent that will be of benefit to the student and the education program. Performance at such events is a privilege.

Students, who perform at such events, serve as ambassadors of the school district and must conduct themselves in the same manner as required in the regular school day. Students who fail to abide by this policy and the administrative regulations supporting it may be subject to disciplinary measures.

Students will be allowed to perform in these events only with proper permission and supervision and when the events do not disrupt the education program or other school district operations. The events must be approved by the superintendent, unless it involves unusual travel and expense, in which case the board must approve of the performance.

It is the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy. In developing the administrative regulations, these guidelines should be followed:

- Performances by student groups below the high school level should be allowed on a very limited basis;
- All groups of students should have an opportunity to participate; and,
- Extensive travel by one group of students should be discouraged.

It is within the discretion of the superintendent to determine whether the event will benefit the education program and the participating students. Contests or other performances by students unapproved by the superintendent are the responsibility of the parent and the student.

Legal Reference: Hazelwood School District v. Kuhlmeier, 484 U.S. 260 (1988).  
Iowa Code §§ 280.13-.14 (2011).  
281 I.A.C. 12.6.

Cross Reference: 502 Student Rights and Responsibilities  
503.4 Good Conduct Rule  
504 Student Activities  
905 Community Activities Involving Students

Approved September 24, 2012      Reviewed September 24, 2012      Revised

STUDENT FUND RAISING

District-sponsored student organizations may have no more than three fund raising projects per year. Only one fund raising project may be a direct person-to-person sales campaign.

There is to be no duplication of direct person-to-person sales projects within the school year. Two organizations may not sell the same project at different times during the same year.

Other fund-raising projects, such as dances, dinners, or car washes may be duplicated, but may not involve the solicitation of funds in any person-to-person manner. For example, the FFA club could have a dance as could the student council, but neither group could solicit people individually to purchase tickets.

A request for authorization to engage in a fund raising project must be submitted well in advance on an appropriate form from the building principal's office. Such authorization must be obtained before any fund raising may take place. The authorization of the building principal must be forwarded to the district central office for final consideration. In general, no more than one fund raising project is to occur within the district at any given time, other than dances, dinners, car washes, or similar service types of projects. Exceptions may be approved due to seasonal constraints or for other unusual circumstances.

All monies are to be turned in to the principal on or before the last date of the project and forwarded to the district central office. The checks will be issued from the central office for the expenses incurred. Monies collected in buildings on a daily basis are to be kept in a vault or other secure, locked place. If such a place does not exist in a building, the monies are to be forwarded to the district central office daily.

A record of each organization's projects will be maintained by the building principal, along with a calendar of all approved fund raising dates/activities. The building principals shall coordinate their calendars to insure compliance with this policy.

Legal Reference: Senior Class of Pekin High School v. Tharp, 154 N.W.2d 874 (Iowa 1967).  
Iowa Code § 279.8 (2011).

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

Approved September 24, 2012      Reviewed September 24, 2012      Revised



## STUDENT PROGRESS REPORTS AND CONFERENCES

Students shall receive a progress report at the end of each nine-week grading period. Students who are at risk of receiving a failing grade or whose achievement has declined, and their parents, shall be notified prior to the end of the semester in order to have an opportunity to improve their grade. The board encourages the notification of students who have made marked improvement prior to the end of the semester.

Parent-Teacher conferences to keep parents informed will be held in the fall and the spring of each school year. Conferences in the elementary grades are scheduled individually with parents and/or guardians. Conferences at the middle school and high school may be individually scheduled.

Parents, teachers, or principals may request a conference for students in grades kindergarten through twelve in addition to the scheduled conference time. Parents and students are encouraged to discuss the student's progress or other matters with the student's teacher.

Legal Reference: Iowa Code §§ 256.11, .11A; 256E.1(1)(b)(1), 280 (2011)  
281 I.A.C. 12.3(6), .3(7), .5(16).

Cross Reference: 505 Student Scholastic Achievement  
506 Student Records

Approved September 24, 2012

Reviewed September 24, 2012

Revised

STUDENT PROMOTION - RETENTION - ACCELERATION

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

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

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

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

Legal Reference: Iowa Code §§ 256.11, .11A; 279.8; 280.3 (2011).  
281 I.A.C. 12.3(7); 12.5(16).

Cross Reference: 501 Student Attendance  
505 Student Scholastic Achievement

Approved September 24, 2012      Reviewed September 24, 2012      Revised

## STUDENT HONORS AND AWARDS

The school district will provide a program that establishes honors and awards including, but not limited to, academic letters, scholarships and good citizenship awards for students to assist students in setting goals. Students are made aware of honors and awards and the action necessary on the part of the student to achieve them. Students transferring in from nonaccredited settings will only be eligible for honors and awards for the actual period of time they have been enrolled as regular students in the school district. Students transferring into the high school from a nonaccredited setting will not be eligible for class ranking unless he/she has been enrolled for four (4) or more semesters.

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

Legal Reference: Iowa Code § 279.8 (2011).

Cross Reference: 504 Student Activities  
505 Student Scholastic Achievement

Approved September 24, 2012

Reviewed September 24, 2012

Revised

## TESTING PROGRAM

A comprehensive testing program is established and maintained to evaluate the education program of the school district and to assist in providing guidance or counseling services to students and their families.

No student is required, as part of any applicable program, to submit to a survey, analysis or evaluation that reveals information concerning:

- political affiliations or beliefs of the student or student's parent;
- mental or psychological problems of the student or the student's family;
- sex behavior or attitudes;
- illegal, anti-social, self-incriminating or demeaning behavior;
- critical appraisals of other individuals with whom respondents have close family relationships;
- legally recognized, privileged and analogous relationships, such as those of lawyers, physicians and ministers;
- religious practices, affiliations or beliefs of the student or student's parent; or
- income,(other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

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

It is the responsibility of the board to review and approve the evaluation and testing program.

Legal Reference: No Child Left Behind, Title II, Sec. 1061, P.L. 107-110 (2002).  
Goals 2000: Educate America Act, Pub. L. No. 103-227, 108 Stat. 125 (1994).  
20 U.S.C. § 1232h (2010).  
Iowa Code §§ 280.3; (2011)

Cross Reference: 505 Student Scholastic Achievement  
506 Student Records  
607.2 Student Health Services

Approved Sept 24, 2012

Reviewed Sept 24, 2012

Revised

## EARLY GRADUATION

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

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

In considering early graduation, the student and his/her parents need to consider seriously the advantages and disadvantages of this option. There should be compelling reasons for pursuing such a course. It is the viewpoint of the board and the administration that students should take advantage of the opportunity to grow and mature intellectually as well as socially through four years of high school attendance. The benefits of interacting with one's peer group and enrolling in courses/activities that offer opportunity for participation in varied activities need to be given serious consideration. It is recognized, however, that a few students might better satisfy their particular needs by early completion of high school in order to pursue a career, enrollment in a post secondary school, or to become involved in some other worthwhile endeavor. The process to accomplish early graduation is as follows:

1. Application for early graduation shall be submitted to the principal no later than start of the 4<sup>th</sup> quarter of the junior year. No late requests will be considered except for transfer students entering after the start of the 4<sup>th</sup> quarter. In extreme circumstances exceptions to the above deadlines may be made upon the recommendation of the high school principal. It is strongly recommended that all students complete four years of high school.
2. The student must earn the required number of credits for graduation from this school that are in effect at the time of application. This includes specific required courses. The eighth semester of required physical education will be waived.
3. Prior to the time an application is filed, the student and his/her parents or guardian are required to meet with a school counselor to discuss the feasibility of early graduation. Such matters as the student's past record of scholastic achievement, attendance, attitude toward school/teachers, reason(s) for early graduation, and subjects to be pursued in earning credits need to be considered.
4. A request for early graduation is subject to the recommendation of the principal and the approval of the board.
5. A student approved for early graduation forfeits his/her eligibility to participate in all school sponsored or sanctioned activities during the eighth semester and the following summer. This means you cannot participate in prom, class trip, or athletics.
6. Even though the student would earn a diploma at early, it would not be granted until graduation ceremonies at the end of the school year. The student could elect to take part or not take part in graduation ceremonies but in either case the principal would have to be notified of the decision by January 15.

Approved September 24, 2012

Reviewed September 24, 2012

Revised

EARLY GRADUATION

7. School records would show the student as having met the requirements for graduation effective the last day of the first semester. Grade average and rank-in-class for the student would be determined and listed both at the end of the seventh semester and at the end of the eighth semester. If needed, the principal will certify early graduation by letter to any college or post high school institution or prospective employer requiring proof of graduation.
8. Any student who has been approved for early graduation will be expected to achieve passing marks in elected courses and to maintain regular school attendance. Course schedule changes will not be made to suit the convenience of the student. Course changes will not be made that will adversely affect the course/section balance.
9. Prior to his/her eighth semester, a student may reverse the decision of early graduation. The student would then be required to remain in school and enroll as a full-time student during the final eighth semester.

Legal Reference: Iowa Code §§ 279.8; 280.3, .14 (2011).  
281 I.A.C. 12.2; .3(7); .5.

Cross Reference: 505 Student Scholastic Achievement

## COMMENCEMENT

Students who have met the requirements for graduation will be allowed to participate in the commencement proceedings provided they abide by the proceedings organized by the school district. It is the responsibility of the principal to solicit input from each graduating class regarding the proceedings for their commencement.

Failure of a student to participate in commencement will not be a reason for withholding the student's final progress report or diploma certifying the student's completion of high school.

The board may exclude a student from participating in commencement exercises for violation of school rules for orderly operation of the schools.

Legal Reference: Iowa Code §§ 279.8; 280.3, .14 (2011).  
281 I.A.C. 12.5.

Cross Reference: 505 Student Scholastic Achievement

Approved September 24, 2012      Reviewed September 24, 2012      Revised

## PARENTAL INVOLVEMENT

Parental involvement is an important component in a student's success in school. The board encourages parents to become involved in their child's education to ensure the child's academic success. To this end, the board will address the following items:

- (1) *How the board will involve parents in the development of the Title I plan, the process for school review of the plan and the process for improvement.* Parent advisory groups exist at all Title I attendance centers. The Title I program is discussed at least annually in terms of what assistance is available to students, along with the opportunity for parental input into ways to improve the program. In addition, parents are involved in the Student Assistance Team process, and that is that is the venue through which students are referred for Title I services.
- (2) *How the board will provide the coordination, technical assistance and other support necessary to assist participating schools in planning and implementing effective parent involvement activities to improve student academic achievement and school performance.* Through the annual goal-setting process, the board will promote effective parental involvement in all school activities to improve student achievement for **ALL** students.
- (3) *Build the schools' and parents' capacity for strong parental involvement.* Each Title I attendance center will have regular meetings of the parent advisory groups. Annually, a Title I evening will be held during which parents, students, and teachers will have the opportunity to interact, with parents learning strategies that can be effectively implemented at home. Parents are part of the Student Assistance Team process. Title I teachers are responsible for updating parents and keeping them informed about the progress of their child(ren).
- (4) *Coordinate and integrate parental involvement strategies under Title I with other programs such as Reading First, and other initiatives.* Title I teachers are part of the professional development activities for all teachers. The recent focus has been on the implementation of Reading First instructional strategies, which has been a topic at the meetings of the parent advisory groups.
- (5) *Conduct with the involvement of parents, an annual evaluation of the content and effectiveness of the parental involvement policy in improving the academic quality of the school served including identifying barriers to greater participation by parents in Title I activities (with particular attention to low-income parents, Limited English Proficient (LEP) parents, minorities, parents with disabilities and parents with low literacy) and use the findings of the evaluation to design strategies for more effective parental involvement and to revise, as necessary, the parental involvement policies.* An evaluation of the Title I program will be accomplished annually at the Title I evening for all parents of Title I students.
- (6) *Involve parents in Title I activities.* Each Title I attendance center will have regular meetings of the parent advisory groups. Annually, a Title I evening will be held during which parents, students, and teachers will have the opportunity to interact, with parents learning strategies that can be effectively implemented at home. Title I teachers are responsible for updating parents and keeping them informed about the progress of their child(ren). The district Title I coordinator will present an annual report to the Board in June regarding parental involvement and parental evaluations of the Title I program.

Approved September 24, 2012

Reviewed September 24, 2012

Revised



PARENTAL INVOLVEMENT

The board will review this policy annually. The superintendent is responsible for notifying parents of this policy annually or within a reasonable time after it has been amended during the school year. It is the responsibility of the superintendent to develop administrative regulations regarding this policy

Legal References: No Child Left Behind, Title I, Sec. 1118, P.L. 107-110. (2002)

Cross References: 903.2 Community Resource Persons and Volunteers

Red Oak Community High School  
Early Graduation Request

Name Kristopher Hardy Year 12  
Date of Parent Meeting With School Counselor 8/21/12

Reason for Request of Early Graduation:

(Please indicate the specific reason you wish to graduate early and how this will fit in to your college or career plans.)

want to graduate early in order to work to save money for college.

Number of credits currently earned: 44

Number of credits still needed to meet graduation requirements: 8

Required classes I must complete to graduate:

- |                          |                 |
|--------------------------|-----------------|
| 1. <u>Econ</u>           | 2. <u>Gov't</u> |
| 3. <u>Senior English</u> | 4. <u>WT/PE</u> |
| 5. _____                 | 6. _____        |
| 7. _____                 | 8. _____        |

List the courses you are planning to take during the school year that you are requesting 1<sup>st</sup> Semester:

- |                           |                                 |
|---------------------------|---------------------------------|
| 1. <u>WT/conditioning</u> | 2. <u>French 2</u>              |
| 3. <u>Advanced Foods</u>  | 4. <u>Senior English</u>        |
| 5. <u>chemistry</u>       | 6. <u>Economics</u>             |
| 7. <u>government</u>      | 8. <u>environmental studies</u> |

Student Signature Kristopher Hardy

Parent Signature Amy Applestein

Approved [Signature]

Disapproved \_\_\_\_\_

Principal Signature

Reason:

[Signature]  
Alfred Gadd Sherman

Red Oak Community High School  
Early Graduation Request

Name Margio Plar-ton Year 11th  
Date of Parent Meeting With School Counselor ~~March 27, 2012~~ April 3, 2012

Reason for Request of Early Graduation:  
(Please indicate the specific reason you wish to graduate early and how this will fit in to your college or career plans.)

to leave early & start off college early.

Number of credits currently earned: 39 1/2  
Number of credits still needed to meet graduation requirements: 13

Required classes I must complete to graduate:

- |   |                     |
|---|---------------------|
| 1. <u>Am Lit (currently enrolled)</u>         | 2. <u>_____</u>     |
| 3. <u>Senior English (currently enrolled)</u> | 4. <u>Parenting</u> |
| 5. <u>Econ (currently enrolled)</u>           | 6. <u>_____</u>     |
| 7. <u>PE</u>                                  | 8. <u>_____</u>     |

List the courses you are planning to take during the school year that you are requesting 1<sup>st</sup> Semester:

- |                              |                            |
|------------------------------|----------------------------|
| 1. <u>Spanish IV</u>         | 2. <u>Parenting</u>        |
| 3. <u>PE</u>                 | 4. <u>Health doc I</u>     |
| 5. <u>College Eng Comp I</u> | 6. <u>College Starts I</u> |
| 7. <u>Software Eng I</u>     | 8. <u>Seminar</u>          |

Student Signature Margio Plar-ton

Parent Signature [Signature]

Approved [Signature] Disapproved \_\_\_\_\_  
Principal Signature Jedd Sherman  
Reason: \_\_\_\_\_

Red Oak Community High School  
Early Graduation Request

Name Chloe Phelps Year 2012-2013

Date of Parent Meeting With School Counselor 5/14/12

Reason for Request of Early Graduation:

(Please indicate the specific reason you wish to graduate early and how this will fit in to your college or career plans.)

I will be attending college in California + will either spend the sem. taken off working full time + saving to go or moving there right away to obtain residency

Number of credits currently earned: 36

Number of credits still needed to meet graduation requirements: 16

Required classes I must complete to graduate:

- Am Lit (currently enrolled)
- Gov't
- Sen Eng (Col. Eng Comp)
- Econ
- Alg II (currently enrolled)
- Aerobics 2x
- Anatomy (currently enrolled)
- 

List the courses you are planning to take during the school year that you are requesting 1<sup>st</sup> Semester:

- Econ
- Spanish IV
- Gov't
- Trig
- College Eng Comp I
- Eng Studies
- Aerobics
- credit recovery during sum m-Exbert  
elective

Student Signature

Chloe Phelps

Parent Signature

[Signature]

Approved

Disapproved

Principal Signature

Judd Sherman

Reason:

REQUEST FOR PARTIAL PAYMENT NO. 1

COPY

PROJECT: MIDDLE SCHOOL CAGE RENOVATION PROJECT

- PHASE 2 - RED OAK COMMUNITY SCHOOL - RED OAK, IOWA - 2012

OWNER: Red Oak Community School District

DATE: September 27, 2012

CONTRACTOR: Precision Concrete Services, Inc., 1207 Sunnyside Ln, Ste A  
Atlantic, IA 50011

I. Contract Summary:

Original Contract Amount:	\$77,538.00
Net Change by Change Order/Extra Work:	\$0.00
Contract Amount to Date:	\$77,538.00

2. Work Summary:

Total Work Performed to Date:	\$32,400.00
Retainage:	\$1,620.00
Total Earned Less Retainage:	\$30,780.00
Less Previous Requests for Payment:	\$0.00
<b>AMOUNT DUE THIS REQUEST:</b>	<b>\$30,780.00</b>

3. Contractor's Certification:

The undersigned CONTRACTOR certifies that (1) all previous progress payments received from OWNER on account of work done under the Contract referred to above have been applied to discharge in full all obligations of CONTRACTOR incurred in connection with work covered by prior Requests for Payments; and (2) title to all materials and equipment incorporated in said work or otherwise listed in or covered by this Request for Payment are free and clear of all liens, claims, security interests and encumbrances.

Dated September 27, 2012

PRECISION CONCRETE SERVICES, INC.

Contractor

By: Alv Faulk

4. Engineer's Approval:

The undersigned hereby acknowledges that the work has been reviewed and to the best of their knowledge, information, and belief, the quantities shown in this estimate are correct and the work as performed is in general conformance with the contract documents.

Payment of the above AMOUNT DUE THIS REQUEST is recommended:

Dated September 27, 2012

JFSCO ENGINEERING, P.C.

Engineer

By: Chris Crawford PE

5. Owner's Approval:

Dated \_\_\_\_\_, 2012

RED OAK COMMUNITY SCHOOL DISTRICT

Owner

By: \_\_\_\_\_

**PERIODIC COST ESTIMATE NO. 1  
CONSTRUCTION PROJECT**

OWNER: Red Oak Community Schools

PROJECT: Middle School Cage Renovation Project

CONTRACTOR: Precision Concrete Services, Inc.

Phase 2 - Red Oak, Iowa

ENGINEER: JFSCO Engineering, P.C.

DATE: September 27, 2012

Description	Quantity Completed	Plan Quantity	Units	Unit Price	Contract Price	Amount Completed
<b>BASE BID</b>						
1 Rock Subbase, 4" thick	0.00	60	TN	45.00	\$2,700.00	\$0.00
2 P.C. Concrete, 4" thick Furnish & Replace	0.00	4060	SF	6.80	\$27,608.00	\$0.00
3 Reinforced Concrete Retaining Wall	54.00	60.0	CY	600.00	\$36,000.00	\$32,400.00
4 Brick Paver	0.00	345	SF	14.00	\$4,830.00	\$0.00
5 Attached Wood Bench	0.00	200	LF	32.00	\$6,400.00	\$0.00
<b>TOTALS</b>					<b>\$77,538.00</b>	<b>\$32,400.00</b>

Item 6.1.1 Board of Directors Goals Document – Final Adoption

**BACKGROUND INFORMATION:** This evening Terry will distribute the completed board goals matrix for one final look before it is published. It will include clear goals identification; suggested timelines, and suggested “ownership” for the goals development and implementation.

**SUGGESTED BOARD ACTION:** (to be provided)

Item 6.1.2 Home School Assistance Program Update

**BACKGROUND INFORMATION:** Work has been completed to identify school district families who conduct home schooling and who wish to have the services of the Home School Assistance Program. The number of students entered into the student data base system (which creates student numbers for funding) totals 17. If the school district receives funding at the rate of \$1800 per student, the anticipated budget would be \$30,600. The identified number of 17 will be too large for one HSAP Coordinator/Instructor. Terry will provide an update this evening concerning a strategy to manage this requested number.

Applications for the HSAP Coordinator / Instructor have reached two. A third one is anticipated. Recommendations for employment are not ready at this point.

**SUGGESTED BOARD ACTION:** (to be determined)



#### Item 6.2.1 Personnel Considerations

**BACKGROUND INFORMATION:** Earlier in the staffing year a need was determined to place a paraeducator at the Red Oak Middle to assist the At-Risk program. Several quality individuals were recruited and suggested for the assignment. In the process of interviewing for this position, Principal Nate Perrien had an additional need for a paraeducator in the behavior disorders program. Consequently the person determined the best qualified for the special education assignment was the one chosen previously for At-Risk.

During the first few days of school, the job was left unfilled as routines were established and various components of the Response to Intervention effort were implemented. Two weeks ago Terry authorized Principal Nate Perrien to move ahead with a placement.

Enclosed are documents recommending the employment of Brittany Bashaw. Included are the application materials.

**SUGGESTED BOARD ACTION:** (to be provided)



*Red Oak Community Middle School*  
*308 East Corning Street*  
*Red Oak, Iowa 51566*  
*(712) 623-6620*

DATE: September 24, 2012  
TO: Board of Directors  
RE: Vacant MS At-Risk Position  
FROM: Nate Perrien, MS Principal

Directors,

I am pleased to recommend Ms. Brittany Bashaw for hire as the Middle School At-Risk Para Educator. Mrs. Bashaw was initially interviewed back in August for the position as a Para Educator in the behavior disabilities room.

I recommend Mrs. Bashaw be hired as soon as possible, as this position could be in full swing. If you have any questions regarding the position or recommended candidate please do not hesitate to ask.

Thank You,

A handwritten signature in black ink, appearing to read 'Nate Perrien', written over a horizontal line.

Nate Perrien

*Students will have an equal opportunity for a quality education without discrimination, regardless of their race, religion, socioeconomic status, color, sex, marital status, national origin, creed, sexual orientation, gender identity or disability.*  
*The education program is free of discrimination and provides equal opportunity for the students. The education program will foster knowledge of and respect and appreciation for the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. Special emphasis is placed on Asian-Americans, African-Americans, Hispanic-Americans and persons with disabilities. It will also reflect the wide variety of roles open to both men and women and provide equal opportunity to both sexes.*

Red Oak Community School District  
Staff selection Recommendations

Date 9.27.12

Building MIDDLE SCHOOL

Vacancy MS AT-RISK PARA

\* The following information is needed for the Central Office. Please print

Name BRITTANY BISHAW

Address 704 E. MAPLE ST.

RED OAK, IA 51566

Certified:

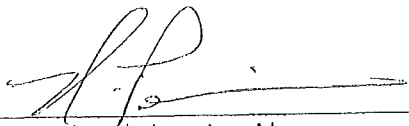
Position on Salary Schedule and Recommended Base Amount for Contract:

Actual Years Experience	Years of Experience Granted	Initial Placement on Schedule	Education Attained & Granted	Base Amount for Contract	License	Approval Areas
		Class _____ Step _____			On File	Meets
					Pending	Filed for Temporary Permanent

If this is a coaching contract, this season runs from \_\_\_\_\_ to \_\_\_\_\_.

Classified:

Actual Years Experience	Years of Experience Granted	Classification Placement Level & Year	Hours Per Day	Hourly Rate	# of Days In Contract	Starting Date
<u>0</u>	<u>0</u>	<u>PARA-TECH</u>	<u>7</u>	<u>\$9.10</u>		<u>10.1.12</u>

  
 \_\_\_\_\_  
 Principal/Director Name

Please send form to Superintendent for Board Approval

Brittany Bashaw  
704 E Maple St  
Red Oak, Iowa 51566  
Phone: (712) 621-4041  
E-mail: bashaw21@hotmail.com

### Objective

To obtain the Paraeducator position where my education and experience with working with people can be utilized to help the success of the children I would work with.

### Experience

Wiigstyle Racing Inc. Red Oak, Iowa December 2006- Present  
Office Manager

- ❖ Putting sales and information into Quick books.
- ❖ Taking information from customers.

Brown's Shoe Fit Co. Red Oak, Iowa January 2011- Present  
Part-time Sales

- ❖ Worked with customers to find them what they were looking for
- ❖ Ran the register
- ❖ Counted the drawer daily
- ❖ Did the daily reports which involved working with Microsoft Office
- ❖ Took deposits to the bank
- ❖ Daily cleaning
- ❖ Ordered the special orders
- ❖ Checked in daily freight

K-Mart Red Oak, Iowa November 2010- February 2011  
Part-time/Seasonal

- ❖ Cashier and Floor positions.

Brown's Shoe Fit Co. Red Oak, Iowa August 2009- March 2010  
Part-time Sales: Same as above

CDS Global Red Oak, Iowa October 2008- August 2009  
Customer service representative

- ❖ Took phone calls from customers and helped them with their magazine subscription

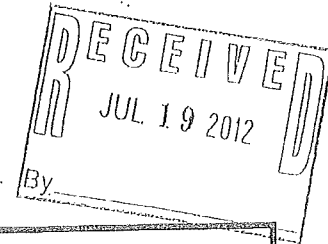
Brown's Shoe Fit Co. Red Oak, Iowa September 2006- October 2008  
Part-time Sales: Same as above

### Education

Bellevue University Bachelor in Business  
Villisca Jr/Sr High School General Education

References available upon request

**Red Oak Community Schools**  
 2011 N 8th Street  
 Red Oak IA 51566  
**Application for Employment**



We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

(Please Print)

<b>Position(s) Applied For</b> Classroom Paraeducator	<b>Date of Application</b> 07/18/2012
How did you learn about us?	
<input checked="" type="checkbox"/> Advertisement	<input type="checkbox"/> Friend
<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Walk-in
<input type="checkbox"/> Relative	<input type="checkbox"/> Other: _____

<b>Last Name</b> Bashaw	<b>First Name</b> Brittany	<b>Middle Name</b> Jean
<b>Address</b> 704 E Maple St	<b>City/State/Zip Code</b> Red Oak, Iowa 51566	
<b>Telephone Number</b> (712) 621-4041	<b>Social Security Number</b>	

- If you are under 18 years of age, can you provide required proof of your eligibility to work?  Yes  No
- Have you ever filed an application with us before?  Yes  No
- Have you ever been employed by us before?  Yes  No
- Are you currently employed?  Yes  No
- May we contact your present employer?  Yes  No
- Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?  Yes  No  
*Proof of citizenship or immigration status will be required upon employment.*
- On what date would you be available for work?
- Are you available to work:  Full Time  Part Time  Shift Work  Temporary
- Are you currently on "lay-off" status and subject to recall?  Yes  No
- Can you travel if a job requires it?  Yes  No
- Have you been convicted of a felony within the last 7 years?  Yes  No  
*Conviction will not necessarily disqualify an applicant for employment.*

If yes, please explain

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

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### Education

	Name and address Of School	Course of Study	Years Completed	Diploma Received
Elementary School	Sylvia Enarson School	General Education	6	n/a
High School	Villisca Community School	General Education	7	Diploma
Undergraduate College	Bellevue University	Business	4	BS Business
Graduate Professional				
Other (Specify)				

Indicate any foreign languages you can speak, read, and/or write.			
	FLUENT	GOOD	FAIR
SPEAK			
READ			
WRITE			

Describe any specialized training, apprenticeship, skills, and extra-curricular activities.

Describe any job-related training received in the United States military.

n/a

## Employment Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

1

Employer	Dates From	Employed To	Work Performed
Brown's Shoe Fit Co.			
Address 316-18 E Coolbaugh St. Red Oak, Iowa 51566	01/2011	Present	Work with customers to help them find what they need.
Telephone Number(s) (712) 623-9393			Did daily opening and closing procedures.
Job Title Sales	Supervisor Taylor Willers	Salary Starting	Salary Final
Reason for Leaving Still Employed	\$8.25/hr		Daily cleaning.

2

Employer	Dates From	Employed To	Work Performed
CDS Global			
Address	10/2008	08/2009	Answered customers phone call questions about their magazine or online subscriptions.
Telephone Number(s)			
Job Title Customer Service Representative	Supervisor Christy Bennett	Salary Starting	Salary Final
Reason for Leaving They moved my magazines to a different site	\$11.25/hr	\$11.25/hr	

3

Employer	Dates From	Employed To	Work Performed
Brown's Shoe Fit Co.			
Address 316-18 E Coolbaugh St. Red Oak, Iowa 51566	09/2006	10/2008	Work with customers to help them find what they need.
Telephone Number(s) (712) 623-9393			Did daily opening and closing procedures.
Job Title Sales	Supervisor Eric Brinks	Salary Starting	Salary Final
Reason for Leaving Left for a different job opportunity	\$7.25	\$8.50	Daily cleaning.

If you need additional space, please continue on a separate sheet of paper.

List professional, trade, business or civic activities and offices held.

You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status.

n/a

## Applicant's Statement

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In even of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Brittany Bashaw

Digitally signed by Brittany Bashaw  
DN: cn=Brittany Bashaw, o, ou,  
email=bashaw21@hotmail.com, c=US  
Date: 2012.07.18 18:07:26 -05'00'

Signature of Applicant

07/18/2012

Date

### FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview  Yes  No

Remarks

Employed  Yes  No Date of Employment \_\_\_\_\_

Job Title \_\_\_\_\_ Hourly Rate/  
Salary \_\_\_\_\_ Department \_\_\_\_\_

By \_\_\_\_\_ Date \_\_\_\_\_  
Name and Title

### Notes

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Item 6.2.2 Shared Program Proposal with Stanton CSD – Bowling

**BACKGROUND INFORMATION:** A request was received administratively from the Stanton Community School District to allow for a shared bowling program. The application approved by the Directors is enclosed for your review.

Activities Director Jeff Spotts has visited with Bowling Coach Darrell Berry who has also endorsed the shared program proposal. Until the season practice opens, the exact number of participants from Stanton is unknown. The number most likely will be less than ten.

Terry will update the Directors this evening concerning the anticipated cost for Stanton to involve their student athletes.

***Other:***

An additional shared program is under development but is not ready for consideration this evening by the Directors. It concerns the contracting of technology services to begin as soon as reasonably possible.

**SUGGESTED BOARD ACTION:** It is recommended this evening the Directors approve a shared bowling program between Red Oak and Stanton effective with the 2012 – 2013 bowling season.

**APPLICATION FOR COOPERATIVE SPONSORSHIP OF AN ACTIVITY**  
**281-36.20(280)**

**COPY**

Applications are to be initiated by each Board of Education and submitted no later than **April 30** of the preceding year for which the program is desired.

Cooperative sponsorship conditions include the following:

- Member schools may apply for cooperative sponsorship to the governing Board of the respective activities organization.
- Separate applications shall be submitted to each activity association.
- School districts shall be contiguous with one of the other schools within the agreement unless the activity is not offered at any school contiguous to the party district in which case the contiguous requirement may be waived.
- Cooperative sponsorship agreement shall be for one year.
- A school's students may be engaged in cooperative activities under the terms of only one (1) agreement.
- Decisions on all applications will be determined by the respective governing organization within 10 days.

The following school districts hereby apply for cooperative sponsorship for the school year **2012-2013**.

**SCHOOLS PARTICIPATING**

\_\_\_\_\_ RED OAK \_\_\_\_\_ and \_\_\_\_\_ STANTON \_\_\_\_\_

If more than (2) two schools, please indicate:

\_\_\_\_\_ and \_\_\_\_\_

**ACTIVITIES SPONSORED BY IHSAA INCLUDE:**

**ACTIVITY**  
BOWLING

**HOST SCHOOL**  
RED OAK

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**SIGNATURES:**

_____	_____	_____ <u>RED OAK</u> _____
Board of Education, Chairperson	Superintendent	School
<u>Jeff Magner</u>	<u>[Signature]</u>	_____ <u>STANTON</u> _____
Board of Education, Chairperson	Superintendent	School
_____	_____	_____ School _____
Board of Education, Chairperson	Superintendent	School
_____	_____	_____ School _____
Board of Education, Chairperson	Superintendent	School
_____	_____	_____ School _____
Board of Education, Chairperson	Superintendent	School

The above request for cooperative sponsorship is hereby granted for the school year **2012-2013**.

\_\_\_\_\_  
 AUTHORIZED SIGNATURE  
 IOWA HIGH SCHOOL ATHLETIC ASSOCIATION

\_\_\_\_\_  
 DATE

# 2012-2013 Application For Whole Grade or Cooperative Sharing Agreement

If your school district is involved or intends to be involved in a cooperative or whole grade sharing agreement for the 2012-2013 academic year, please complete the form below and return it to the State Office. This form must be returned NO LATER THAN APRIL 30, 2012. You may fax the form below to 515-284-1969 or mail to: Iowa Girls' High School Athletic Union, P.O. Box 10348, Des Moines, Iowa 50306.

## Participating Schools

RED OAK and STANTON, \_\_\_\_\_  
(Host School)

Name of team as it should appear on tournament pairings \_\_\_\_\_

Circle the competitions in which this agreement applies.

Cross Country

Volleyball

Swimming & Diving

Basketball

**Bowling**

Track & Field

Golf

Tennis

Soccer

Softball

If this is a renewal of an existing agreement, please indicate by checking the box below.

### SIGNATURES REQUIRED:

Superintendent: \_\_\_\_\_

School: RED OAK

School Board President: \_\_\_\_\_

School: RED OAK

Superintendent: [Signature]

School: STANTON

School Board President: [Signature]

School: STANTON

Superintendent: \_\_\_\_\_

School: \_\_\_\_\_

School Board President: \_\_\_\_\_

School: \_\_\_\_\_

For Office Use Only: **This request is hereby approved by management of the Athletic Union.**

Signed by Lisa Brinkmeyer, Assistant Director \_\_\_\_\_ Date: \_\_\_\_\_

Item 6.2.3 Board Policy Review

**BACKGROUND INFORMATION:** Policy work continues this evening. Reference policy information is included for your review.

In summary:

**Code No. 506.1      Student Records Access**

The current policy language is acceptable and meets Iowa Code. Affirmation should be given for the formal review.

**Code No. 506.1R1    Use of Student Records Regulation**

The current policy language is acceptable and meets Iowa Code. Affirmation should be given for the formal review.

**Code No. 506.2      Student Directory Information**

The current policy language is acceptable and meets Iowa Code. Affirmation should be given for the formal review.

**Code No. 506.3      Student Photographs**

The current policy language is acceptable and meets Iowa Code. Affirmation should be given for the formal review.

**Code No. 506.4      Student Library Circulation Records**

The current policy language is acceptable and meets Iowa Code. Affirmation should be given for the formal review.

**SUGGESTED BOARD ACTION:** It is recommended the Directors provide a motion to approve the formal review of policies as presented.

STUDENT RECORDS ACCESS

The board recognizes the importance of maintaining student records and preserving their confidentiality. Student records containing personally identifiable information are kept confidential at collection, storage, disclosure and destruction stages. The board secretary is the custodian of student records. Student records may be maintained in the central administration office or administrative office of the student's attendance center.

Parents and eligible students will have access to the student's records during the regular business hours of the school district. An eligible student is a student who has reached eighteen years of age or is attending an institution of postsecondary education at the post high school level. Parents of an eligible student are provided access to the student records only with the written permission of the eligible student unless the eligible student is defined as a dependent by the Internal Revenue Code. In that case, the parents may be provided access without the written permission of the student. A representative of the parents or eligible student, who has received written permission from the parents or eligible student, may inspect and review a special education student's records. Parents, other than parents of an eligible student, may be denied access to a student's records if the school district has a court order stating such or when the district has been advised under the appropriate laws that the parents may not access the student records. Parents may inspect an instrument used for the purpose of collection of student personal information prior to the instrument's use.

A student record may contain information on more than one student. Parents will have the right to access the information relating to their student or to be informed of the information. Eligible students will also have the right to access the information relating to them selves, or be informed of the information.

Parents and eligible students will have a right to access the student's records upon request without unnecessary delay and in no instance more than forty-five calendar days after the request is made. Parents, an eligible student or an authorized representative of the parents will have the right to access the student's records prior to an Individualized Education Program (IEP) meeting or hearing.

Copies of student records will be provided if failure to do so would effectively prevent the parents or student from exercising the right to access the student records. Fees for copies of the records are waived if it would prevent the parents or student from accessing the records. A fee may not be charged to search or retrieve information from student records.

Upon the request of parents or an eligible student, the school district will provide an explanation and interpretation of the student records and a list of the types and locations of education records collected, maintained or used by the school district.

If the parents or an eligible student believes the information in the student records is inaccurate, misleading or violates the privacy or other rights of the student, the parents or an eligible student may request that the school district amend the student records. The school district will decide whether to amend the student records within a reasonable time after receipt of the request. If the school district determines an amendment is made to the student record, the school district will make the amendment and inform the parents or the eligible student of the decision in writing.

Approved September 18, 2000

Reviewed \_\_\_\_\_

Revised July 24, 2001  
January 23, 2006

STUDENT RECORDS ACCESS

If the school district determines that amendment of the student's record is not appropriate, it will inform the parents or the eligible student of their right to a hearing before the hearing officer provided by the school district.

If the parents' and the eligible student's request to amend the student record is further denied following the hearing, the parents or the eligible student are informed that they have a right to place an explanatory letter in the student record commenting on the school district's decision or setting forth the reasoning for disagreeing with the school district. Additions to the student's records will become a part of the student record and be maintained like other student records. If the school district discloses the student records, the explanation by the parents will also be disclosed.

Student records may be disclosed in limited circumstances without parental or eligible student's written permission. This disclosure is made on the condition that the student record will not be disclosed to a third party without the written permission of the parents or the eligible student. This disclosure may be made to the following individuals or under the following circumstances:

- to school officials within the school district and AEA personnel whom the superintendent has determined to have a legitimate educational interest, including, but not limited to, board members, employees, school attorney, auditor, health professionals, and individuals serving on official school committees;
- to officials of another school district in which the student wishes to enroll, provided the other school district notifies the parents the student records are being sent and the parents have an opportunity to receive a copy of the records and challenge the contents of the records unless the annual notification includes a provision that records will automatically be transferred to new school districts;
- to the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education or state and local educational authorities;
- in connection with financial aid for which the student has applied or which the student has received if the information is necessary to receive the financial aid;
- to organizations conducting educational studies and the study does not release personally identifiable information;
- to accrediting organizations;
- to parents of a dependent student as defined in the Internal Revenue Code;
- to comply with a court order or judicially issued subpoena;
- consistent with an interagency agreement between the school district and juvenile justice agencies
- in connection with a health or safety emergency; or,
- as directory information.

The superintendent will keep a list of the individuals and their positions who are authorized to view a special education student's records without the permission of the parents or the eligible student. Individuals not listed are not allowed access without parental or an eligible student's written permission. This list must be current and available for public inspection and updated as changes occur.

## STUDENT RECORDS ACCESS

The superintendent will also keep a list of individuals, agencies and organizations which have requested or obtained access to a student's records, the date access was given and their legitimate educational interest or purpose for which they were authorized to view the records. The superintendent, however, does not need to keep a list of the parents, authorized educational employees, officers and agencies of the school district who have accessed the student's records. This list for a student record may be accessed by the parents, the eligible student and the custodian of student records.

Permanent student records, including a student's name, address, phone number, grades, attendance record, classes attended, grade level completed and year completed may be maintained without time limitation. Permanent student records will be kept in a fire-safe vault.

When personally identifiable information, other than permanent student records, no longer needs to be maintained by the school district to provide educational services to a special education student, the parents or eligible student are notified. This notice is normally given after a student graduates or otherwise leaves the school district. If the parents or eligible student request that the personally identifiable information be destroyed, the school district will destroy the records. Prior to the destruction of the records, the school district must inform the parents or eligible student the records may be needed by the parents or eligible student for social security benefits or other purposes. In the absence of parents or an eligible student's request to destroy the records, the school district must maintain the records for at least three years after an individual is determined to be no longer eligible for special education.

The school district will cooperate with the juvenile justice system in sharing information contained in permanent student records regarding students who have become involved with the juvenile justice system. The school district will enter into an interagency agreement with the juvenile justice agencies (agencies) involved.

The purpose of the agreement is to allow for the sharing of information prior to a student's adjudication in order to promote and collaborate between the school district and the agencies 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 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. 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 agencies 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.

STUDENT RECORDS ACCESS

Confidential information shared between the school district and the agencies 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. 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 the agreement.

Agencies will contact the principal of the attendance center where the student is currently or was enrolled. The principal will then forward copies of the records within 10 business days of the request.

The school district will provide training or instruction to employees about parents' and eligible students' rights under this policy. Employees will also be informed about the procedures for carrying out this policy. It is the responsibility of the superintendent to annually notify parents and eligible students of their right to inspect and review the student's records. The notice is given in a parents' or eligible student's native language. Should the school district collect personal information from students for the purposes of marketing or selling that information, the school district will annually notify parents of such activity.

The notice will include a statement that the parents have a right to file a complaint alleging the school district failed to comply with this policy. Complaints are forwarded to Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, Washington, DC. 20202-4605.

Legal Reference: No Child Left Behind, Title IX, Sec. 9528, P.L.107-110 (2002).  
USA Patriot Act, Sec. 507, P.L. 107-56. (2001).  
20 U.S.C. § 1232g, 1415 (1994).  
34 C.F.R. Pt. 99, 300.560 - .574 (2002).  
Iowa Code §§ 22; 279.9B, 280.24,.25, 622.10 (2005).  
281 I.A.C. 12.3(6); 41.20  
1980 Op. Att'y Gen. 720, 825.

Cross Reference: 501 Student Attendance  
505 Student Scholastic Achievement  
506 Student Records  
507 Student Health and Well-Being  
603.3 Special Education  
708 Care, Maintenance and Disposal of School District Records  
901 Public Examination of School District Records



# SUGGESTED - IASB

Code No. 506.1

Page 1 of 4

## STUDENT RECORDS ACCESS

The board recognizes the importance of maintaining student records and preserving their confidentiality. Student records containing personally identifiable information are kept confidential at collection, storage, disclosure and destruction stages. The board secretary is the custodian of student records. Student records may be maintained in the central administration office or administrative office of the student's attendance center. Student is defined as an enrolled individual, PK-12 including children in school district sponsored child-care programs.

Parents and eligible students will have access to the student's records during the regular business hours of the school district. An eligible student is a student who has reached eighteen years of age or is attending an institution of postsecondary education at the post high school level. Parents of an eligible student are provided access to the student records only with the written permission of the eligible student unless the eligible student is defined as a dependent by the Internal Revenue Code. In that case, the parents may be provided access without the written permission of the student. A representative of the parents or eligible student, who has received written permission from the parents or eligible student, may inspect and review a special education student's records. Parents, other than parents of an eligible student, may be denied access to a student's records if the school district has a court order stating such or when the district has been advised under the appropriate laws that the parents may not access the student records. Parents may inspect an instrument used for the purpose of collection of student personal information prior to the instrument's use.

A student record may contain information on more than one student. Parents will have the right to access the information relating to their student or to be informed of the information. Eligible students will also have the right to access the information relating to themselves, or be informed of the information.

Parents and eligible students will have a right to access the student's records upon request without unnecessary delay and in no instance more than forty-five calendar days after the request is made. Parents, an eligible student or an authorized representative of the parents will have the right to access the student's records prior to an Individualized Education Program (IEP) meeting or hearing.

Copies of student records will be provided if failure to do so would effectively prevent the parents or student from exercising the right to access the student records. Fees for copies of the records are waived if it would prevent the parents or student from accessing the records. A fee may not be charged to search or retrieve information from student records.

Upon the request of parents or an eligible student, the school district will provide an explanation and interpretation of the student records and a list of the types and locations of education records collected, maintained or used by the school district.

If the parents or an eligible student believes the information in the student records is inaccurate, misleading or violates the privacy or other rights of the student, the parents or an eligible student may request that the school district amend the student records. The school district will decide whether to amend the student records within a reasonable time after receipt of the request. If the school district determines an amendment is made to the student record, the school district will make the amendment and inform the parents or the eligible student of the decision in writing.

Approved \_\_\_\_\_

Reviewed \_\_\_\_\_

Revised \_\_\_\_\_

## STUDENT RECORDS ACCESS

If the school district determines that amendment of the student's record is not appropriate, it will inform the parents or the eligible student of their right to a hearing before the hearing officer provided by the school district.

If the parents' and the eligible student's request to amend the student record is further denied following the hearing, the parents or the eligible student are informed that they have a right to place an explanatory letter in the student record commenting on the school district's decision or setting forth the reasoning for disagreeing with the school district. Additions to the student's records will become a part of the student record and be maintained like other student records. If the school district discloses the student records, the explanation by the parents will also be disclosed.

Student records may be disclosed in limited circumstances without parental or eligible student's written permission. This disclosure is made on the condition that the student record will not be disclosed to a third party without the written permission of the parents or the eligible student. This disclosure may be made to the following individuals or under the following circumstances:

- to school officials within the school district and AEA personnel whom the superintendent has determined to have a legitimate educational interest, including, but not limited to, board members, employees, school attorney, auditor, health professionals, and individuals serving on official school committees;
- to officials of another school district in which the student wishes to enroll, provided the other school district notifies the parents the student records are being sent and the parents have an opportunity to receive a copy of the records and challenge the contents of the records unless the annual notification includes a provision that records will automatically be transferred to new school districts;
- to the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education or state and local educational authorities;
- in connection with financial aid for which the student has applied or which the student has received if the information is necessary to receive the financial aid;
- to organizations conducting educational studies and the study does not release personally identifiable information;
- to accrediting organizations;
- to parents of a dependent student as defined in the Internal Revenue Code;
- to comply with a court order or judicially issued subpoena;
- *[consistent with an interagency agreement between the school district and juvenile justice agencies]*
- in connection with a health or safety emergency; or,
- as directory information.

The superintendent will keep a list of the individuals and their positions who are authorized to view a special education student's records without the permission of the parents or the eligible student. Individuals not listed are not allowed access without parental or an eligible student's written permission. This list must be current and available for public inspection and updated as changes occur.

## STUDENT RECORDS ACCESS

The superintendent will also keep a list of individuals, agencies and organizations which have requested or obtained access to a student's records, the date access was given and their legitimate educational interest or purpose for which they were authorized to view the records. The superintendent, however, does not need to keep a list of the parents, authorized educational employees, officers and agencies of the school district who have accessed the student's records. This list for a student record may be accessed by the parents, the eligible student and the custodian of student records.

Permanent student records, including a student's name, address, phone number, grades, attendance record, classes attended, grade level completed and year completed may be maintained without time limitation. Permanent student records will be kept in a fire-safe vault.

When personally identifiable information, other than permanent student records, no longer needs to be maintained by the school district to provide educational services to a special education student, the parents or eligible student are notified. This notice is normally given after a student graduates or otherwise leaves the school district. If the parents or eligible student request that the personally identifiable information be destroyed, the school district will destroy the records. Prior to the destruction of the records, the school district must inform the parents or eligible student the records may be needed by the parents or eligible student for social security benefits or other purposes.

*[The school district will cooperate with the juvenile justice system in sharing information contained in permanent student records regarding students who have become involved with the juvenile justice system. The school district will enter into an interagency agreement with the juvenile justice agencies (agencies) involved.*

*The purpose of the agreement is to allow for the sharing of information prior to a student's adjudication in order to promote and collaborate between the school district and the agencies 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 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. 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 agencies 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.*

*Confidential information shared between the school district and the agencies will remain confidential and will not be shared with any other person, unless otherwise provided by law.*

## STUDENT RECORDS ACCESS

*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. 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 the agreement.*

*Agencies will contact the principal of the attendance center where the student is currently or was enrolled. The principal will then forward copies of the records within 10 business days of the request.]*

The school district will provide training or instruction to employees about parents' and eligible students' rights under this policy. Employees will also be informed about the procedures for carrying out this policy. It is the responsibility of the superintendent to annually notify parents and eligible students of their right to inspect and review the student's records. The notice is given in a parents' or eligible student's native language. Should the school district collect personal information from students for the purposes of marketing or selling that information, the school district will annually notify parents of such activity.

The notice will include a statement that the parents have a right to file a complaint alleging the school district failed to comply with this policy. Complaints are forwarded to Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, Washington, DC. 20202-4605.

***NOTE: This is a mandatory policy and includes the information required by state and federal law. For more detailed discussion of this issue, see IASB's Policy Primer, April 26, 2012 or October 10, 2002.***

Legal Reference: No Child Left Behind, Title IX, Sec. 9528, P.L.107-110 (2002).  
USA Patriot Act, Sec. 507, P.L. 107-56. (2001).  
20 U.S.C. § 1232g, 1415 (2010).  
34 C.F.R. Pt. 99, 300, .610 *et seq.* (2010).  
Iowa Code §§ 22; 279.9B, 280.24, .25, 622.10 (2011).  
281 I.A.C. 12.3(4); 41; .610 *et seq.*  
1980 Op. Att'y Gen. 720, 825.

Cross Reference: 501 Student Attendance  
505 Student Scholastic Achievement  
506 Student Records  
507 Student Health and Well-Being  
603.3 Special Education  
708 Care, Maintenance and Disposal of School District Records  
901 Public Examination of School District Records

## USE OF STUDENT RECORDS REGULATION

Student records are all official records, files, and data directly related to students, including all material incorporated into each student's cumulative record folder and intended for school use or to be available to parties outside the school or school system specifically including, but not necessarily limited to: dates of attendance; academic work completed; level of achievement (grades, standardized test scores); attendance data; scores on standardized intelligence, aptitude, and psychological tests; interest inventory results; health data; family background information; teacher or counselor ratings and observations; and verified reports of serious or recurrent behavior patterns.

The intent of this regulation is to establish procedures for granting requests from parents for access to their child's records, use of the data, and procedures for its transmittal within forty-five calendar days.

A. Access to Records

1. The parent or legal guardian of a student will have access to these records upon written request to the board secretary.

The parent or legal guardian will, upon written request to the board secretary, have the opportunity to receive an interpretation of the records, have the right to question the data, and, if a difference of opinion is noted, is permitted to file a letter in the cumulative folder stating the dissenting person's position. If further challenge is made to the record, the normal appeal procedures established by school policy will be followed.

A student, eighteen years or older, has the right to determine who, outside the school system, has access to the records. Parents of students who are 18 years or older but still dependents for income tax purposes may access the student's records without prior permission of the student.

2. School officials having access to student records are defined as having a legitimate educational interest. A school official is a person employed by the school 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 school district has contracted to perform a special task (such as an attorney, auditor, AEA employee, medical consultant, or therapist); or a parent or student serving on an official committee, such as disciplinary or grievance committee or student assistance team, or assisting another school official in performing his or her tasks.

B. Release of Information Outside the School

1. To release student records to other school(s) in which the student intends to enroll, the parents, legal guardian, or eligible student must be notified of the transfer and the kinds of information being released unless the school district annually notifies parents that the records will be sent automatically.

Approved January 23, 2006

Reviewed \_\_\_\_\_

Revised \_\_\_\_\_

## USE OF STUDENT RECORDS REGULATION

2. Student records may be released to official education and other government agencies only if allowed by state or federal law.
3. To release student records to other persons or agencies, written consent is given by the parent, legal guardian, or a student of majority age. This consent form will state which records are released, to whom they are released, and the reason for the release. A copy of the specific records being released will be made available to the person signing the release form if requested.
4. Before furnishing student records in compliance with judicial orders or pursuant to any lawfully issued subpoena, the school district will make a reasonable attempt to notify the parents, legal guardian, or eligible student are notified in advance.
5. Student records may be shared with juvenile justice agencies with which the school district has an interagency agreement. This information is shared without prior parental consent. The agreement is a public document available for inspection.

Hearing Procedures

1. Upon parental request, the school district will hold a hearing regarding the content of a student's records which the parent believes to be inaccurate, misleading, or in violation of the privacy rights of students.
2. The hearing will be held within a reasonable time after receipt of the parent or eligible student's request. The parent or eligible student will receive reasonable advance notice of date, time and place of the hearing.
3. The hearing officer may be an employee of the school district so long as the employee does not have a direct interest in the outcome of the hearing.
4. The parents or eligible student will be given a full and fair opportunity to present evidence relevant to the issues. The parent or eligible student may be represented by an individual at their choice at their own expense.
5. The hearing officer will render a written decision within a reasonable period after the hearing. The decision will be based upon evidence presented at the hearing and must include a summary of the evidence and the reasons for the decision.
6. The parents may appeal the hearing officers decision to the superintendent within ten (10) working days if the superintendent does not have a direct interest in the outcome of the hearing.
7. The parents may appeal the superintendent's decision, or the hearing officers decision if the superintendent was unable to hear the appeal, to the board within ten (10) working days. It is within the discretion of the board to hear the appeal.

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The intent of this regulation is to establish procedures for granting requests from parents for access to their child's records, use of the data, and procedures for its transmittal within forty-five calendar days.

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The parent or legal guardian will, upon written request to the board secretary, have the opportunity to receive an interpretation of the records, have the right to question the data, and, if a difference of opinion is noted, is permitted to file a letter in the cumulative folder stating the dissenting person's position. If further challenge is made to the record, the normal appeal procedures established by school policy will be followed.

A student, eighteen years or older, has the right to determine who, outside the school system, has access to the records. Parents of students who are 18 years or older but still dependents for income tax purposes may access the student's records without prior permission of the student.

2. School officials having access to student records are defined as having a legitimate educational interest. A school official is a person employed by the school 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 school district has contracted to perform a special task (such as an attorney, auditor, AEA employee, medical consultant, or therapist); or a parent or student serving on an official committee, such as disciplinary or grievance committee or student assistance team, or assisting another school official in performing his or her tasks.

### B. Release of Information Outside the School

1. To release student records to other school(s) in which the student intends to enroll, the parents, legal guardian, or eligible student must be notified of the transfer and the kinds of information being released unless the school district annually notifies parents that the records will be sent automatically.



STUDENT DIRECTORY INFORMATION

Student directory information is designed to be used internally within the school district. Directory information is defined in the annual notice. It may include the student's name, address, telephone number, date and place of birth, grade level, enrollment status, 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 educational agency or institution attended by the student, photograph and other likeness, and other similar information.

Prior to developing a student directory or to giving general information to the public, parents will be given notice annually of the intent to develop a directory or to give out general information and have the opportunity to deny the inclusion of their child's information in the directory or in the general information about the students.

It is the responsibility of the superintendent to provide notice and to determine the method of notice that will inform parents.

Legal Reference: 20 U.S.C. § 1232g (1994).  
34 C.F.R. Pt. 99, 300.560 - .574 (2002).  
Iowa Code § 22; 622.10 (2005).  
281 I.A.C. 12.3(6); 41.20.  
1980 Op. Att'y Gen. 720.

Cross Reference: 504 Student Activities  
506 Student Records  
901 Public Examination of School District Records  
902.4 Live Broadcast or videotaping

Approved August 15, 1996

Reviewed \_\_\_\_\_

Revised September 18, 2000;  
July 24, 2001, January 23, 2006

# SUGGESTED - IASB

Code No. 506.2

## STUDENT DIRECTORY INFORMATION

Student directory information is designed to be used internally within the school district. Directory information is defined in the annual notice. It may include the student's name, address, telephone number, date and place of birth, e-mail address, grade level, enrollment status, 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 educational agency or institution attended by the student, student ID number, user ID or other unique personal identifier, photograph and other likeness, and other similar information. Student is defined as an enrolled individual, PK-12 including children in school district sponsored child-care programs.

Prior to developing a student directory or to giving general information to the public, parents (including parents of students open enrolled out of the school district and parents of children home schooled in the school district) will be given notice annually of the intent to develop a directory or to give out general information and have the opportunity to deny the inclusion of their child's information in the directory or in the general information about the students.

It is the responsibility of the superintendent to provide notice and to determine the method of notice that will inform parents.

*NOTE: This is a mandatory policy. A school district may limit what it considers to be directory information. If the school district limits the information, it must also make those changes in the school district's annual notice. For more detailed discussion of this issue, see IASB's Policy Primers, April 26, 2012 or September 30, 2000.*

Legal Reference: 20 U.S.C. § 1232g (2010).  
34 C.F.R. Pt. 99, 300.560 - .574 (2010).  
Iowa Code § 22; 622.10 (2011).  
281 I.A.C. 12.3(4); 41.123.  
1980 Op. Att'y Gen. 720.

Cross Reference: 504 Student Activities  
506 Student Records  
901 Public Examination of School District Records  
902.4 Live Broadcast or videotaping

Approved \_\_\_\_\_

Reviewed \_\_\_\_\_

Revised \_\_\_\_\_

# CURRENT

Code No. 506.3

## STUDENT PHOTOGRAPHS

The board will permit student "portrait" photographs to be taken on school premises by a commercial photographer as a service to the students and their families.

Parents will be notified prior to the taking of pictures by a commercial photographer for student "portraits." In no case will students be required to have their picture taken or be pressured to purchase pictures.

Students or commercial photographers may take pictures of students upon consent for such things as the yearbook or student newspaper.

It is the responsibility of the superintendent, in conjunction with the principal, to develop administrative rules regarding student photographs.

Legal Reference: Iowa Code § 279.8 (2005).  
1980 Op. Att'y Gen. 114.

Cross Reference: 506 Student Records

Approved August 15, 1996

Reviewed January 23, 2006

Revised \_\_\_\_\_

# SUGGESTED - IASB

Code No. 506.3

## STUDENT PHOTOGRAPHS

The board will permit student "portrait" photographs to be taken on school premises by a commercial photographer as a service to the students and their families.

Parents will be notified prior to the taking of pictures by a commercial photographer for student "portraits." In no case will students be required to have their picture taken or be pressured to purchase pictures.

Students or commercial photographers may take pictures of students upon consent for such things as the yearbook or student newspaper.

It is the responsibility of the superintendent, in conjunction with the principal, to develop administrative rules regarding student photographs.

Legal Reference: Iowa Code § 279.8 (2011).  
1980 Op. Att'y Gen. 114.

Cross Reference: 506 Student Records

Approved \_\_\_\_\_

Reviewed \_\_\_\_\_

Revised \_\_\_\_\_

STUDENT LIBRARY CIRCULATION RECORDS

Student library circulation records are designed to be used internally to assist in the orderly administration of the school district libraries and media center. As a general rule, student library circulation records are considered confidential records and will not be released without parental consent. Individuals who may access such records include a student's parents, the student, authorized licensed employees, authorized government officials from the U.S. Comptroller General, the Secretary of Education, the Commissioner and Director of the National Institute of Education, and the Assistant Secretary for Education and State Education Department. Appropriate authorities in a health or safety emergency may access the student's library circulation records without the approval or the notification of the student's parents. Parents may not access records, without the student's permission, of a student who has reached the age of majority or who is attending a post-secondary educational institution unless the student is considered a dependent for tax purposes.

It is the school librarian's responsibility, as the person maintaining the student library circulation records, to approve requests for access to student library circulation records. Students' library circulation records may be accessed during the regular business hours of the school district. If copies of documents are requested, a fee for such copying is charged.

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

Legal Reference: 20 U.S.C. § 1232g (1994).  
34 C.F.R. Pt. 99 (2002).  
Iowa Code §§ 22; 622.10 (2005).  
281 I.A.C. 12.3(6).  
1980 Op. Att'y Gen. 720, 825.

Cross Reference: 506 Student Records

Approved August 15, 1996

Reviewed January 23, 2006

Revised \_\_\_\_\_

# SUGGESTED - IASB

Code No. 506.4

## STUDENT LIBRARY CIRCULATION RECORDS

Student library circulation records are designed to be used internally to assist in the orderly administration of the school district libraries. As a general rule, student library circulation records are considered confidential records and will not be released without parental consent. Individuals who may access such records include a student's parents, the student, authorized licensed employees, authorized government officials from the U.S. Comptroller General, the Secretary of Education, the Commissioner and Director of the National Institute of Education, and the Assistant Secretary for Education and State Education Department. Appropriate authorities in a health or safety emergency may access the student's library circulation records without the approval or the notification of the student's parents. Parents may not access records, without the student's permission, of a student who has reached the age of majority or who is attending a post-secondary educational institution unless the student is considered a dependent for tax purposes.

It is the teacher-librarian's responsibility, as the person maintaining the student library circulation records, to approve requests for access to student library circulation records. Students' library circulation records may be accessed during the regular business hours of the school district. If copies of documents are requested, a fee for such copying may be charged.

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

*NOTE: This is a mandatory policy and a reflection of federal and Iowa law. For more detailed discussion of this issue, see IASB's Policy Primer, Vol. 20 #1 – August 31, 2007.*

Legal Reference: 20 U.S.C. § 1232g (2010).  
34 C.F.R. Pt. 99 (2010).  
Iowa Code §§ 22 (2011).  
281 I.A.C. 12.3(4), (12).  
1980 Op. Att'y Gen. 720, 825.

Cross Reference: 506 Student Records

Approved \_\_\_\_\_

Reviewed \_\_\_\_\_

Revised \_\_\_\_\_

#### Item 6.2.4 Discussion and Assignment of Special Study Groups

**BACKGROUND INFORMATION:** During the last contract negotiation season with the Red Oak Support Staff Association, it was determined by election the employee groups of Transportation and Food Service would be included in the new contract year. Specific contract language was to be collaboratively explored and prepared for the new negotiations in 2013.

It would be a good idea for the Directors to extend an offer for the formation of two study groups to research appropriate language for transportation and food service staff. What are the Directors' thoughts to get this underway prior to the winter holiday break?

**SUGGESTED BOARD ACTION:** (to be determined)

## Item 7.0 Reports

Each board meeting may have one or more reports from district staff; announcements of future meetings; or general announcements from organizations.

### 7.1 Administrative Reports

- ✓ Reports enclosed for the Directors this evening include:
- ✓ Attendance reports from each attendance center for the recently completed parent-teacher conference times in the district
- ✓ Reports submitted by the Y.E.S. Mentoring Program as provided by Program Director Peggy Craig
- ✓ A school report provided by Barb Sims, Washington Intermediate

Board President Lee Fellers will allow the time for any questions or comments from the Directors.

### 7.2 Future Conferences, Workshops, Seminars

“At the Board Table” is a way for the board to have a 15-30 minute “board development” item on the agenda. This was a very helpful exercise for the board to experience last year as led by facilitator Vice-President Warren Hayes. In conversation with Warren prior to this meeting, it was determined (with tomorrow evening’s IASB regional meeting) the re-start of “At the Board Table” should be delayed by at least one meeting.

If the Directors have a few minutes left in this meeting, it may be helpful for all Directors to review the unique position found by a school governing body in Iowa when it concerns personnel issues or topics. This will be up to Lee Fellers to determine if time exists for this discussion this evening.

Just a reminder . . .

Several of the board plan to attend the IASB regional meeting tomorrow evening. This begins at 5 pm.

### 7.3 Other Announcements

(to be provided)



2012-13 Parent Teacher Conference Report

Grade & Teacher	# of conferences possible for each teacher	# of conferences completed for each teacher	% of conferences completed for each teacher
K-Billings	20	19	95%
K-Crouse	20	18*	90%
K-Laughlin	21	20	95%
K-Nielsen	21	19	90%
DK_Sieh	15	14 *	93%
K-Smits	21	19 *	90%
1-Dolch	21	21	100%
1-Dunn	20	19	95%
1-Erickson	21	21	100%
1-Graber	23	22	96%
2-Fellers	22	22	100%
2-Kelly	22	22	100%
2-Sterbick	21	21	100%
2-Walford	21	18	86%
3-Bruce	23	23	100%
3-Jones	21	21	100%
3Pease	20	18	90%
3-Vannausdle	19	19	100%
Title-Dentlinger	22	21	95%
Title-Moore	15	14	93%
Title-Spotts	19	17	89%
Art-Euken	0	4	
P.E.-Lamb	0	0	0%
Couns.-	4	2	50%
Schellhammer			
Music- Wemhoff	0	1	
Sped-Hambright	14	10*	71%
Sped-Weber	8	5	63%

Number of conferences possible school-wide - 463

Number of conferences competed school-wide - 458

% of conferences completed school-wide: 98.9%

Number of conferences completed by the school principal or shared with another person: Principal - 4; other person - 56 (Title I Teachers)

Number of conferences completed using some technology format other than face to face: none reported

Number of teachers absent during conference time; the reasons for the absence; and the method used to make-up the missed conferences.

- All teachers present a least one of the nights of conference.
- 2 teachers missed one night due to personal leave however all conferences were made up outside of contract time to allow for earned compensation on Friday.
- 1 teacher missed Thursday night due to coaching obligations
- 2 teachers used sick or family emergency leave for one evening (.5 days were turned in)

## Washington Intermediate School Conference Report Fall 2012:

Washington School had a great turn out for parent teacher conferences. Out of a possible 170 parent conferences, 166 parents came to a scheduled conference on Monday or Thursday, and four parents were re-scheduled for a different time. The principal attended two conferences in conjunction with a scheduled parent conference with the classroom teacher, and two that were scheduled separately with just the principal. Many parents stopped in to visit in the principal's office, unscheduled and informally. Other teachers in the building who scheduled conferences in conjunction with scheduled classroom conferences were: Special Needs, 14 conferences; English Language Learners, 7 conferences; Title I, 19 conferences; and Counselor, 1 conference. Washington had no teachers absent for parent conferences. Shared staff was in our building either one full night, or they went back and forth between two buildings and were good to let us know their schedules. To recap the Washington School turn out for parent teacher conferences, we had 98% building wide turn out on Monday and Thursday combined, and 2% that were re-scheduled for a total of 100% parent contact for parent teacher conferences.

To help illustrate how many conferences each teacher had, please look at the following chart:

Teacher	Number of Conferences Possible	Number of Conferences Completed	Number of conferences re-scheduled	Percent Complete	Number of Conferences other than Face to Face
Cockburn, Michelle	21	21	0	100	0
Hardy, Keith	21	20	1	100	0
Schmid, Katie	21	21	0	100	0
Timmerman, Sue	21	20	1	100	0
Montgomery, Angie	22	21	1	100	0
Chelsvig, Sue	22	22	0	100	0
Haufle, Mark	21	21	0	100	0
Kunze, Sonia	21	20	1	100	1
Deter, Chris	16	17	1	100+	0
Schellhammer, Stacey		1			
Maurer, Geoff/ Fast, Norma		30			
Kaiser, Becki		19			
Euken/Adams - art	The staff here are shared with other buildings, and were available for walk-in conferences during part of the time on Mon. and Thurs.				
Subbert/Lamb - PE					
Wemhoff/ Kilpatrick - Music					

TO: Mr. Schmidt  
FROM: Mr. Perrien/Kim Pratt  
DATE: October 3, 2012  
RE: Fall Parent/Teacher Conferences

The Middle School teachers had the following ratio of conferences:

Curt Adams – 14/14  
Shana Brown – 13/13  
Dave Carlson – 13/13  
Mary Carlson – 13/13  
Mark Erickson – 14/14  
Leanne Fluckey – 14/14  
Patty Henke – 13/13  
John Hewett – 13/13  
Adam Hietbrink – 14/14  
Kevin Kilpatrick – 12/12  
Stacy Kutzli – 12/13  
Rachel Lammert – 14/14  
Mandy Manz – 15/15  
Kathleen Mayes – 13/14  
Hayley Perkins – 13/13  
Connie Sampers – 9/9  
Clara Shankle – 9/9  
Vicki Sickels – 14/15  
Lisa Sonntag – 13/13  
Karen Subbert – 9/9  
Bryan White – 14/14  
268/271

Number of conferences possible: 271

Number of conferences completed: 268

Percentage of completion as of 10-3-12: 99% the percentage will be 100% by the end of the week.

The counselor shared six (6) conferences with teachers.

The principal completed one (1) conference for a teacher.

We had three (3) conferences completed by phone, one (1) by email, one (1) will be completed during the IEP this month, and two (2) will be contacted this week and completed by a teacher.

Curt Adams was absent on Thurs., Sept. 27 because of an out of town Cross Country meet, to make up for that he saw parents/students on Wed., Sept. 26.

Mark Erickson was absent on Thurs., Sept. 27 because of an out of town 7<sup>th</sup> gr. Football game, to make up for that he saw parents/students on Wed., Sept. 26.

# Parent Teacher Conferences Sept, 2012

Last Name	First Name	Conference #	Roster #	Conf %	Thurs Absences		EO
Allison	Sharon	2	13	15%	Family Illness/Coach		
Batula	Juan	24	128	19%	Coach		
Berry	Darrell	21	140	15%			
Black	Dan	5	33	15%			
Blomstedt	Deb	19	29	21%			
Bonnett	Rebecca	24	78	31%			
<b>Brabec</b>	<b>John</b>	<b>2</b>	<b>NA</b>				
Eubank	Brett	0	12	0%			
Freiberg	Melissa	34	108	31%			
Gambs	John	16	149	11%	Family Illness		
Grim	Curt	5	10	50%			
Harter	Anne	3	7	43%			
Horn	Laura	24	115	21%			
Kohout	Jim	10	106	11%			
Kurtz	Diane	12	62	19%			
Lock	Cec	2	40	5%			
Marsden	Tim	14	95	15%			
Mayes	Kathleen	1	45	2%			
Meade	Michael	44	97	45%			
Moyers	Sami Jo	19	95	20%			
Panec	Kelen	31	111	28%			
Petersen	Ann	Na					
Peterson	Bob	4	70	6%	Coach		
Podliska	Tiegen	17	110	15%	Coach		
Redel	Dennis	8	104	8%			
Redel	Jeanne	7	48	15%			
Reeve	Kim	24	93	26%			
Rhodes	Sheree	11	80	14%			
Rouse	Nathan	8	79	10%	Coach		
<b>Sherman</b>	<b>Jedd</b>	<b>2</b>	<b>NA</b>				
Spencer	Alan	13	82	16%			
Sullivan	Steve	8	11	72%			
<b>Technology</b>		<b>0</b>	<b>NA</b>				
Uhl	Jason	8	95	8%			
Willey	Kay	1	53	2%			
School-wide		419	2298	18.2%			

No technology was utilized for conferences. All conferences were conducted in person.

Normally, absent teachers would leave a sign-up sheet posted on their door. Should a parent wish to have a parent-teacher conference, then they are encouraged to sign up and the absent teacher will contact them.