

Red Oak Community School District

2011 North 8th Street

Red Oak, Iowa 51566

712.623.6600

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, August 14, 2017 – 6:00 pm

- Agenda -

1.0 Call to Order – Board of Directors Vice-President Mark Johnson

2.0 Roll Call – Board of Directors

3.0 Approval of the Agenda – Vice-President Mark Johnson

4.0 Public Presenters/Guest and Visitors Addressing the Board

5.0 Communications

5.1 Good News from Red Oak Schools-Community Pep Rally will be held *pg 1*
Friday, August 18, 2017
4:30-5:30 Tailgate-High School Cafeteria
5:30-Pep Rally High School Gym
Followed by Middle School and High School Volleyball Scrimmage-High School Gym
7:00-Parade to the Russ Benda Football Field
7:30-Tiger Bowl-2017 Little Tiger Nation vs. 2017 Tiger Nation Football Team

5.2 Visitors and Presentations-Keith Little Activities update

5.3 Affirmations and Commendations

5.4 Correspondence

5.5 Public Comments

6.0 Consent Agenda

6.1 Review and Approval of Minutes from July 31, 2017 pg 2-10

6.2 Review and Approval of Monthly Business Reports

7.0 General Business for the Board of Directors

7.1 Old Business-None

7.2 New Business

7.2.1 Discussion/Approval of change of board policies:

pg 11-63

401.4: Employee Complaints

403.1: Employee Physical Examinations

405.2 Licensed Employee Qualifications, Recruitment, Selection

405.6 Licensed Employee Assignment

405.7 Licensed Employee Transfers

405.8 Licensed Employee Evaluation

406.5 Licensed Employee Group Benefits Option 1 and Option 2

408.1 Licensed Employee Profession Development

409.1 Licensed Employee Vacation-Holidays-Personal Leave

409.2 Licensed Employee Personal Illness Leave

409.3 Licensed Employee Family and Medical Leave

409.4 Licensed Employee Bereavement Leave

409.8 Licensed Employee Unpaid Leave

411.1 Classified Employee Defined

411.4 Classified Employee Licensing/Certification

414.1 Classified Employee Vacations-Holidays-Personal Leave

414.4 Classified Employee Bereavement Leave

700 Purpose of Non-Instructional and Business Services

7.2.2 Discussion/Approval of Support Staff leave, ½ days vs. hours

7.2.3 Discussion/Approval of 2017-2018 District, High School, Middle School, Washington and Inman handbooks pg 64-198

7.2.4 Personnel Considerations

7.2.4A-Recommendation to hire Deb Blomstedt as Middle School Volleyball Coach for the 2017-2018 school year. pg 199

7.2.4B-Recommendation to hire Tammi VanMeter as Administrative Assistant at the District Administrative Center effective August 21, 2017 pg 200

7.2.4C-Recommendation to hire Terra Brummett as High School Fall Play Assistant Director effective for the 2017-2018 school year. pg 201

7.2.4D-Recommendation to hire Cole Darrow as MS Football Coach for the 2017-2018 school year. pg 202

7.2.4E-Recommendation to hire Tristin Johnson as MS Football Coach for the 2017-2018 school year. pg 203

8.0 Reports

8.1 Administrative

8.2 Future Conferences, Workshops, Seminars-

8.2A-Matt Gillaspie will be at the August 28, 2017 Red Oak School Board Meeting to discuss the future financing plans for the building project.

8.2B-IASB Employee Relations Conference located at Prairie Meadows Convention center in Altoona, Iowa

8.2C-IASB Annual Convention that will be held November 15th and 16th 2017 in Des Moines, Iowa

8.3 Other Announcements

9.0 Next Board of Directors Meeting:

Monday, August 28, 2017 – 6:00 pm
Sue Wagaman Board Room
Red Oak CSD Administrative Center

10.0 Adjournment

TIGER NATION

Community Pep Rally

2017-2018

"Building a Legacy"

Friday August 18, 2017

4:30 p.m.-5:30 p.m. Tailgate- High School Cafeteria

**(A FREE "Thank you" Supper to our community served by
your Red Oak School Board Members)**

5:30 p.m. Community Pep Rally-High School Gym

- Intro and recognition of your Red Oak School Board and The Heroes 17 Committee
- Red Oak HS Marching Band and Red Oak HS Volleyball Team

Following The Pep Rally-Volleyball Scrimmage-High School Gym

- Red Oak Tiger Nation MS and HS Volleyball Teams

7:00 p.m. Parade To The Football Field!!!!!!

- Featuring the Red Oak Marching Band
- Parade ends at the Red Oak Football Field for the introduction of our
2017-2018 Red Oak Football Team, Cheerleading Squad
and Cross Country Team!!

***Tiger Nation Celebrity Relay**

7:30 p.m. TIGER BOWL – 2017 Little Tiger Nation VS. 2017 Tiger Nation Football Team

**"LEGACY is NOT leaving something for people,
LEGACY IS leaving something IN people."**



Red Oak Community School District
08/11/2017 11:36 AM
Vendor Name

RED OAK BOARD REPORT

Unposted; Batch Description AUGUST 14 BOARD MEETING, 2017-0001
Amount

Account Number	Invoice Number	Detail Description	Amount
Checking Account ID 1	Fund Number 10	OPERATING FUND	
AC SUPPLY	405124	250.75	149.95
10 3230 1000 100 0000 612	V Fuel Cell 10		79.95
10 3230 1000 100 0000 612	Physics Pro: Advanced		
	Physics Kit		20.85
10 3230 1000 100 0000 612	FREIGHT		250.75
Vendor Name AC SUPPLY			
AGRIVISION	2625252	14.31	14.31
10 0010 2600 000 0000 618	OIL FILTER & OIL		14.31
Vendor Name AGRIVISION			
AHLERS & COONEY	733152	1,988.00	1,988.00
10 0010 2310 000 0000 320	JULY PROF SERVICES	630.00	
AHLERS & COONEY	733153		630.00
10 0010 2310 000 0000 320	JULY PROF SERVICES		2,618.00
Vendor Name AHLERS & COONEY			
BOOKSOURCE	654487	30.00	30.00
10 1902 1000 100 0000 612	Book Basket		30.00
Vendor Name BOOKSOURCE			
BRUCE SUPPLIES & CONSTRUCTION INC.	1006	10.00	10.00
10 0010 2600 000 0000 618	BUS WASHES-JULY	35.00	
BRUCE SUPPLIES & CONSTRUCTION INC.	1006-1617		35.00
10 0010 2600 000 0000 618	JUNE WASHES		45.00
Vendor Name BRUCE SUPPLIES & CONSTRUCTION INC.			
CAPITAL SANITARY SUPPLY CO.	0024928	713.19	713.19
10 0010 2600 000 0000 618	SOAP/SANITIZER/SCREENS		713.19
Vendor Name CAPITAL SANITARY SUPPLY CO.			
CASEY'S	073117	58.46	58.46
10 0020 2700 000 0000 626	FUEL-CPM TRAINING		58.46
Vendor Name CASEY'S			
CENTER FOR THE COLLABORATIVE CLASSROOM	108607	11,856.00	
10 1902 1000 100 0000 612	Collaborative Literacy Suite Grade 4		5,700.00
10 1902 1000 100 0000 612	Collaborative Literacy Suite Grade 5		5,700.00
10 1902 1000 100 0000 612	Shipping and Handling for Above Order		456.00
Vendor Name CENTER FOR THE COLLABORATIVE CLASSROOM			11,856.00
CENTURY LINK	072517	484.61	484.61
10 0010 2410 000 0000 532	DISTRICT WIDE FIRE ALARMS	132.00	
CENTURY LINK	080117		132.00
10 0020 2490 000 0000 530	2 WAY RADIO TRANSMITTER		616.61
Vendor Name CENTURY LINK			
CHEMSEARCH	2810785	278.00	278.00
10 0010 2600 000 0000 432	WATER TREATMENT		

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Vendor Name	Account Number	Invoice Number	Detail Description	Amount	Amount
CITY OF RED OAK	10 0010 2600 000 0000 411	080117	DISTRICT WIDE WATER	1,333.50	1,333.50
Vendor Name	CITY OF RED OAK				1,333.50
CLASSROOM DIRECT. COM	10 2020 1000 100 0000 612	208118712747	BOOK PLANNER TEACHER DAILY RECORD FOR MI	148.49	44.55
	10 2020 1000 100 0000 612		ORGANIZER MOBILE 10 DRAWER WITH CASTORS		103.94
Vendor Name	CLASSROOM DIRECT. COM				148.49
COMFORT INN & SUITES DES MOINES	10 1901 2410 000 0000 580	080317	IPS SAI CONF HOTEL	772.80	257.60
	10 2020 2410 000 0000 580		MS SAI CONF HOTEL		257.60
	10 0010 2321 000 0000 580		TM SAI CONF HOTEL		257.60
Vendor Name	COMFORT INN & SUITES DES MOINES				772.80
CONTROL MASTERS	10 0010 2600 000 0000 432	3929102	WASH/MS/HS PNEUMATIC CONTROLS	1,729.43	1,729.43
Vendor Name	CONTROL MASTERS				1,729.43
CUBBY'S	10 0010 2650 000 0000 626	1904470	MAINT FUEL	464.22	60.99
	10 0010 2700 217 3303 626		SPED FUEL		197.59
	10 0020 2700 000 0000 626		GAS		205.64
Vendor Name	CUBBY'S				464.22
DEMCO	10 2020 1000 100 0000 612	6179570	VARIOUS SUPPLIES FOR THE MIDDLE SCHOOL T	665.00	249.76
	10 2020 2222 000 0000 618		VARIOUS SUPPLIES FOR THE MIDDLE SCHOOL M		415.24
Vendor Name	DEMCO				665.00
DHS CASHIER 1ST FLOOR	10 0010 4634 219 4634	10112932	PROVIDERS SHARE-JULY MEDICARE	579.70	579.70
Vendor Name	DHS CASHIER 1ST FLOOR				579.70
DICKEL DUIT OUTDOOR POWER, INC.	10 0010 2600 000 0000 618	26513	WHEEL ASSEMBLY & NUT	31.50	31.50
Vendor Name	DICKEL DUIT OUTDOOR POWER, INC.				31.50
ECHO ELECTRIC SUPPLY	10 0010 2600 000 0000 618	57269398.001	150 light bulbs	471.00	357.00
	10 0010 2600 000 0000 618		60 Lights		114.00
Vendor Name	ECHO ELECTRIC SUPPLY				471.00
ENGEL LAW OFFICE	10 0010 2310 000 0000 320	073117	JULY PROF SERVICES	831.25	831.25
Vendor Name	ENGEL LAW OFFICE				831.25

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Vendor Name

Invoice

Amount

Number

Detail Description

Amount

Account Number

FBG SERVICE CORPORATION	803387	31,089.52	
10 0010 2600 000 0000 340	JULY MONTHLY CLEANING		31,089.52
Vendor Name	FBG SERVICE CORPORATION		31,089.52
GOPHER SPORTS EQUIPMENT	9323673	278.98	
10 1902 1000 108 0000 612	Wilson Stivale II Soccer		31.95
	Ball Size 5		69.90
10 1902 1000 108 0000 612	Spalding Competition		
	Basketball- Women's		18.95
10 1902 1000 108 0000 612	Rainbow UltraGrip Foam		
	Baseball Bat/Ball		28.95
10 1902 1000 108 0000 612	Rainbow UltraGrip Foam Big		
	Bat/Ball		23.95
10 1902 1000 108 0000 612	Rainbow Soft-Stix Bat		19.80
10 1902 1000 108 0000 612	Rainbow Foam Ball- Yellow,		
	4" diameter		44.95
10 1902 1000 108 0000 612	SoffPlay Soccer Balls, Size		
	5, Red. Set		40.53
10 1902 1000 108 0000 612	Estimated Shipping for above		
	items		278.98
Vendor Name	GOPHER SPORTS EQUIPMENT		
GREEN HILLS AEA FIDUCIARY FUND	072517	100.00	
10 0010 2310 000 0000 320	17-18 SUPERINTENDENTS ASSOC		100.00
	DUES		100.00
Vendor Name	GREEN HILLS AEA FIDUCIARY FUND		
GREEN HILLS AEA	62871	5.50	
10 2020 1000 100 0000 612	LAMINATION-MS		5.50
GREEN HILLS AEA	879	555.15	
10 0010 2213 000 0000 330	ONLINE TRAININGS FOR		555.15
	DISTRICT 17-18		560.65
Vendor Name	GREEN HILLS AEA		
HOUCHEN BINDERY LTD	232898	224.50	
10 1902 1000 100 0000 550	WASH BOOKBINDING x 4		47.25
10 3230 1000 100 0000 550	HS BOOKBINDINGx15		177.25
Vendor Name	HOUCHEN BINDERY LTD		224.50
iJAG, INC.	1075	20,000.00	
10 0010 2213 420 1119 330	2017-2018 IJAG PROGRAM FEES		20,000.00
Vendor Name	iJAG, INC.		20,000.00
IOWA ASSN OF SCHOOL BOARDS	BKGRD0000026	9.00	
	71		9.00
10 0010 2310 000 0000 320	BACKGROUND CHECKS-JULY		9.00
Vendor Name	IOWA ASSN OF SCHOOL BOARDS		
IPTA	080517	275.00	
10 0020 2700 000 0000 340	IPTA MEMBERSHIP 17-18		275.00
Vendor Name	IPTA		
JOHNSON AUTO PARTS	6177-169672	36.99	
10 0010 2600 000 0000 618	WI WATER VALVE REPAIR		36.99
	SUPPLIES		

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Vendor Name	Account Number	Invoice Number	Detail Description	Amount	Amount
JOHNSON AUTO PARTS	10 0020 2700 000 0000 618	6177-169710	CHARGER-BUS	258.20	258.20
Vendor Name	JOHNSON AUTO PARTS				295.19
JOSTENS	10 0010 1000 100 4515 320	1101583	JOSTENS MS YEARBOOKS	1,461.81	1,461.81
Vendor Name	JOSTENS				1,461.81
LAKESHORE LEARNING CO.	10 1901 1000 100 0000 612	4560330717	"Inside the Human Body" Read-Along Inter	178.23	81.00
10 1901 1000 100 0000 612			Children's Timer- Set of Six		23.99
10 1901 1000 100 0000 612			Building Fluency Card Bank		49.99
10 1901 1000 100 0000 612			freight		23.25
Vendor Name	LAKESHORE LEARNING CO.				178.23
LEARNING RESOURCES, INC.	10 1902 1000 100 0000 612	3032557	Super Strong Magnetic Hooks, Set of 4	103.92	103.92
Vendor Name	LEARNING RESOURCES, INC.				103.92
MACGILL & COMPANY, WILLIAM V.	10 0010 2134 000 0000 618	0600719	NURSE SUPPLIES 17-18	602.86	602.86
Vendor Name	MACGILL & COMPANY, WILLIAM V.				602.86
MEDIACOM	10 0010 2236 000 0000 536	072117	INTERNET	1,680.00	1,680.00
MEDIACOM	10 0010 2236 000 0000 536	072117-01	PRI LINES	706.28	706.28
Vendor Name	MEDIACOM				2,386.28
MERCER HEALTH & BENEFITS ADMIN LLC	10 0010 1000 100 8018 270	073117	SEPT RETIREES INSURANCE	3,205.88	3,205.88
Vendor Name	MERCER HEALTH & BENEFITS ADMIN LLC				3,205.88
MIDWEST TECH PRODUCTS	10 2020 1300 350 0000 612	2085527-00	BAND SAW BLADES, 141" X 1/2", FOR THE MI	128.40	113.40
10 2020 1300 350 0000 612			SHIPPING		15.00
Vendor Name	MIDWEST TECH PRODUCTS				128.40
MONTGOMERY COUNTY AUDITOR	10 0010 2310 000 0000 340	062717	SPECIAL ELECTION-MONT COUNTY- JUNE 27	3,062.94	3,062.94
Vendor Name	MONTGOMERY COUNTY AUDITOR				3,062.94
MTE OFFICE SUPPLIES	10 2020 1000 100 0000 612	0211251-001	VARIOUS SUPPLIES FOR THE MIDDLE SCHOOL F	870.11	870.11
Vendor Name	MTE OFFICE SUPPLIES				870.11
NASCO	10 2020 1300 340 0000 612	542429	NYLON BACK SACK KITS FOR THE MIDDLE SCHO	192.96	192.96

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Vendor Name	Account Number	Invoice Number	Detail Description	Amount	Amount
NASCO	10 2020 1300 340 0000 612	5442426	T-FAL AIRBANK 20" X 15 1/2" COOKIE SHEET	262.15	84.75
	10 2020 1300 340 0000 612		HAMILTON BEACH BIG MOUTH DUO PLUS FOOD P		99.95
	10 2020 1300 340 0000 612		FISKARS SELF-HEALING CUTTING MAT, 24" X		33.95
	10 2020 1300 340 0000 612		FISKARS 45-MM LOOP ROTARY CUTTER - CLASS		25.90
	10 2020 1300 340 0000 612		SHIPPING		17.60
Vendor Name	NASCO				455.11
ODYSSEYWARE SMARTER ONLINE LEARNING	10 3230 1200 420 1119 612	OW39104293	Odysseyware Licenses	4,900.00	4,900.00
Vendor Name	ODYSSEYWARE SMARTER ONLINE LEARNING				4,900.00
PERRIEN, NATE	10 2020 2410 000 0000 580	080417	SAI CONF MILEAGE REIMBURSEMENT	155.25	155.25
Vendor Name	PERRIEN, NATE				155.25
PITSCO	10 2020 1300 350 0000 612	683068-1	VARIOUS SUPPLIES FOR THE MIDDLE SCHOOL I	1,407.42	1,407.42
Vendor Name	PITSCO				1,407.42
PLUMB SUPPLY/RIBACK SUPPLY	10 0010 2600 000 0000 618	4645360	MINI WATER TANK HEATER	258.97	258.97
PLUMB SUPPLY/RIBACK SUPPLY	10 0010 2600 000 0000 618	4659593	3-HOLE SINK	157.40	157.40
PLUMB SUPPLY/RIBACK SUPPLY	10 0010 2600 000 0000 618	4659614	HS NURSE KITCHEN FAUCET	216.20	216.20
Vendor Name	PLUMB SUPPLY/RIBACK SUPPLY				632.57
QUILL CORP.	10 3230 1200 420 1119 612	8096624	SUPPLIES FOR BRETT E	121.17	121.17
Vendor Name	QUILL CORP.				121.17
REALLY GOOD STUFF	10 1901 1000 100 0000 612	6027591	Testing Privacy Shields- Set of 12	1,028.21	35.89
	10 1901 1000 100 0000 612		Pencil Solution Pocket Chart		21.99
	10 1901 1000 100 0000 612		Chalkboard-Style Plastic Desktop Helpers		77.40
	10 1901 1000 100 0000 612		Ready-To-Decorate All About Me 3-D Ballo		12.48
	10 1901 1000 100 0000 612		Write Again Dry Erase Markers		92.88
	10 1901 1000 100 0000 612		D'Nealian Cursive Plastic Desktop Helper		77.40
	10 1901 1000 100 0000 612		E-Z-Grab Magnetic Erasers		9.99
	10 1901 1000 100 0000 612		Ready-To-Decorate My State Posters		49.92
	10 1901 1000 100 0000 612		Super Stacker Classroom Supplies Box Set		255.84
	10 1901 1000 100 0000 612		Wire Works Magnetic Storage Basket		13.99

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Vendor Name

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Account Number	Invoice Number	Detail Description	Amount
10 1901 1000 100 0000 612		Whiteboard Magnetic Storage	12.99
		Pocket Set	5.69
10 1901 1000 100 0000 612		Daily Assignment Poster	93.57
10 1901 1000 100 0000 612		Black History 11-Book Set	24.96
10 1901 1000 100 0000 612		Ready-To-Decorate All About Me Star Stud	65.94
10 1901 1000 100 0000 612		Decorative Classroom Label Magnets	12.48
10 1901 1000 100 0000 612		Ready-To-Decorate All About Me 3-D Rocke	29.98
10 1901 1000 100 0000 612		Write Again Erasers	84.90
10 1901 1000 100 0000 612		freight	49.92
10 1901 1000 100 0000 612		Ready-To-Decorate All About A Country Po	1,028.21
Vendor Name	REALLY GOOD STUFF		
RED OAK COMMUNITY SCHOOL DIST	063017-0001		130.00
10 0010 1415 100 0000	YES MENTORING-RECEIPTED TO WRONG YR/ACCT		130.00
Vendor Name	RED OAK COMMUNITY SCHOOL DIST		
RED OAK DO IT CENTER	421663		22.47
10 3230 1000 100 0000 612	2" pvc pipe - 10 foot length		22.47
Vendor Name	RED OAK DO IT CENTER		
RED OAK EXPRESS	072017		418.10
10 0010 2572 000 0000 540	LEGALS-BOARD MEETING		280.72
RED OAK EXPRESS	073117		280.72
10 0010 2572 000 0000 540	BUS ADS		698.82
Vendor Name	RED OAK EXPRESS		
RED OAK HARDWARE HANK	10609		6.29
10 0010 2600 000 0000 618	CONCRETE		0.29
RED OAK HARDWARE HANK	10643		0.29
10 0010 2600 000 0000 618	MS SUPPLY		16.17
RED OAK HARDWARE HANK	10887		16.17
10 0010 2235 000 0000 618	Cloth Glass Clean CDU 2PK		44.98
RED OAK HARDWARE HANK	11035		44.98
10 0010 2600 000 0000 618	MS STEAM PIPE REPAIR SUPPLIES		14.39
RED OAK HARDWARE HANK	11280		14.39
10 0010 2235 000 0000 618	Gorilla Tape Silver 35YD		82.12
Vendor Name	RED OAK HARDWARE HANK		
SELLERS PEST CONTROL-ART SELLERS	24737		120.00
10 0010 2600 000 0000 425	PEST CONTROL DISTRICT WIDE		120.00
Vendor Name	SELLERS PEST CONTROL-ART SELLERS		
SOCS/FES	008740		405.00
10 0010 2236 000 0000 536	AUGUST WEB HOSTING		405.00
Vendor Name	SOCS/FES		
SUPREME SCHOOL SUPPLY	68911		180.67
10 2020 1000 100 0000 612	SCHOOL LUNCH FUND RECEIPTS FOR THE MIDDLE		91.50
10 2020 1000 100 0000 612	EARLY DISMISSAL BOOKS FOR		32.50

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Account Number	Invoice Number	Detail Description	Amount	Amount
10 2020 1000 100 0000 612		THE MIDDLE SCH		40.50
		TARDY SLIP BOOKS FOR THE		
		MIDDLE SCHOOL O		16.17
10 2020 1000 100 0000 612		SHIPPING		180.67
Vendor Name SUPREME SCHOOL SUPPLY				
	12336		60.83	
TIMBERLINE BILLING SERVICE LLC				60.83
10 0010 2510 217 3303 350		JULY MEDICAID BILLING		60.83
Vendor Name TIMBERLINE BILLING SERVICE LLC				
	0298383		17.00	
UNITED FARMERS COOPERATIVE		MAINT SUPPLIES		17.00
10 0010 2600 000 0000 618			56.48	
	0298394			56.48
UNITED FARMERS COOPERATIVE		MS STEAM PIPE REPAIR		
10 0010 2600 000 0000 618		SUPPLIES	25.50	
	0299118			25.50
UNITED FARMERS COOPERATIVE		MS BOYS BATHROOM SUPPLIES	115.47	
10 0010 2600 000 0000 618				115.47
UNITED FARMERS COOPERATIVE		KL OFFICE PAINT	37.18	
10 0010 2600 000 0000 618				37.18
UNITED FARMERS COOPERATIVE		0300923		
10 0010 2600 000 0000 618		GROUNDS WEED KILLER	489.63	
UNITED FARMERS COOPERATIVE		073117		136.35
10 0010 2650 000 0000 626		UTILITIES/MAINT FUEL		43.20
10 0020 2700 000 0000 628		PROPANE		18.79
10 0020 2700 000 0000 628		PROPANE TAX		112.25
10 0010 2700 217 3303 626		SPED FUEL		111.64
10 0020 2700 000 0000 626		GAS		67.40
10 0020 2700 000 0000 627		DIESEL		741.26
Vendor Name UNITED FARMERS COOPERATIVE				
	072217		19.37	
UNITED PARCEL SERVICE				19.37
10 0010 2235 000 0000 618		CONNECTION RETURN		19.37
Vendor Name UNITED PARCEL SERVICE				
	27626204		90.35	
UPS FREIGHT				90.35
10 0010 2600 000 0000 618		UPS FREIGHT CHARGE-HAZ WASTE		
Vendor Name UPS FREIGHT		FEE		90.35
	10512609		39.57	
WESTLAKE ACE HARDWARE		MS PIPE REPAIR PROJ SUPPLIES		39.57
10 0010 2600 000 0000 618			16.17	
WESTLAKE ACE HARDWARE		10512630		16.17
10 0010 2600 000 0000 618		BBALL FIELD WATER REPAIR		
		SUPPLIES	16.99	
WESTLAKE ACE HARDWARE		10512670		16.99
10 0020 2700 000 0000 618		CHISEL	19.99	
WESTLAKE ACE HARDWARE		10512677		19.99
10 0010 2600 000 0000 618		PICKUP TOOL	13.49	
WESTLAKE ACE HARDWARE		10512683		13.49
10 0020 2700 000 0000 618		FASTENER	19.98	
WESTLAKE ACE HARDWARE		10512698		19.98
10 0020 2700 000 0000 618		FASTENERS	4.18	
WESTLAKE ACE HARDWARE		10512707		4.18
10 0020 2700 000 0000 618		CLAMPS-BUS		
WESTLAKE ACE HARDWARE		10512749	4.56	

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10 0010 2600 000 0000 618	FIELD PAINT	4.56
WESTLAKE ACE HARDWARE	10512763	65.98
10 0010 2600 000 0000 618	HS ART ROOM PAINT	65.98
WESTLAKE ACE HARDWARE	10512839	16.98
10 0010 2600 000 0000 618	WIRENUT SUPPLIES	16.98
WESTLAKE ACE HARDWARE	10512886	9.59
10 0010 2600 000 0000 618	TUBE CUTTER-DISTRICT	9.59
WESTLAKE ACE HARDWARE	10512906	13.98
10 0010 2600 000 0000 618	PLUMBING SUPPLIES HS	13.98
WESTLAKE ACE HARDWARE	10512914	0.57
10 0010 2600 000 0000 618	IPS SCREWS	0.57
WESTLAKE ACE HARDWARE	10512971	45.54
10 0010 2600 000 0000 618	WATER HOSE SUPPLIES	45.54
WESTLAKE ACE HARDWARE	10512978	29.58
10 0010 2600 000 0000 618	STEAM PIPE REPAIR SUPP MS	29.58
Vendor Name WESTLAKE ACE HARDWARE		317.15
		<u>99,908.25</u>
Fund Number 10	Fund Number 36	PHYSICAL PLANT & EQUIPMENT
Checking Account ID 1	05537	4,937.35
SCHOOL DUDE	Maintenance Essentials Pro	2,822.00
36 0010 2237 000 0000 431	Technology Essentials-Incident	1,066.54
36 0010 2237 000 0000 431	Trip Direct	952.00
36 0010 2237 000 0000 431	Admin Fee	96.81
SCHOOL DUDE	11205	3,124.75
36 0010 2235 000 0000 350	TechnologyEssentials-Insight	1,980.00
36 0010 2235 000 0000 350	TechnologyEssentials-Insight Quick Start	1,144.75
Vendor Name SCHOOL DUDE		<u>8,062.10</u>
		<u>8,062.10</u>
Fund Number 36		<u>107,970.35</u>
Checking Account ID 1	Fund Number 21	STUDENT ACTIVITY FUND
Checking Account ID 3	17452-7G-	2,800.00
AGILE SPORTS TECHNOLOGIES	336694	2,800.00
21 0010 1400 920 6600 618	ONLINE VIDEO	2,800.00
Vendor Name AGILE SPORTS TECHNOLOGIES	STREAMING/EDITING SPORTS SO	<u>2,800.00</u>
		<u>500.00</u>
BARNES, CHRIS	071917	500.00
21 3230 1400 910 6220 618	MARCHING BAND PERFORMANCE	500.00
Vendor Name BARNES, CHRIS	DRILL	<u>500.00</u>
		<u>501.50</u>
CARRIE WESTON - CR GRAPHICS	071317	501.50
21 0010 1400 920 6710 618	TIGER BASKETBALL CAMP TEES	501.50
Vendor Name CARRIE WESTON - CR GRAPHICS		<u>501.50</u>
		<u>540.00</u>
HOWARD'S SPORTING GOODS	00001386	540.00
21 0010 1400 920 6710 618	BOYS BBALL CAMP-REIMBURSE	540.00
Vendor Name HOWARD'S SPORTING GOODS	FOR CAMP FUNDS	<u>540.00</u>
		<u>450.19</u>
JOSTENS	1101583	450.19

a

Red Oak Community School District
08/11/2017 11:36 AM
Vendor Name

RED OAK BOARD REPORT
Unposted; Batch Description AUGUST 14 BOARD MEETING, 2017-0001

Page: 9
User ID: BLAYM

Account Number	Invoice Number	Detail Description	Amount
21 2020 1400 950 7426 618		FOR 16-17 MIDDLE SCHOOL YEARBOOKS	450.19
Vendor Name	JOSTENS		450.19
RIDDELL	950203646		3,148.88
21 0010 1400 920 6720 618		RECONDITIONING OF HS HELMETS	3,148.88
RIDDELL	950329981		1,085.21
21 0010 1400 920 6720 618		RECONDITIONING OF MS HELMETS	1,085.21
Vendor Name	RIDDELL		4,234.09
STEIN, HEATH	070817		75.00
21 0010 1400 920 6730 320		VAR BBALL OFFICIAL	75.00
Vendor Name	STEIN, HEATH		75.00
VARSITY SPIRIT FASHION	74602519		749.00
21 3230 1400 950 7459 618		POM POMS	749.00
VARSITY SPIRIT FASHION	74602538		244.95
21 3230 1400 950 7459 618		BAG & BRIEF	244.95
Vendor Name	VARSITY SPIRIT FASHION		993.95
Fund Number	21		10,094.73
Checking Account ID	3		10,094.73

10

Shirley Maxwell

From:

Josie Lewis <iasb=ia-sb.org@mail179.atl21.rsgsv.net> on behalf of Josie Lewis
<iasb@ia-sb.org>

Sent:

Monday, May 01, 2017 10:34 AM

To:

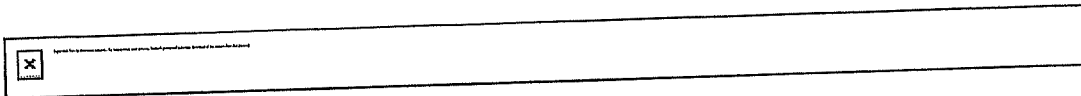
Shirley Maxwell

Subject:

IASB Policy Services Primer Update - Collective Bargaining

Policy news from IASB.

[View this email in your browser](#)



IASB Policy Updates: Collective Bargaining

On February 17, 2017, Governor Branstad signed House File 291 (HF 291), an Act that made extensive changes to Iowa's collective bargaining law. Following the signing of HF 291, IASB reviewed each IASB sample policy that referenced the 'master contract'. As a result of this process, twenty-nine policies were identified as needing updates to comply with the changes in law. Additional IASB sample policies will need to be updated that relate to other sections of Iowa Code amended by HF 291. These changes address educator employment matters, including superintendent, administrator and teacher employment contracts. These policies are currently under review and will be released via the IASB Policy Primer in the upcoming months.

The following sample policies are included with this update:

- Sample Policy **400** – Role of and Guiding Principles for Employees
- Sample Policy **401.4** – Employee Complaints
- Sample Policy **403.1** – Employee Physical Examinations
- Sample Policy **405.2** – Licensed Employee Qualifications, Recruitment, Selection
- Sample Policy **405.5** – Licensed Employee Work Day

- Sample Policy 405.6 – Licensed Employee Assignment
- Sample Policy 405.7 – Licensed Employee Transfers
- Sample Policy 405.8 – Licensed Employee Evaluation
- Sample Policy 406.1 – Licensed Employee Salary Schedule (Temporarily Removed)
- Sample Policy 406.2 – Licensed Employee Salary Schedule Advancement (Temporarily Removed)
- Sample Policy 406.3 – Licensed Employee Continued Education Credit (Temporarily Removed)
- Sample Policy 406.4 – Licensed Employee Compensation for Extra Duty (Temporarily Removed)
- Sample Policy 406.5 – Licensed Employee Group Benefits
- Sample Policy 406.6 – Licensed Employee Tax Shelter Programs (Temporarily Removed)
- Sample Policy 407.5 – Licensed Employee Reduction in Force
- Sample Policy 408.1 – Licensed Employee Professional Development
- Sample Policy 409.1 – Licensed Employee Vacation, Holidays, Personal Leave
- Sample Policy 409.2 – Licensed Employee Personal Illness Leave
- Sample Policy 409.3 – Licensed Employee Family and Medical Leave
- Sample Policy 409.4 – Licensed Employee Bereavement Leave
- Sample Policy 409.8 – Licensed Employee Unpaid Leave
- Sample Policy 411.1 – Classified Employee Defined
- Sample Policy 411.4 – Classified Employee Licensing/Certification
- Sample Policy 412.4 – Classified Employee Tax Shelter Programs (Temporarily Removed)
- Sample Policy 414.1 – Classified Employee Vacations, Holidays, Personal Leave
- Sample Policy 414.4 – Classified Employee Bereavement Leave
- Sample Policy 700 – Purpose of Noninstructional and Business Services
- Sample Policy 706.1 – Payroll Periods
- Sample Policy 706.2 – Payroll Deductions (Temporarily Removed)

Access this new *Primer* by going to the [IASB Homepage](#), access the *Links* button in the upper right corner, next to the *Search* box. Use your *Policy Reference Manual* or *Policy Primer* online username and password. To view the *Primer* publication in its entirety, click on the 2016-2017 Vol. 25 button. Click on **Vol. 25 #4** then scroll to the bottom of the page and select "Download Primer and Policy".

If you have questions or need additional resources, please contact Josie Lewis, IASB Policy and Legal Services Director at jlewis@ia-sb.org or (515) 247-7028.

Connect with us: [!\[\]\(7377a3302f3d0fb3a834bf90f4594228_img.jpg\) Facebook](#) [!\[\]\(280d20eb30edda888ea49b11139a3be7_img.jpg\) Twitter](#) [!\[\]\(b5f97e7054ee78fe5f61d4f0345214fd_img.jpg\) YouTube](#) [!\[\]\(e998c40a3119fe2e6fcad89de1fdcd94_img.jpg\) \[www.ia-sb.org\]\(http://www.ia-sb.org\)](#)

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NEW

ROLE OF AND GUIDING PRINCIPLES FOR EMPLOYEES

This series of the board policy manual is devoted to the board's goals and objectives for employees in the performance of their jobs. Employees provide a variety of important services for the children of the school district community. They may be teaching or assisting in the classroom, working in the office, maintaining the facilities, driving or repairing the school buses, or cooking lunches. Each employee plays a vital role in providing an equal opportunity for a quality education for students commensurate with the students' individual needs. While the teachers have the most direct impact on the formal instruction of students, all employees have an impact on the school environment by their dedication to their work and their actions. As role models for the students, employees shall promote a cooperative, enthusiastic, and supportive learning environment for the students.

In striving to achieve a quality education program, the board's goal is to obtain and retain qualified and effective employees. The board shall have complete discretion to determine the number, the qualifications, and the duties of the positions and the school district's standards of acceptable performance. It shall be the responsibility of the superintendent to make recommendations to the board in these areas prior to board action. The board recognizes its duty to bargain collectively with duly certified collective bargaining units. To the extent a group of employees has a recognized collective bargaining unit, the provisions of the master contract regarding such topics shall prevail. *Add*

Board policies in this series relating to general employees will apply to employees regardless of their position as a licensed employee, classified employee, substitute or administrator. Board policies relating to licensed employees will apply to positions that require a teaching license or administrator's certificate or other professional license, certificate or endorsement, unless administrative positions are specifically excluded from the policy or a more specific policy is in the 300 series, Administration. Classified employees' policies included in this series will apply to positions that do not fall within the definition of licensed employee.

change wording

Approved _____

Reviewed _____

Revised _____

OLD

Code No. 400

ROLE OF AND GUIDING PRINCIPLES FOR EMPLOYEES

This series of the board policy manual is devoted to the board's goals and objectives for employees in the performance of their jobs. Employees provide a variety of important services for the children of the school district community. They may be teaching or assisting in the classroom, working in the office, maintaining the facilities, driving or repairing the school buses, or cooking lunches. Each employee plays a vital role in providing an equal opportunity for a quality education for students commensurate with the students' individual needs. While the teachers have the most direct impact on the formal instruction of students, all employees have an impact on the school environment by their dedication to their work and their actions. As role models for the students, employees shall promote a cooperative, enthusiastic, and supportive learning environment for the students.

In striving to achieve a quality education program, the board's goal is to obtain and retain qualified and effective employees. The board shall have complete discretion to determine the number, the qualifications, and the duties of the positions and the school district's standards of acceptable performance. It shall be the responsibility of the superintendent to make recommendations to the board in these areas prior to board action. The board recognizes its duty to bargain collectively with duly certified collective bargaining units.

Board policies in this series relating to general employees shall apply to employees regardless of their position as a licensed employee, classified employee, substitute or administrator. Board policies relating to licensed employees shall apply to positions that require a teaching license or administrator's certificate or other professional license, certificate or endorsement, unless administrative positions are specifically excluded from the policy or a more specific policy is in the 300 series. Classified employees' policies included in this series shall apply to positions that do not fall within the definition of licensed employee.

Approved December 13, 2011

Reviewed November 21, 2011

Revised November 21, 2011

Red Oak Community School District

15

NEW

Code No. 401.4

EMPLOYEE COMPLAINTS

Complaints of employees against fellow employees should be discussed directly between employees. If necessary, complaints will be brought directly to the immediate supervisor, principal or superintendent and will be made in a constructive and professional manner. Complaints will never be made in the presence of other employees, students or outside persons.

[Insert additional information (e.g., specific steps, contacts, etc.) regarding the district's complaint process, if one is not contained in another district document].

NOTE: If a more specific complaint process exists (e.g., discrimination in employment), the more specific complaint process should be followed.

NOTE: Boards should adapt IASB sample policies to meet the needs of the local district. Please ensure that the language contained in local policy is consistent with language contained in other district documents (e.g., handbooks, master contracts, etc.).

Legal Reference: Iowa Code §§ 20; 279.8

Cross Reference: 307 Communication Channels

Approved _____

Reviewed _____

Revised _____

OLD

Code No. 401.4

EMPLOYEE COMPLAINTS

Complaints of employees against fellow employees should be discussed directly between employees. If necessary, complaints will be brought directly to the immediate supervisor, principal or superintendent and will be made in a constructive and professional manner. Complaints will never be made in the presence of other employees, students or outside persons.

A formal grievance procedure is contained in the master contract between the employee's licensed bargaining unit and the board. This policy will not apply to a complaint that has been or could be filed at the employee's discretion under that formal grievance procedure.

Legal Reference: Iowa Code §§ 20.7, .9; 279.8 (2003).

Cross Reference: 307 Communication Channels

Approved Dec 13, 2011

Reviewed Nov. 21, 2011

Revised Nov. 21, 2011

17

NEW

Code No. 403.1

EMPLOYEE PHYSICAL EXAMINATIONS

Insert

The [insert school district name] believes good health is important to job performance. School bus drivers will present evidence of good health upon initial hire and every other year in the form of a physical examination report, unless otherwise required by law or medical opinion. [All other employees shall present evidence of good health, in the form of a post-offer, pre-employment physical examination report].

change wording

The cost of the initial examination will be paid by the [employee or school district]. The form indicating the employee is able to perform the duties, with or without reasonable accommodation, for which the employee was hired, must be returned prior to the performance of duties. The cost of bus driver renewal physicals will be paid by the school district up to a maximum of \$ [insert amount]. The school district will provide the standard examination form to be completed by the personal physician of the employee or a certified medical examiner for bus drivers.

Add

change wording

Employees whose physical or mental health, in the judgment of the administration, may be in doubt will submit to additional examinations to the extent job-related and consistent with business necessity, when requested to do so, at the expense of the school district.

The district will comply with occupational safety and health requirements as applicable to its employees in accordance with law.

NOTE: The law no longer requires a district to conduct physical examinations for all employees upon hire. However, a district could decide to continue such practice, but the physicals should only be done post-offer and any employment decisions made based on the results of such physicals should be made in compliance with the Americans with Disabilities Act (ADA). This policy is written to reflect the school district's choice in determining whether they will require post-offer, pre-employment physical examinations and a choice needs to be made for the language in italicized brackets in paragraph one above.

NOTE: Districts need to amend the last line of paragraph two if the district uses a provider selected and paid for by the district and the employee may not self-select who performs the examination.

NOTE: Boards should adapt IASB sample policies to meet the needs of the local district. Please ensure that the language contained in local policy is consistent with language contained in other district documents (e.g., handbooks, master contracts, etc.).

Legal Reference:

29 C.F.R. § 1910.1030.
49 C.F.R. §§ 391.41 – 391.49.
Iowa Code §§ 20; 279.8; 321.376.
281 I.A.C. 43.15; 43.17.

Cross Reference:

403 Employees' Health and Well-Being

Approved _____

Reviewed _____

Revised _____

OLD

EMPLOYEE PHYSICAL EXAMINATIONS

Good health is important to job performance. Employees will present evidence of good health, in the form of a physical examination report, prior to their employment with the school district.

Delete

School bus drivers will present evidence of good health every other year in the form of a physical examination report unless otherwise required by law or medical opinion. Employees whose physical or mental health, in the judgment of the administration, may be in doubt will submit to additional examinations, when requested to do so, at the expense of the school district.

The cost of the initial examination will be paid by the employee. The form, indicating the employee is able to perform the duties for which the employee was hired must be returned prior to payment of salary. The cost of bus driver renewal physicals after the employee has filed for health insurance benefits will be paid by the school district. The school district will provide the standard examination form to be completed by the personal physician of the employee. Employees identified as having reasonably anticipated contact with blood or infectious materials will receive the Hepatitis B vaccine or sign a written waiver stating that they will not take the vaccine.

It is the responsibility of the superintendent to write an exposure control plan to eliminate or minimize district occupational exposure to blood borne pathogens. The plan for designated employees will include, but not be limited to, scope and application, definitions, exposure control, methods of compliance, Hepatitis B vaccination and post-exposure evaluation and follow-up, communication of hazards to employees, and record keeping.

The requirements stated in the Master Contracts between the Red Oak Education Association and the board and the Red Oak Support Staff Association and the board regarding physical examinations of such employees will be followed.

Legal Reference: 29 C.F.R. Pt. 1910.1030 (2004).
Iowa Code §§ 20.9; 279.8, 321.376 (2007).
281 I.A.C. 12.4(14); 43.15 -20.

Cross Reference: 403 Employees' Health and Well-Being

Approved Feb. 13, 2012

Reviewed Jan. 23, 2012

Revised Jan. 23, 2012

NEW

Code No. 405.2

LICENSED EMPLOYEE QUALIFICATIONS, RECRUITMENT, SELECTION

Persons interested in a licensed position, other than administrative positions which will be employed in accordance with board policies in Series 300, "Administration," will have an opportunity to apply and qualify for licensed positions in the school district in accordance with applicable laws and school district policies regarding equal employment. Job applicants for licensed positions will be considered on the basis of the following:

change wording

- Training, experience, and skill;
- Nature of the occupation;
- Demonstrated competence; and
- Possession of, or ability to obtain, state license if required for the position.

change

All job openings shall be submitted to the Iowa Department of Education for posting on TeachIowa, the online state job posting system. Additional announcements of the position may occur in a manner which the superintendent believes will inform potential applicants about the position. Whenever possible, the preliminary screening of applicants will be conducted by the administrator who will be directly supervising and overseeing the person being hired.

Add

The board will employ licensed employees after receiving a recommendation from the superintendent. The superintendent, however, will have the authority to employ a licensed employee on a temporary basis until a recommendation can be made and action can be taken by the board on the position.

note

NOTE: This is a mandatory policy. Marital status is not a protected class for employees. The class may be added at the discretion of the board. Boards may delegate the hiring of teachers to the superintendent. If the board decides to do so, the delegation must be in board policy so boards should either accept the language in the board policy or develop their own.

NOTE: Boards should adapt IASB sample policies to meet the needs of the local district. Please ensure that the language contained in local policy is consistent with language contained in other district documents (e.g., handbooks, master contracts, etc.).

Legal Reference: 29 U.S.C. §§ 621-634
42 U.S.C. §§ 2000e, 12101 *et seq.*
Iowa Code §§ 20; 35C; 216; 279.13.
281 I.A.C. 12.
282 I.A.C. 14.
1980 Op. Att'y Gen. 367.

Cross Reference: 401.1 Equal Employment Opportunity
405 Licensed Employees - General
410.1 Substitute Teachers

Approved _____

Reviewed _____

Revised _____

25

OLD

Code No. 405.2

LICENSED EMPLOYEE QUALIFICATIONS, RECRUITMENT, SELECTION

Persons interested in a licensed position, other than administrative positions which will be employed in accordance with board policies in Series 300, "Administration," will have an opportunity to apply and qualify for licensed positions in the school district without regard to age, race, creed, color, sex, national origin, religion, sexual orientation, gender identity or disability. Job applicants for licensed positions will be considered on the basis of the following:

- Training, experience, and skill;
- Nature of the occupation;
- Demonstrated competence; and
- Possession of, or ability to obtain, state license if required for the position.

Announcement of the position is in a manner which the superintendent believes will inform potential applicants about the position. Applications for employment may be obtained from and completed applications are returned to the school district administrative office. Whenever possible, the preliminary screening of applicants will be conducted by the administrator who will be directly supervising and overseeing the person being hired.

~~Delete~~ The board will employ licensed employees after receiving a recommendation from the superintendent [except the superintendent may hire teachers without approval of the board]. However, the superintendent will have the authority to employ a licensed employee on a temporary basis until a recommendation can be made and action can be taken by the board on the position. ~~Delete~~

~~Delete~~ The requirements stated in the Master Contract between the Red Oak Education Association and the board regarding qualifications, recruitment and selections of such employees will be followed.

Legal Reference:

29 U.S.C. §§ 621-634 (1994).
42 U.S.C. §§ 2000e *et seq.* (1994).
42 U.S.C. §§ 12101 *et seq.* (1994).
Iowa Code §§ 20; 35C; 216; 294.1 (2003).
281 I.A.C. 12.
282 I.A.C. 14.
1980 Op. Att'y Gen. 367.

Cross Reference:

401.2 Equal Employment Opportunity
405 Licensed Employees - General
410.1 Substitute Teachers

Approved Feb. 27, 2012

Reviewed Feb. 13, 2012

Revised Feb. 13, 2012

Red Oak Community School District

21

NEW

Code No. 405.6

LICENSED EMPLOYEE ASSIGNMENT

Determining the assignment of each licensed employee is the responsibility of and within the sole discretion of the board. In making such assignments the board will consider the qualifications of each licensed employee and the needs of the school district.

It is the responsibility of the superintendent to make recommendations to the board regarding the assignment of licensed employees.

NOTE: Boards should adapt IASB sample policies to meet the needs of the local district. Please ensure that the language contained in local policy is consistent with language contained in other district documents (e.g., handbooks, master contracts, etc.).

Legal Reference: Iowa Code §§ 279.8

Cross Reference: 200.2 Powers of the Board of Directors

Approved _____

Reviewed _____

Revised _____

OLD

Code No. 405.6

LICENSED EMPLOYEE ASSIGNMENT

Determining the assignment of each licensed employee is the responsibility of and within the sole discretion of the board. In making such assignments the board will consider the qualifications of each licensed employee and the needs of the school district.

It is the responsibility of the superintendent to make recommendations to the board regarding the assignment of licensed employees.

The requirements stated in the Master Contract between the Red Oak Education Association and the board regarding assignment of such employees will be followed.

Delete

Legal Reference: Iowa Code §§ 20.9; 279.8 (2003).

Cross Reference: 200.3 Powers of the Board of Directors

Approved Feb. 27, 2012

Reviewed Feb. 13, 2012

Revised Feb. 13, 2012

Red Oak Community School District

2

NEW

Code No. 405.7

LICENSED EMPLOYEE TRANSFERS

Determining the location where an employee's assignment will be carried out is the responsibility and within the sole discretion of the board. In making such assignments the board will consider the qualifications of each licensed employee and the needs of the school district.

A transfer may be initiated by the employee, the principal, or the superintendent.

It is the responsibility of the superintendent to make recommendations to the board regarding the transfer of licensed employees.

NOTE: Boards should adapt IASB sample policies to meet the needs of the local district. Please ensure that the language contained in local policy is consistent with language contained in other district documents (e.g., handbooks, master contracts, etc.).

Legal Reference: Iowa Code §§ 216.14; 279.8.

Cross Reference: 405.2 Licensed Employee Qualifications, Recruitment, Selection
405.6 Licensed Employee Assignment

Approved _____

Reviewed _____

Revised _____

6LD

Code No. 405.7

LICENSED EMPLOYEE TRANSFERS

Determining the location where an employee's assignment will be carried out is the responsibility and within the sole discretion of the board. In making such assignments the board will consider the qualifications of each licensed employee and the needs of the school district.

A transfer may be initiated by the employee, the principal, or the superintendent.

It is the responsibility of the superintendent to make recommendations to the board regarding the transfer of licensed employees.

Delete The requirements stated in the Master Contract between the Red Oak Education Association and the board regarding transfers of employees will be followed.

Legal Reference: Iowa Code §§ 20.9; 216.14; 279.8 (2003).

Cross Reference: 405.2 Licensed Employee Qualifications, Recruitment, Selection
405.6 Licensed Employee Assignment

Approved February 27, 2012

Reviewed Feb. 13, 2012

Revised

NEW

Code No. 405.8

LICENSED EMPLOYEE EVALUATION

Evaluation of licensed employees on their skills, abilities, and competence is an ongoing process supervised by the building principals and conducted by approved evaluators. The goal of the formal evaluation of licensed employees, other than administrators, but including extracurricular employees, is to improve the education program, to maintain licensed employees who meet or exceed the board's standards of performance, to clarify the licensed employee's role, to ascertain the areas in need of improvement, to clarify the immediate priorities of the board, and to develop a working relationship between the administrators and other employees.

The formal evaluation criteria is in writing and approved by the board. The formal evaluation will provide an opportunity for the evaluator and the licensed employee to discuss performance and the future areas of growth. The formal evaluation is completed by the evaluator, signed by the licensed employee and filed in the licensed employee's personnel file. This policy supports, and does not preclude, the ongoing informal evaluation of the licensed employee's skills, abilities and competence.

Licensed employees will be required to:

- Demonstrate the ability to enhance academic performance and support for and implementation of the school district's student achievement goals.
- Demonstrate competency in content knowledge appropriate to the teaching position.
- Demonstrate competency in planning and preparation for instruction.
- Use strategies to deliver instruction that meets the multiple learning needs of students.
- Use a variety of methods to monitor student learning.
- Demonstrate competence in classroom management.
- Engage in professional growth.
- Fulfill professional responsibilities established by the school district.

It is the responsibility of the superintendent to ensure licensed employees are evaluated. New and probationary licensed employees are evaluated at least twice each year.

NOTE: There is no legal requirement that probationary employees be evaluated twice a year, but it is the standard practice. School districts that utilize a different practice need to amend the fourth paragraph to reflect this.

NOTE: Boards should adapt IASB sample policies to meet the needs of the local district. Please ensure that the language contained in local policy is consistent with language contained in other district documents (e.g., handbooks, master contracts, etc.).

Legal Reference: Iowa Code §§ 20.9; 279, 284, 294.
Aplington Community School District v. PERB, 392 N.W.2d 495 (Iowa 1986).
Saydel Education Association v. PERB, 333 N.W.2d 486 (Iowa 1983).
281 I.A.C. 83; 12.3

Cross Reference: 405.2 Licensed Employee Qualifications, Recruitment, Selection
405.9 Licensed Employee Probationary Status

Approved _____

Reviewed _____

Revised _____

OLD

Code No. 405.8

LICENSED EMPLOYEE EVALUATION

Evaluation of licensed employees on their skills, abilities, and competence is an ongoing process supervised by the building principals and conducted by approved evaluators. The goal of the formal evaluation of licensed employees, other than administrators, but including extracurricular employees, is to improve the education program, to maintain licensed employees who meet or exceed the board's standards of performance, to clarify the licensed employee's role, to ascertain the areas in need of improvement, to clarify the immediate priorities of the board, and to develop a working relationship between the administrators and other employees.

The formal evaluation criteria are in writing and approved by the board. The formal evaluation will provide an opportunity for the evaluator and the licensed employee to discuss the past year's performance and the future areas of growth. The formal evaluation is completed by the evaluator, signed by the licensed employee and filed in the licensed employee's personnel file. This policy supports, and does not preclude, the ongoing informal evaluation of the licensed employee's skills, abilities, and competence.

Licensed employees will be required to:

- Demonstrate the ability to enhance academic performance and support for and implementation of the school district's student achievement goals.
- Demonstrate competency in content knowledge appropriate to the teaching position.
- Demonstrate competency in planning and preparation for instruction.
- Use strategies to deliver instruction that meets the multiple learning needs of students.
- Use a variety of methods to monitor student learning.
- Demonstrate competence in classroom management.
- Engage in professional growth.
- Fulfill professional responsibilities established by the school district.

It is the responsibility of the superintendent to ensure licensed employees are evaluated. New and probationary licensed employees are evaluated at least twice each year.

Dele The requirements stated in the Master Contract between the Red Oak Education Association and the board regarding evaluation of such employees will be followed.

Legal Reference:

Aplington Community School District v. PERB, 392 N.W.2d 495 (Iowa 1986).
Saydel Education Association v. PERB, 333 N.W.2d 486 (Iowa 1983).
Iowa Code §§ 20.9; 279.14, .19, .27 (2003).
281 I.A.C. 12.3(4).

Cross Reference:

405.2 Licensed Employee Qualifications, Recruitment, Selection
405.9 Licensed Employee Probationary Status

Approved Feb. 27, 2012

Reviewed Feb. 13, 2012

Revised Feb. 13, 2012

NEW

LICENSED EMPLOYEE GROUP BENEFITS

(For districts that employ an average of at least 50 full-time employees, including an equivalent for part-time employees)

Licensed employees may be eligible for group benefits as determined by the board and required by law. Add
The board will select the group benefit program and the insurance company or third party administrator which will provide or administer the program. Add

In accordance with the Patient Protection and Affordable Care Act (ACA), the board will offer licensed employees who work an average of at least thirty (30) hours per week or one hundred thirty (130) hours per month, based on the measurement method adopted by the board, with minimum essential coverage that is both affordable and provides minimum value. The board will have the authority and right to change or eliminate group benefit programs, other than the group health plan, for its licensed employees.

Add
Licensed employees who work an average of at least thirty (30) hours per week or one hundred thirty (130) hours per month, based on the measurement method adopted by the board, are eligible to participate in the group health plan. Licensed employees who work ___ per week are eligible to participate in *[insert benefits other than health benefits the district offers, (e.g., life or long term disability)]* group insurance plans. Employers should maintain documents regarding eligible employees acceptance and rejection of coverage.

Add
Regular part-time employees (i.e., employees who work less than 30 hours per week or 130 hours per month for health benefit purposes or employees who work less than ___ per week for benefits other than health) who wish to purchase coverage may participate in group benefit programs by meeting the requirements of the applicable plan. Full-time and regular part-time licensed employees who wish to purchase coverage for their spouse or dependents may do so by meeting the requirements of the applicable plan.

Add
Licensed employees and their spouse and dependents may be allowed to continue coverage of the school district's group health program if they cease employment with the school district by meeting the requirements of the plan.

note
NOTE: Beginning on January 1, 2015, school districts that employ an average of at least 50 full-time employees (including an equivalent for part-time employees), are required to offer health coverage to full-time employees (and their dependents) or pay a penalty tax under the ACA Employer Mandate. Districts with 50-99 full-time employees (including an equivalent for part-time employees) may have until their 2016 plan year before compliance is required, if certain conditions are satisfied. Option I assumes a school district employs at least 50 full-time employees (including an equivalent for part-time employees) and is subject to the ACA's Employer Mandate. Boards can edit Option I to reflect their district's actual coverage (e.g., additional group insurance plans offered by the districts, which may include: life and long-term disability group insurance plans).

note
NOTE: For a more detailed discussion of this issue, see IASB's Special Report, A School District's Responsibilities under the Federal Patient Protection and Affordable Care Act (ACA), December 2014.

note
NOTE: Boards should adapt IASB sample policies to meet the needs of the local district. Please ensure that the language contained in local policy is consistent with language contained in other district documents (e.g., handbooks, master contracts, etc.).

NEW

Code No. 406.5
Option II

LICENSED EMPLOYEE GROUP INSURANCE BENEFITS
(For districts that employ less than an average of at least 50 full-time employees, including an equivalent for part-time employees)

Licensed employees are eligible for group insurance and health benefits. The board will select the group insurance program and the insurance company which will provide the program. Since the district employees less than an average of at least 50 full-time employees (including an equivalent for part-time employees), the district is not subject to the ACAs Employer Mandate. Add

Full-time licensed employees are eligible to participate in the health and major medical, life, and long-term disability group insurance plans. Regular part-time employees who wish to purchase insurance coverage may participate in group insurance programs by meeting the requirements of the insurer. Full-time and regular part-time licensed employees who wish to purchase insurance coverage for their spouse or dependents may do so by meeting the requirements of the insurer. Add

Licensed employees and their spouse and dependents may be allowed to continue coverage of the school district's group health insurance program if they cease employment with the school district by meeting the requirements of the insurer. Add

This policy statement does not guarantee a certain level of benefits. The board will have the authority and right to change or eliminate group insurance programs for its licensed employees.

NOTE: Beginning on January 1, 2015, school districts that employ an average of at least 50 full-time employees (including an equivalent for part-time employees), are required to offer health coverage to full-time employees (and their dependents) or pay a penalty tax under the ACA Employer Mandate. Districts with 50-99 full-time employees (including an equivalent for part-time employees) may have until their 2016 plan year before compliance is required, if certain conditions are satisfied. Option II assumes a school district employs less than 50 employees and is not subject to the ACAs Employer Mandate. Boards can edit Option II to reflect their district's actual coverage (e.g., additional group insurance plans offered by the districts, which may include: life and long-term disability group insurance plans). Note

NOTE: For a more detailed discussion of this issue, see IASB's Special Report, A School District's Responsibilities under the Federal Patient Protection and Affordable Care Act (ACA), December 2014. Note

NOTE: Boards should adapt IASB sample policies to meet the needs of the local district. Please ensure that the language contained in local policy is consistent with language contained in other district documents (e.g., handbooks, master contracts, etc.). Note

Legal Reference: Iowa Code §§ 20.9; 85; 85B; 279.12, .27; 509; 509A; 509B .
Internal Revenue Code § 4980H(c)(4); Treas. Reg. § 54.4980H-1(a)(21)(ii).
Shared Responsibility for Employers Regarding Health Coverage, 26 CFR Parts 1, 54 and 301, 78 Fed. Reg. 217, (Jan 2, 2013).
Shared Responsibility for Employers Regarding Health Coverage, 26 CFR Parts 1, 54 and 301, 79 Fed. Reg. 8543 (Feb. 12, 2014).

Cross Reference: 405.1 Licensed Employee Defined
706.2 Payroll Deductions

Approved _____

Reviewed _____

Revised _____

OLD

Code No. 406.5

LICENSED EMPLOYEE GROUP INSURANCE BENEFITS

Licensed employees are eligible for group insurance and health benefits. The board will select the group insurance program and the insurance company which will provide the program.

This policy statement does not guarantee a certain level of benefits. The board will have the authority and right to change group insurance programs for its licensed employees. *on option 1 Keep on option 2*

Delet The requirements stated in the Master Contract between employees in the certified collective bargaining unit and the board regarding the group insurance benefits of such employees will be followed.

Legal Reference: Iowa Code §§ 20.9; 85; 85B; 279.12, .27; 509; 509A; 509B (2011).

Cross Reference: 405.1 Licensed Employee Defined

Approved Feb. 27, 2012

Reviewed Feb. 13, 2012

Revised Feb. 13, 2012

Red Oak Community School District

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NEW

LICENSED EMPLOYEE PROFESSIONAL DEVELOPMENT

The board encourages licensed employees to attend and participate in professional development activities to maintain, develop, and extend their skills. The board will maintain and support an in-service program for licensed employees.

Requests for attendance or participation in a development program, other than those development programs sponsored by the school district, is made to the superintendent. Approval of the superintendent must be obtained prior to attendance by a licensed employee in a professional development program when the attendance would result in the licensed employee being excused from their duties or when the school district pays the expenses for the program.

The superintendent will have sole discretion to allow or disallow licensed employees to attend or participate in the requested event. When making this determination, the superintendent will consider the value of the program for the licensed employee and the school district, the effect of the licensed employee's absence on the education program and school district operations and the school district's financial situation as well as other factors deemed relevant in the judgment of the superintendent. Requests that involve unusual expenses or overnight travel must also be approved by the board.

NOTE: This is a mandatory policy.

NOTE: Boards should adapt IASB sample policies to meet the needs of the local district. Please ensure that the language contained in local policy is consistent with language contained in other district documents (e.g., handbooks, master contracts, etc.).

Legal Reference: Iowa Code § 279.8.
281 I.A.C. 12.7; 83.6

Cross Reference: 414.9 Classified Employee Professional Purposes Leave

Approved _____

Reviewed _____

Revised _____

OLD

LICENSED EMPLOYEE PROFESSIONAL DEVELOPMENT

The board encourages licensed employees to attend and participate in professional development activities to maintain, develop, and extend their skills. The board will maintain and support an in-service program for licensed employees.

Requests for attendance or participation in a development program, other than those development programs sponsored by the school district is made to the superintendent. Approval of the superintendent must be obtained prior to attendance by a licensed employee in a professional development program when the attendance would result in the licensed employee being excused from their duties or when the school district pays the expenses for the program.

The superintendent will have sole discretion to allow or disallow licensed employees to attend or participate in the requested event. When making this determination, the superintendent will consider the value of the program for the licensed employee and the school district, the effect of the licensed employee's absence on the education program and school district operations and the school district's financial situation as well as other factors deemed relevant in the judgment of the superintendent. Requests that involve unusual expenses or overnight travel must also be approved by the board.

Delete The requirements stated in the Master Contract between the Red Oak Education Association and the board regarding professional development of such employees will be followed.

Legal Reference: Iowa Code § 279.8 (2003).
281 I.A.C. 12.7.

Cross Reference: 405.10 Licensed Employee Organization Affiliation
414.10 Classified Employee Professional Purposes Leave

Approved Feb. 27, 2012

Reviewed Feb. 13, 2012

Revised Feb. 13, 2012

Red Oak Community School District

3

NEW

Code No. 409.1
Option I

LICENSED EMPLOYEE VACATION - HOLIDAYS - PERSONAL LEAVE

Yang
The board will determine the amount of vacation, holidays, and personal leave that will be allowed on an annual basis for licensed employees.

It is the responsibility of the superintendent to make a recommendation to the board annually on vacations, holidays, and personal leave for licensed employees.

Note
NOTE: Option II includes more details than Option I. Boards should select the option that fits their practice.

NOTE: Boards should adapt IASB sample policies to meet the needs of the local district. Please ensure that the language contained in local policy is consistent with language contained in other district documents (e.g., handbooks, master contracts, etc.).

Legal Reference: Iowa Code §§ 1C; 4.1(34); 20.9.

Cross Reference: 414.1 Classified Employee Vacations - Holidays - Personal Leave
601.1 School Calendar

Approved _____

Reviewed _____

Revised _____

NEW

LICENSED EMPLOYEE VACATION - HOLIDAYS - PERSONAL LEAVE

The board will determine the amount of vacation, holidays, and personal leave that will be allowed on an annual basis for licensed employees.

Vacation for full-time regular licensed employees who work [insert number] days a year, unless the employee's individual contract indicates otherwise, will be [insert number] days.

The vacation may be taken during the school year provided the vacation will not disrupt the operation of the school district. The employee must submit a vacation request to the superintendent, who will determine whether the request will disrupt the operation of the school district. In the case of the superintendent's request, the board will make the determination.

Full-time regular licensed employees who work [insert number] days a year will be allowed a maximum of [insert number] days of personal leave to accomplish personal business that cannot be conducted outside the work day. It is within the discretion of the superintendent to grant personal leave. Application for personal leave must be made at least [insert number] school days prior to the requested leave date.

Regular full-time licensed employees who work [insert number] days a year will be allowed [insert number] holidays per year. It is within the discretion of the board to set the holidays annually.

Licensed employees who work during the school academic year, whether full-time or part-time, will have time off in concert with the school calendar. In addition, such employees may have [insert number] personal leave day to accomplish personal business that cannot be conducted outside the work day. It is within the discretion of the superintendent to grant personal leave.

It is the responsibility of the superintendent to make a recommendation to the board annually on vacations, holidays, and personal leave for licensed employees.

NOTE: Boards should adapt IASB sample policies to meet the needs of the local district. Please ensure that the language contained in local policy is consistent with language contained in other district documents (e.g., handbooks, master contracts, etc.).

Legal Reference: Iowa Code §§ 1C; 4.1(34); 20

Cross Reference: 414.1 Classified Employee Vacations - Holidays - Personal Leave
601.1 School Calendar

Approved _____

Reviewed _____

Revised _____

OLD

Code No. 409.1

EMPLOYEE VACATION - HOLIDAYS - PERSONAL LEAVE

Delete
Vacation. The board will determine the amount of vacation, holidays, and personal leave that will be allowed on an annual basis for licensed employees. Employees contracted to work for twelve (12) months will be entitled to twelve (12) paid vacation days. Such employees will be entitled to an additional two (2) paid vacation days for each year beyond ten (10) consecutive years of employment in the district with the total number of paid vacation days not to exceed twenty (20) days per year. Vacation time shall not accrue and must be used by August 31st of the year following the year in which vacation time is applied. The superintendent or the superintendent's designee shall establish vacation schedules. Vacation time shall be prorated for employees hired after the start of a contract period.

Delete
Holidays. Employees, except temporary employees, will be paid for the following holidays that occur during the time they are scheduled to work:

Delete
Support Staff:

Labor Day
Thanksgiving Day
Friday following Thanksgiving
Christmas Eve Day
Christmas Day
New Year's Day
Two (2) days at Spring Break
Friday before Easter
Memorial Day
Independence Day (12 month employees only)
(If spring break falls on the Friday before Easter, Presidents' Day becomes a holiday)

Certified Staff: (5 days)

Labor Day
Thanksgiving Day
Christmas Day
New Year's Day
Friday before Easter

Delete
Personal Leave. At the beginning of each school year each licensed employee will be granted two (2) Days of paid leave to be used for personal business that cannot be conducted outside school hours.

Delete
The requirements stated in the Master Contracts between the Red Oak Education Association and the Support Staff Association and the board regarding vacations, holidays and personal leave of such employees will be followed.

Legal Reference: Iowa Code §§ 1C.1-.2; 4.1(34); 20.9 (2003).

Cross Reference: 414.1 Support Staff Employee Vacations - Holidays - Personal Leave
601.1 School Calendar

Approved Mar. 12, 2012

Reviewed Feb. 27, 2012

Revised Feb. 27, 2012

Red Oak Community School District

35

NEW

Code No. 409.2

LICENSED EMPLOYEE PERSONAL ILLNESS LEAVE

Change Licensed employees will be granted ten days of sick leave in their first year of employment. Each year thereafter, one additional day of sick leave will be granted to the licensed employees up to a maximum of fifteen days. "Day" is defined as one work day regardless of full-time or part-time status of the employee. A new employee will report for work at least one full work day prior to receiving sick leave benefits. A returning employee will be granted the appropriate number of days at the beginning of each fiscal year. *Add*

Sick leave may be accumulated up to a maximum of *Add* [insert number] days for licensed employees.

Add [Should the personal illness occur after or extend beyond the sick leave accumulated allowance, the employee may apply for disability benefits under the group insurance plan. If the employee does not qualify for disability benefits, the employee may request a leave of absence without pay.]

Evidence may be required regarding the mental or physical health of the employee when the administration has a concern about the employee's health. Evidence may also be required to confirm the employee's illness, the need for the illness leave, the employee's ability to return to work, and the employee's capability to perform the duties of the employee's position. It is within the discretion of the board or the superintendent to determine the type and amount of evidence necessary. When an illness leave will be greater than three consecutive days, the employee will comply with the board policy regarding family and medical leave.

note **NOTE:** The first paragraph of this policy is a re-statement of Iowa law regarding sick leave for school district employees. School districts that offer sick leave that exceeds the state requirement as outlined in paragraph one, should update the paragraph accordingly. The third paragraph is for those school districts that have a disability benefit plan. School districts that don't have a disability benefits plan should remove the paragraph.

note **NOTE:** Boards should adapt IASB sample policies to meet the needs of the local district. Please ensure that the language contained in local policy is consistent with language contained in other district documents (e.g., handbooks, master contracts, etc.).

Legal Reference: 29 U.S.C. §§ 2601 et seq.
29 C.F.R. § 825.
Iowa Code §§ 20; 85; 216; 279.40.
Whitney v. Rural Ind. School District, 232 Iowa 61, 4 N.W.2d 394 (1942).

Cross Reference: 403.2 Employee Injury on the Job
409.3 Licensed Employee Family and Medical Leave
409.8 Licensed Employee Unpaid Leave

Approved _____

Reviewed _____

Revised _____

OLD

Code No. 409.2

LICENSED EMPLOYEE PERSONAL ILLNESS LEAVE

Licensed employees will be granted fifteen days of sick leave during each year of employment. "Day" is defined as one work day regardless of full-time or part-time status of the employee. A new employee will report for work at least one full work day prior to receiving sick leave benefits. A returning employee will be granted the appropriate number of days at the beginning of each fiscal year.

Sick leave may be accumulated up to a maximum of 90 days for licensed employees.

Evidence may be required regarding the mental or physical health of the employee when the administration has a concern about the employee's health. Evidence may also be required to confirm the employee's illness, the need for the illness leave, the employee's ability to return to work, and the employee's capability to perform the duties of the employee's position. It is within the discretion of the board or the superintendent to determine the type and amount of evidence necessary. When an illness leave will be greater than three consecutive days, the employee will comply with the board policy regarding family and medical leave.

Delete The requirements stated in the Master Contract between the Red Oak Education Association and the board regarding the personal illness leave of such employees will be followed.

Legal Reference:

Whitney v. Rural Ind. School District, 232 Iowa 61, 4 N.W.2d 394 (1942).
26 U.S.C. §§ 2601 *et seq.* (Supp. 1994)
29 C.F.R. Pt. 825 (2002).
Iowa Code §§ 20; 85.33, .34, .38(3); 216; 279.40 (2003).
1980 Op. Att'y Gen. 605.
1972 Op. Att'y Gen. 177, 353.
1952 Op. Att'y Gen. 91.

Cross Reference:

403.2 Employee Injury on the Job
409.3 Licensed Employee Family and Medical Leave
409.9 Licensed Employee Unpaid Leave

Approved

Reviewed Feb. 27, 2012

Revised

Red Oak Community School District

NEW

LICENSED EMPLOYEE FAMILY AND MEDICAL LEAVE

Add Unpaid family and medical leave will be granted up to 12 weeks per year to assist employees in balancing family and work life. For purposes of this policy, year is defined as *[insert method for establishing the 12-month period. See the United States Department of Labor's Fact Sheet 28H for employer options]*. Requests for family and medical leave will be made to the superintendent.

Add Employees may be allowed to substitute paid leave for unpaid family and medical leave by meeting the requirements set out in the family and medical leave administrative rules. Employees eligible for family and medical leave must comply with the family and medical leave administrative rules prior to starting family and medical leave. It is the responsibility of the superintendent to develop administrative rules to implement this policy.

Note NOTE: Boards should adapt IASB sample policies to meet the needs of the local district. Please ensure that the language contained in local policy is consistent with language contained in other district documents (e.g., handbooks, master contracts, etc.).

Note NOTE: This policy is consistent with federal law regarding family and medical leave. The links below are to applicable forms on the U.S. Department of Labor Web site.

Links: <https://www.dol.gov/whd/regs/compliance/posters/fmlaen.pdf>
 WH-380-E Certification of Health Care Provider for Employee's Serious Health Condition (PDF)
 WH-380-F Certification of Health Care Provider for Family Member's Serious Health Condition (PDF)
 WH-381 Notice of Eligibility and Rights & Responsibilities (PDF)
 WH-382 Designation Notice (PDF)
 WH-384 Certification of Qualifying Exigency For Military Family Leave (PDF)
 WH-385 Certification for Serious Injury or Illness of Covered Servicemember -- for Military Family Leave (PDF)

Legal Reference: 29 U.S.C. §§ 2601 *et seq.*
 29 C.F.R. § 825
 Iowa Code §§ 20; 85; 216; 279.40.
Whitney v. Rural Ind. School. District, 232 Iowa 61, 4 N.W.2d 394 (1942).

Cross Reference: 409.2 Licensed Employee Personal Illness Leave
 409.8 Licensed Employee Unpaid Leave
 414.3 Classified Employee Family and Medical Leave

Approved _____

Reviewed _____

Revised _____

NEW

LICENSED EMPLOYEE FAMILY AND MEDICAL LEAVE NOTICE TO EMPLOYEES

New

This document is available at <https://www.dol.gov/whd/regs/compliance/posters/fmlaen.pdf>.

NOTE: FMLA section 109 (29 U.S.C. § 2619) requires FMLA covered employers to post a notice.
Regulations 29 C.F.R. § 825.300(a) may require additional disclosures.

NEW

LICENSED EMPLOYEE FAMILY AND MEDICAL LEAVE REQUEST FORM

Date: _____

I, _____, request family and medical leave for the following reason:

(check all that apply)

- _____ for the birth of my child;
_____ for the placement of a child for adoption or foster care;
_____ to care for my child who has a serious health condition;
_____ to care for my parent who has a serious health condition;
_____ to care for my spouse who has a serious health condition; or
_____ because I am seriously ill and unable to perform the essential functions of my position.
_____ because of a qualifying exigency arising out of the fact that my _____ spouse; _____ son or
Add { daughter; _____ parent is on active duty or call to active duty status in support of a
_____ contingency operation as a member of the National Guard or Reserves.
_____ because I am the _____ spouse; _____ son or daughter; _____ parent; _____ next of kin of a
_____ covered service member with a serious injury or illness.

I acknowledge my obligation to provide medical certification of my serious health condition or that of a family member in order to be eligible for family and medical leave within 15 days of the request for certification.

I acknowledge receipt of information regarding my obligations under the family and medical leave policy of the school district.

I request that my family and medical leave begin on _____ and I request leave as follows:
(check one)

- _____ continuous
I anticipate that I will be able to return to work on _____.
_____ intermittent leave for the:
_____ birth of my child or adoption or foster care placement subject to agreement by
the district;
_____ serious health condition of myself, spouse, parent, or child when medically
necessary;
Add { _____ because of a qualifying exigency arising out of the fact that my _____ spouse; _____
_____ son or daughter; _____ parent is on active duty or call to active duty status in
_____ support of a contingency operation as a member of the National Guard or
Reserves.
_____ because I am the _____ spouse; _____ son or daughter; _____ parent; _____ next of kin of
a covered service member with a serious injury or illness.

Details of the needed intermittent leave:

I anticipate returning to work at my regular schedule on _____.

NEW

LICENSED EMPLOYEE FAMILY AND MEDICAL LEAVE REQUEST FORM

_____ reduced work schedule for the:

- _____ birth of my child or adoption or foster care placement subject to agreement by the district;
- _____ serious health condition of myself, spouse, parent, or child when medically necessary;
- _____ because of a qualifying exigency arising out of the fact that my _____ spouse; _____ son or daughter; _____ parent is on active duty or call to active duty status in support of a contingency operation as a member of the National Guard or Reserves.
- Add* _____ because I am the _____ spouse; _____ son or daughter; _____ parent; _____ next of kin of a covered service member with a serious injury or illness.

Details of needed reduction in work schedule as follows:

I anticipate returning to work at my regular schedule on _____.

I realize I may be moved to an alternative position during the period of the family and medical intermittent or reduced work schedule leave. I also realize that with foreseeable intermittent or reduced work schedule leave, subject to the requirements of my health care provider, I may be required to schedule the leave to minimize interruptions to school district operations.

While on family and medical leave, I agree to pay my regular contributions to employer sponsored benefit plans. My contributions will be deducted from moneys owed me during the leave period. If no monies are owed me, I will reimburse the school district by personal check or cash for my contributions. I understand that I may be dropped from the employer-sponsored benefit plans for failure to pay my contribution.

I agree to reimburse the school district for any payment of my contributions with deductions from future monies owed to me or the school district may seek reimbursement of payments of my contributions in court.

I acknowledge that the above information is true to the best of my knowledge.

Signed _____

Date _____

Add

If the employee requesting leave is unable to meet the above criteria, the employee is not eligible for family and medical leave.

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OLD

Code No. 409.3

LICENSED EMPLOYEE FAMILY AND MEDICAL LEAVE

Unpaid family and medical leave will be granted up to twelve (12) weeks per year to assist employees in balancing family and work life. For purposes of this policy, year is defined as a rolling 12-month period measured backward from the date an employee uses any FMLA leave. Requests for family and medical leave will be made to the superintendent.

Delete
Employees eligible under the terms of FMLA may take up to twelve (12) weeks of unpaid leave per year in accordance with the provisions of the Act. However, the District requires an employee with appropriate accrued paid leave to substitute such paid leave for any FMLA qualifying leave. Employees eligible for family and medical leave must comply with the family and medical leave administrative rules prior to starting family and medical leave. It shall be the responsibility of the superintendent to develop administrative rules to implement this policy.

Delete
The requirements stated in the Master Contract between the Red Oak Education Association and the Board regarding family and medical leave of such employees shall be followed.

Legal Reference:

Whitney v. Rural Ind. School District, 232 Iowa 61, 4 N.W.2d 394 (1942).
26 U.S.C. §§ 2601 *et seq.* (Supp. 1994)
29 C.F.R. Pt. 825 (2002).
Iowa Code §§ 20; 85.33, .34, .38(3); 216; 279.40 (2003).
1980 Op. Att'y Gen. 605.
1972 Op. Att'y Gen. 177, 353.
1952 Op. Att'y Gen. 91.

Cross Reference:

409.2 Licensed Employee Personal Illness Leave
409.9 Licensed Employee Unpaid Leave
414.3 Support Staff Employee Family and Medical Leave

Approved Mar. 12, 2012

Reviewed Feb. 27, 2012

Revised Feb. 27, 2012

Red Oak Community School District

42

OLD

Code No. 409.3E1

LICENSED EMPLOYEE FAMILY AND MEDICAL LEAVE NOTICE TO EMPLOYEES

YOUR RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT OF 1993

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons. Employees are eligible if they

have worked for a covered employer for at least one year, and for 1,250 hours over the previous 12 months, and if there are at least 50 employees within 75 miles.

REASONS FOR TAKING LEAVE:

Unpaid leave must be granted for *any* of the following reasons:

- to care for the employee's child after birth, or placement for adoption or foster care;
- to care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
- for a serious health condition that makes the employee unable to perform the employee's job.

At the employee's or employer's option, certain kinds of *paid* leave may be substituted for unpaid leave.

ADVANCE NOTICE AND MEDICAL CERTIFICATION:

The employee may be required to provide advance leave notice and medical certification. Taking of leave may be denied if requirements are not met.

- The employee ordinarily must provide 30 days advance notice when the leave is "foreseeable."
- An employer may require medical certification to support a request for leave because of a serious health condition, and may require second or third opinions (at the employer's expense) and fitness for duty report to return to work.

JOB BENEFITS AND PROTECTION:

- For the duration of FMLA leave, the employer must maintain the employee's health coverage under any "group health plan."
- Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Red Oak Community School District

- The use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

UNLAWFUL ACTS BY EMPLOYERS:

FMLA makes it unlawful for any employer to:

- interfere with, restrain, or deny the exercise of any right provided under FMLA;
- discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

ENFORCEMENT:

- The U.S. Department of Labor is authorized to investigate and resolve complaints of violation.
- An eligible employee may bring a civil action against an employer for violations.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law collective bargaining agreement which provides greater family or medical leave rights.

FOR ADDITIONAL INFORMATION:

Contact the nearest office of Wage and Hour Division, listed in most telephone directories under U.S. Government, Department of Labor.

4

OLD

Code No. 409.3E2

LICENSED EMPLOYEE FAMILY AND MEDICAL LEAVE REQUEST FORM

Date: _____

I, _____, request family and medical leave for the following reason: (check all that apply)

- ☐ for the birth of my child;
- ☐ for the placement of a child for adoption or foster care;
- ☐ to care for my child who has a serious health condition;
- ☐ to care for my parent who has a serious health condition;
- ☐ to care for my spouse who has a serious health condition; or
- ☐ because I am seriously ill and unable to perform the essential functions of my position.

I acknowledge my obligation to provide medical certification of my serious health condition or that of a family member in order to be eligible for family and medical leave within 15 days of the request for certification.

I acknowledge receipt of information regarding my obligations under the family and medical leave policy of the school district.

I request that my family and medical leave begin on _____ and I request leave as follows: (check one)

☐ continuous

I anticipate that I will be able to return to work on _____.

☐ intermittent leave for the:

- ☐ birth of my child or adoption or foster care placement subject to agreement by the district
- ☐ serious health condition of myself, parent, or child when medically necessary

Details of the needed intermittent leave:

OLD

Code No. 409.3E2

LICENSED EMPLOYEE FAMILY AND MEDICAL LEAVE REQUEST FORM

I anticipate returning to work at my regular schedule on _____.

_____ reduced work schedule for the:

- _____ birth of my child or adoption or foster care placement subject to agreement by the school district
- _____ serious health condition of myself, parent, or child when medically necessary

Details of needed reduction in work schedule as follows:

I anticipate returning to work at my regular schedule on _____.

I realize I may be moved to an alternative position during the period of the family and medical intermittent or reduced work schedule leave. I also realize that with foreseeable intermittent or reduced work schedule leave, subject to the requirements of my health care provider, I may be required to schedule the leave to minimize interruptions to school district operations.

While on family and medical leave, I agree to pay my regular contributions to employer sponsored benefit plans. My contributions will be deducted from moneys owed me during the leave period. If no monies are owed me, I will reimburse the school district by personal check or cash for my contributions. I understand that I may be dropped from the employer-sponsored benefit plans for failure to pay my contribution.

I agree to reimburse the school district for any payment of my contributions with deductions from future monies owed to me or the school district may seek reimbursement of payments of my contributions in court.

I acknowledge that the above information is true to the best of my knowledge.

Signed _____

Date _____

45

NEW

Code No. 409.4

LICENSED EMPLOYEE BEREAVEMENT LEAVE

Add Change 2
In the event of a death of a member of a licensed employee's immediate family, bereavement leave may be granted. Bereavement leave may be granted to a licensed employee for no more than [insert number] days, with "day" being defined as one work day regardless of full-time or part-time status of the employee, per occurrence, for the death of a member of the immediate family. The immediate family includes [child, spouse, parent, brother, sister, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandchildren, grandparents of the employee, or any member of the immediate household or personal friend or relative not listed above].

Change 2
No more than [insert number] days of bereavement leave per year will be granted for the death of a close friend or other relative not listed above.

2
It is within the discretion of the superintendent to determine the number of bereavement leave days to be granted.

NOTE
NOTE: Boards should adapt IASB sample policies to meet the needs of the local district. Please ensure that the language contained in local policy is consistent with language contained in other district documents (e.g., handbooks, master contracts, etc.).

Legal Reference: Iowa Code §§ 279.8.

Cross Reference: 409 Licensed Employee Vacations and Leaves of Absence

Approved _____

Reviewed _____

Revised _____

416

OLD

Code No. 409.4

LICENSED EMPLOYEE BEREAVEMENT/EMERGENCY LEAVE

Bereavement Leave

In the event of a death of a member of a licensed employee's immediate family, bereavement leave may be granted. Employees shall be granted leave of absence at full pay for funerals in the immediate family (spouse, children, son-in-law, daughter-in-law, mother, father, father-in-law, mother-in-law, brother, sister, brother-in-law, sister-in-law, grandparents and grandchildren) not to exceed a total of five (5) days per incident. An extension of this leave may be granted in the discretion of the superintendent.

Emergency Leave

Employees shall be granted leave of absence at full pay not to exceed a total of eight (8) days per year for the following:

- Serious illness in the immediate family (spouse, children, son-in-law, daughter-in-law, mother, father, mother-in-law, father-in-law, brother sister, brother-in-law, sister-in-law, grandparent or grandchild, step-child, step-parent, aunt, uncle, niece, nephew).
- The funeral of other relatives and close friends not covered under bereavement leave.

The requirements stated in the Master Contract between the Red Oak Education Association and the board regarding bereavement leave and emergency leave for such employees will be followed.

Legal Reference: Iowa Code §§ 20.9; 279.8 (2003).

Cross Reference: 409 Licensed Employee Vacations and Leaves of Absence

Approved

Reviewed Feb. 27, 2012

Revised

Red Oak Community School District

47

NEW

Code No. 409.8

LICENSED EMPLOYEE UNPAID LEAVE

Unpaid leave may be used to excuse an involuntary absence not provided for in other leave policies of the board. Unpaid leave for licensed employees must be authorized by the superintendent.

The superintendent will have complete discretion to grant or deny the requested unpaid leave. In making this determination, the superintendent will consider the effect of the employee's absence on the education program and school district operations, length of service, previous record of absence, the financial condition of the school district, the reason for the requested absence and other factors the superintendent believes are relevant to making this determination.

If unpaid leave is granted, the duration of the leave period will be coordinated with the scheduling of the education program whenever possible to minimize the disruption of the education program and school district operations.

Whenever possible, licensed employees will make a written request for unpaid leave [insert number] days prior to the beginning date of the requested leave. If the leave is granted, the deductions in salary are made unless they are waived specifically by the superintendent.

NOTE: Boards should adapt IASB sample policies to meet the needs of the local district. Please ensure that the language contained in local policy is consistent with language contained in other district documents (e.g., handbooks, master contracts, etc.).

Legal Reference: Iowa Code §§ 20; 85; 85A; 85B; 279.12; 509; 509A; 509B.

Cross Reference: 409 Licensed Employee Vacations and Leaves of Absence

Approved _____

Reviewed _____

Revised _____

OLD
LICENSED EMPLOYEE UNPAID LEAVE

Unpaid leave may be used to excuse an involuntary absence not provided for in this or other leave policies of the board. Unpaid leave for licensed employees must be authorized by the superintendent.

The superintendent will have complete discretion to grant or deny the requested unpaid leave. In making this determination, the superintendent will consider the effect of the employee's absence on the education program and school district operations, length of service, previous record of absence, the financial condition of the school district, the reason for the requested absence and other factors the superintendent believes are relevant to making this determination.

If unpaid leave is granted, the duration of the leave period will be coordinated with the scheduling of the education program whenever possible to minimize the disruption of the education program and school district operations.

Whenever possible, licensed employees will make a written request for unpaid leave __ days prior to the beginning date of the requested leave. If the leave is granted, the deductions in salary are made unless they are waived specifically by the superintendent.

The requirements stated in the Master Contract between the Red Oak Education Association and the board regarding the unpaid leave of such employees will be followed.

Legal Reference: Iowa Code §§ 20; 85; 85A; 85B; 279.12; 509; 509A; 509B (2003).

Cross Reference: 409 Licensed Employee Vacations and Leaves of Absence

Approved

Reviewed Feb. 24, 2012

Revised

Red Oak Community School District

40

NEW

Code No. 411.1

CLASSIFIED EMPLOYEE DEFINED

Change
wording

Classified employees are employees who are not administrators or employees in positions which require a teaching license issued by the Iowa Board of Educational Examiners and who are employed to fulfill the duties listed on their job description on a monthly or hourly basis. Classified employees will include, but not be limited to, teacher and classroom aides, custodial and maintenance employees, clerical employees, food service employees, bus drivers, and temporary help for summer or other maintenance. The position may be full-time or part-time.

It is the responsibility of the superintendent to establish job specifications and job descriptions for classified employee positions. Job descriptions may be approved by the board.

Change
wording
note

Classified employees required to hold a license for their position must present evidence of their current license to the board secretary prior to payment of wages each year.

NOTE: Boards should adapt IASB sample policies to meet the needs of the local district. Please ensure that the language contained in local policy is consistent with language contained in other district documents (e.g., handbooks, master contracts, etc.).

Legal Reference: Iowa Code §§ 20; 279.8.

Cross Reference: 405.1 Licensed Employee Defined
411.2 Classified Employee Qualifications, Recruitment, Selection
412.3 Classified Employee Group Insurance Benefits

Approved _____

Reviewed _____

Revised _____

OLD

SUPPORT STAFF EMPLOYEE DEFINED

Support staff employees are employees who are not administrators or employees in positions which require an Iowa Department of Education teaching license and who are employed to fulfill the duties listed on their job description on a monthly or hourly basis. Support staff employees will include, but not be limited to, teacher and para-professionals, custodial and maintenance employees, clerical employees, food service employees, bus drivers, and temporary help for summer or other maintenance. The position may be full-time or part-time.

It is the responsibility of the superintendent to establish job specifications and job descriptions for support staff employee positions. Job descriptions may be approved by the board.

Support staff employees required to hold a license for their position must present evidence of their current license to the board secretary prior to payment of wages each year.

The requirements stated in the Master Contract between the Red Oak Support Staff Association and the board regarding support staff definitions will be followed.

Legal Reference: Iowa Code §§ 20; 279.8 (2003).

Cross Reference: 405.1 Licensed Employee Defined
411.2 Support Staff Employee Qualifications, Recruitment, Selection
412.3 Support Staff Employee Group Insurance Benefits

Approved

Reviewed Feb. 27, 2012

Revised

Red Oak Community School District

51

NEW

Code No. 411.4

CLASSIFIED EMPLOYEE LICENSING/CERTIFICATION

Change
Classified employees who require a special license or other certification will keep them current at their own expense. Licensing requirements needed for a position will be considered met if the employee meets the requirements established by law for the position.

Note
NOTE: *Boards should adapt IASB sample policies to meet the needs of the local district. Please ensure that the language contained in local policy is consistent with language contained in other district documents (e.g., handbooks, master contracts, etc.).*

Legal Reference: Iowa Code §§ 285.5(9); 272; 279.8.
281 I.A.C. 12.4(10); 36; 43.

Cross Reference: 411.2 Classified Employee Qualifications, Recruitment, Selection

Approved _____

Reviewed _____

Revised _____

OLD

SUPPORT STAFF EMPLOYEE LICENSING/CERTIFICATION

Support staff employees who require a special license or other certification will keep them current at their own expense. Licensing requirements needed for a position will be considered met if the employee meets the requirements established by law and by the Iowa Department of Education for the position.

Delete

The requirements stated in the Master Contract between the Red Oak Support Staff Association and the board regarding licensing/certification of such employees will be followed.

Legal Reference: Iowa Code §§ 272.6; 285.5(9) (2003).
281 I.A.C. 12.4(10); 36; 43.12-.24.

Cross Reference: 411.2 Support Staff Employee Qualifications, Recruitment, Selection

Approved March 12, 2012

Reviewed Feb. 27, 2012

Revised Feb. 27, 2012

NEW

CLASSIFIED EMPLOYEE VACATIONS - HOLIDAYS - PERSONAL LEAVE

The board will determine the amount of vacation, holidays and personal leave that will be allowed on an annual basis for classified employees.

Classified employees who work twelve months a year will be allowed six paid holidays if the holidays fall on a regular working day. The six holidays are New Year's Day, Memorial Day, July 4, Labor Day, Thanksgiving Day and Christmas Day. Classified employees, whether full-time or part-time, will have time off in concert with the school calendar.

Classified employees will be paid only for the hours they would have been scheduled for the day. Vacation will not be accrued from year to year without a prior arrangement with the superintendent.

It is the responsibility of the superintendent to make a recommendation to the board annually on vacation and personal leave for classified employees.

Legal Reference: Iowa Code §§ 1C; 4.1(34); 20.

Cross Reference: 409.1 Licensed Employee Vacations - Holidays - Personal Leave
601.1 School Calendar

Approved _____

Reviewed _____

Revised _____

NEW

CLASSIFIED EMPLOYEE VACATION - HOLIDAYS - PERSONAL LEAVE

ok The board will determine the amount of vacation, holidays, and personal leave that will be allowed on an annual basis for classified employees.

Change Vacation for full-time regular classified employees who work [insert number] days a year, unless the employee's individual contract indicates otherwise, will be [insert number] days.

The vacation may be taken during the school year provided the vacation will not disrupt the operation of the school district. The employee must submit a vacation request to the superintendent, who will determine whether the request will disrupt the operation of the school district. In the case of the superintendent's request, the board will make the determination.

Full-time regular classified employees who work [insert number] days a year will be allowed a maximum of [insert number] days of personal leave to accomplish personal business that cannot be conducted outside the work day. It is within the discretion of the superintendent to grant personal leave. Application for personal leave must be made at least [insert number] school days prior to the requested leave date.

Regular full-time classified employees who work [insert number] days a year will be allowed [insert number] holidays per year. It is within the discretion of the board to set the holidays annually.

Classified employees who work during the school academic year, whether full-time or part-time, will have time off in concert with the school calendar. In addition, such employees may have [insert number] personal leave day to accomplish personal business that cannot be conducted outside the work day. It is within the discretion of the superintendent to grant personal leave.

It is the responsibility of the superintendent to make a recommendation to the board annually on vacations, holidays, and personal leave for licensed employees.

Legal Reference: Iowa Code §§ 1C; 4.1(34); 20.

Cross Reference: 409.1 Classified Employee Vacations - Holidays - Personal Leave
601.1 School Calendar

Approved _____

Reviewed _____

Revised _____

55

bld

SUPPORT STAFF EMPLOYEE VACATIONS - HOLIDAYS - PERSONAL LEAVE

Delete
Delete
Vacation. The board will determine the amount of vacation, holidays, and personal leave that will be allowed on an annual basis for support staff employees. Support staff employees contracted to work at least thirty (30) hours per week and at least twelve (12) months per year shall be entitled to twelve (12) days of paid vacation each year. Employees shall be entitled to an additional two (2) paid vacation days for each year beyond ten (10) consecutive years of employment in the District with the total number of paid vacation days not to exceed twenty (20) days per year. Vacation time for employees contracted for less than thirty (30) hours per week for at least twelve (12) months per year shall be prorated. Earned vacation periods shall be determined as of July 1 of each year and shall be used during the ensuing year as set by the immediate supervisor. Vacation time shall not accrue and may not be carried over from one year to the next.

Employees will be compensated for earned vacation days as follows:

- Delete*
- A. They may utilize their vacation days or
 - B. The District will pay the employee for up to one half of their earned vacation.
 - 1. In regard to unused vacation days, the employee must notify the District by June 30th of how many days they will utilize as vacation days and how many days they will request to be paid.
 - 2. The employee must use their previous year's vacation days by August 30th.
 - 3. The District will pay for unused vacation days (as per above restrictions) on the September payroll.
 - 4. Pay for unused vacation days will be computed as follows:

*regular hours per day (not to exceed 8) x regular daytime hourly rate.

Holidays. Support staff employees, except temporary employees, will be paid for the following holidays that occur during the time they are scheduled to work:

New Year's Day
Two (2) days at spring break
Friday before Easter
Memorial Day
Independence Day (12-month employees only)
Labor Day
Thanksgiving Day
Friday following Thanksgiving
Christmas Eve Day
Christmas Day
(If spring break falls on Good Friday, the Support Staff will receive three (3) Spring Break days paid)

Legal Reference: Iowa Code §§ 1C.1-.2; 4.1(34); 20.9 (2003).

Cross Reference: 409.1 Licensed Employee Vacations - Holidays - Personal Leave
601.1 School Calendar

Approved July 23, 2015

Reviewed July 23, 2015

Revised July 9, 2015

OLD

SUPPORT STAFF EMPLOYEE VACATIONS - HOLIDAYS - PERSONAL LEAVE

Personal Leave. Employees are allowed up to two (2) days paid leave per year to conduct business that cannot be conducted outside of the normal work day. Except in the case of an emergency, application for personal leave shall be made in writing at least three (3) work days prior to the requested leave date. Personal leave must be taken in one-half or full-day increments. Employees shall receive personal leave days prorated to match the number of hours they work. Employees who are hired after the start of a contract year shall have personal days prorated, rounded to the nearest whole day.

Delete
Employees will be compensated for any unused personal days at the end of the year at the rate of fifty dollars (\$50.00) per eight (8) hour day or the actual salary of that employee for a day of employment, whichever is less. Compensation will be based on remaining full days. Employees shall receive payment for personal leave full days prorated to match the number of hours they work.

Accumulated Personal Leave. Two (2) unused personal leave days may be accumulated from year to year with a maximum of four (4) days. The employee will not be compensated for the accumulated personal leave day.

The requirements stated in the Master Contract between the Red Oak Support Staff Association and the board regarding the vacations, holidays and personal leave of such employees will be followed.

NEW

Code No. 414.4

CLASSIFIED EMPLOYEE BEREAVEMENT LEAVE

Change
In the event of a death of a member of a classified employee's immediate family, bereavement leave may be granted. Bereavement leave granted may be for a maximum of [insert number] days, with "day" being defined as one work day regardless of full-time or part-time status of the employee, per occurrence, for the death of a member of the immediate family. The immediate family includes [child, spouse, parent, brother, sister, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandchildren, or grandparents of the employee or any member of the immediate household or personal friend or relative not listed above].

Add
A maximum of [insert number] day of bereavement leave per year will be granted for the death of a close friend or other relative not listed above.

It is within the discretion of the superintendent to determine the number of bereavement leave days to be granted.

Note:
NOTE: Boards should adapt IASB sample policies to meet the needs of the local district. Please ensure that the language contained in local policy is consistent with language contained in other district documents (e.g., handbooks, master contracts, etc.).

Legal Reference: Iowa Code §§ 20; 279.8.

Cross Reference: 414 Classified Employee Vacations and Leaves of Absence

Approved _____

Reviewed _____

Revised _____

OLD

Code No. 414.4

SUPPORT STAFF EMPLOYEE BEREAVEMENT/EMERGENCY LEAVE

Bereavement Leave

In the event of a death in the immediate family of an employee (spouse, child, parent, grandparent, grandchild, parent-in-law, sibling, sibling-in-law, custodial child residing with employee/spouse, children-in-law, and guardianship of child (minor), the employee shall be granted a paid leave up to five (5) days per incident for attendance at the funeral and for other purposes directly arising out of said death. Employees shall receive bereavement leave prorated to match the number of hours they work. Notification of absence for funerals shall be given to the immediate supervisor at the earliest possible time in order to be paid for such absence.

It is within the discretion of the superintendent to determine the number of bereavement leave days to be granted.

Emergency Leave

Employees shall be granted leave of absence at full pay not to exceed a total of eight (8) days per year for the following:

- Serious illness in the immediate family (spouse, children, son-in-law, daughter-in-law, mother, father, mother-in-law, father-in-law, brother sister, brother-in-law, sister-in-law, grandparent or grandchild, step-child, step-parent, aunt, uncle, niece, nephew).
- The funeral of other relatives and close friends not covered under "Bereavement Leave."

The requirements stated in the Master Contract between the Red Oak Support Staff Association and the board regarding bereavement leave and emergency leave for such employees will be followed.

Legal Reference: Iowa Code §§ 20.9; 279.8 (2003).

Cross Reference: 414 Support Staff Employee Vacations and Leaves of Absence

Approved April 9, 2012

Reviewed April 9, 2012

Revised

Red Oak Community School District

59

NEW

Code No. 700

PURPOSE OF NONINSTRUCTIONAL AND BUSINESS SERVICES

This series of the board policy manual is devoted to the goals and objectives for the school district's noninstructional services and business operations that assist in the delivery of the education program. These noninstructional services include, but are not limited to, transportation, the school lunch program and child care. The board, as it deems necessary, will provide additional noninstructional services to support the education program. To the extent a group of employees has a recognized collective bargaining unit, the provisions of the master contract regarding such topics shall prevail.

Add

It is the goal of the board to provide noninstructional services and to conduct its business operations in an efficient manner.

Approved _____

Reviewed _____

Revised _____

60

OLD

Code No. 700

PURPOSE OF NON-INSTRUCTIONAL AND BUSINESS SERVICES

This series of the board policy manual is devoted to the goals and objectives for the school district's non-instructional services and business operations that assist in the delivery of the education program. These non-instructional services include, but are not limited to, transportation, the school lunch program and childcare. The board, as it deems necessary, will provide additional non-instructional services to support the education program.

It is the goal of the board to provide non-instructional services to conduct its business operations in an efficient manner.

Legal Reference: Iowa Code §§ 279.8, 12, 35; 280.14 (2005).

Cross Reference: 210.1 Annual Meeting
206.3 Secretary-Treasurer
704.1 Local - State - Federal - Miscellaneous Revenue

Approved November 11, 2013

Reviewed October 29, 2013

Revised October 29, 2013

Red Oak Community School District

661

NEW

Code No. 706.1

PAYROLL PERIODS

The payroll period for the school district is monthly. Employees are paid on the _____ day of each month. If this day is a holiday, recess, or weekend, the payroll is paid on the last working day prior to the holiday, recess or weekend.

Change

It is the responsibility of the board secretary to issue payroll to employees in compliance with this policy.

Note

NOTE: This policy is written for a monthly payroll period. If another method is used, the policy should be amended to reflect the proper method.

Note

NOTE: Boards should adopt IASB sample policies to meet the needs of the local district. Please ensure that the language contained in local policy is consistent with language contained in other district documents (e.g., handbooks, master contracts, etc.).

Legal Reference: Iowa Code §§ 91A.

Cross Reference: 706.2 Payroll Deductions

Approved _____

Reviewed _____

Revised _____

62

6LD

Code No. 706.1

PAYROLL PERIODS

The payroll period for the school district is monthly. Employees shall be paid on the 10th day of each month. If this day is a holiday, recess, or weekend, the payroll is paid on the last working day prior to the holiday, recess or weekend.

It shall be the responsibility of the board secretary to issue payroll to employees in compliance with this policy.

~~Delete~~ The requirements stated in the Master Contract between employees in a certified collective bargaining unit and the board regarding payroll periods of such employees will be followed.

Legal Reference: Iowa Code §§ 20:9; 91A.2(4), 3 (2011).

Cross Reference: 706.2 Payroll Deductions

Approved November 11, 2013

Reviewed October 29, 2013

Revised October 29, 2013

Red Oak Community School District

63

Red Oak Community School District

**Serving
Pre – Kindergarten through Grade 12 Students
In
Red Oak, Iowa**

**Parent/Student Information for All
Students
2017-2018**

Vision Statement:

The Red Oak Community School District's vision is: Excellence for All . . . Whatever It Takes!

The Belief of the Red Oak Community School District

The Red Oak Community School District enables itself to provide the best opportunities for all students to academically, socially, and ethically prepare themselves for global citizenship.

The Educational Philosophy of the Red Oak Community School District

The Red Oak Community School District affirms that the ultimate purpose of education is to help students become effective citizens of a democracy. Acting through its Board of Directors, the Red Oak Community School District is dedicated to providing equal education to all enrolled students.

Culture of the Red Oak Community School District

Our culture is a belief and value system that defines the public's perception of us, as well as our perceptions of each other. It influences how we work, how we treat students and each other, and it is something we all have an important role in defining and implementing regardless of our job description. Some important aspects of our culture include but are not limited to:

- We keep students as our central focus.
- We expect hard work, risk-taking and continuous growth.
- We desire to work and live as a professional learning community.
- We create an environment for students and staff that promotes understanding, respect, and a celebration of individuality and diversity.
- We engage the Red Oak Community in achieving our vision – Excellence for All!
- We promote teamwork throughout the district to achieve our vision.
- We incorporate joy, fun, humor, and celebration in what we do.
- We develop leadership skills at all levels.
- We include stakeholders in our decision-making processes.
- We practice effective communication throughout the district.
- We encourage innovation but practice the effective and efficient use of our limited resources.

Statement on Human Dignity and Diversity

As an Iowa public school district, the Red Oak Community School District recognizes and respects the dignity of each individual regardless of age, culture, religion, color, ethnicity, race, national origin, gender, sexual orientation, language, disability, economic status, creed, marital status, handicap, military or veteran status, ancestry, political affiliation, homeless status, or any other factor provided for by state and federal laws and regulations.

Non Discrimination Policy

It is the policy of the Red Oak Community School District not to discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity, marital status, national origin, religion, age, socio economic status or physical or mental disability in its programs, activities, or employment practices as required by the Iowa Code sections 216.9 and 19B.11, Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. 206, et seq.), Title IX (Educational Amendments, 20 U.S.C. 1681-1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. 794), and the Americans with Disabilities Act (42 U.S.C. 12101, et seq.). Inquiries or grievances regarding compliance may be directed to the Educational Equity Coordinator, Tom Messinger, Superintendent of Schools (or his designated representative), Red Oak Community School District, 2011 North 8th Street, Red Oak, Iowa, 51566.

Learning Centers in the Red Oak Community School District are:

- Inman Primary School – the Early Childhood Special Education Program, the Right Start four year old program, the Kaleidoscope four year old program and grades kindergarten through three
- Washington Intermediate School – grades four and five
- Red Oak Middle School – grades six through eight
- Red Oak High School – grades nine through twelve and the Red Oak Alternative School located in the Technology Center Building.

Jurisdictional and Behavioral Expectations Statement

This handbook is an extension of board policy and is a reflection of the goals and objectives of the school board. The board, administration and employees expect students to conduct themselves in a matter fitting to their age level and maturity and with respect and consideration for the rights of others. Students are expected to treat teachers, employees, students, visitors, and guests with respect and courtesy.

This handbook and school district policies, rules and regulations are in effect while students are on school district property or property within the jurisdiction of the school district; while on school-owned and/or school-operated buses or vehicles or chartered buses leased to the school; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district or involves other students or staff.

School district policies, rules and regulations are in effect twelve months a year. A violation of a school district policy, rule, regulation or student handbook may result in disciplinary action and may affect a student's eligibility to participate in extracurricular activities, whether the violation occurs while school is in session or while school is not in session.

Students are expected to comply with and abide by the school district's policies, rules, regulations and student handbook. Students who fail to abide by these rules and regulations may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the rights of other students to obtain their education or to participate in school activities; conduct which disrupts the orderly and efficient operation of the school district or school activity; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detentions, either in school or out of school suspension, probation and expulsion. Discipline can also include prohibition from participating in extracurricular activities, including athletics. The discipline imposed is based upon the facts surrounding the incident and the student's record.

Student misconduct not addressed in this handbook may still be the basis for discipline. Conduct that is illegal, immoral, or which causes a disruption to the orderly school environment may result in discipline up to and including expulsion. Students are expected to know the contents of the handbook and comply with it. Students or parents with questions or concerns may contact the principal's office for information about current enforcement of the policies, rules, regulations or student handbook of the school district.

Definitions

In this handbook, the word "parent" also means "guardian" unless otherwise stated. An administrator's title, such as superintendent or principal, also means that individual's designee unless otherwise stated. The term "school grounds" includes the school district facilities, school district property, property within the jurisdiction of the school district or school district premises, school-owned or school-operated buses or vehicles and chartered buses. The term "school facilities" includes school district buildings and vehicles. The term "school activities" means all school activities in which students are involved whether they are school-sponsored or school-approved, whether they are an event or an activity, or whether they are held on or off school grounds.

School Fees

The school district charges fees for certain items, such as textbook rental. Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), transportation assistance under open enrollment, or students who are in foster care are eligible to have their student fees waived or partially waived. Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees. Parents or students who believe they may qualify for temporary financial hardship should contact the Red Oak Community School District Administrative Center at 623-6600 for a waiver form. This waiver does not carry over from year to year and must be completed annually.

For the 2017 – 2018 school year, student textbook fees are:

- Inman Primary and Washington Intermediate \$35.00
- Red Oak Middle School \$55.00
- Red Oak High School \$55.00
- Kaleidoscope Preschool, Right Start, Early Childhood Model Students:
 - \$30.00 per month full pay
 - \$15.00 per month qualified pay
- The student activity ticket is \$50.00, Adult Pass \$60.00, Family Pass \$160.00
- 2017 – 2018 school year meal prices are:
 - All Schools: student breakfast--\$1.70/day
 - Adult breakfast--\$2.00/day
 - Inman Primary School student lunch \$2.55 per day
 - Washington Intermediate, Middle School, and High School student lunch \$2.70 per day
 - Adult lunch \$3.70 per day
 - Extra milk for all \$.45 cents per carton

Second (extra) lunches for students will cost the same as an adult lunch - \$3.70

Emergency Forms

At the beginning of each school year parents must file or update an emergency form with the school office providing the emergency telephone numbers of the parents as well as alternate persons to contact in the event the school is unable to locate the parents. Parents must notify the building office if the information on the emergency form changes during the school year.

STUDENT ATTENDANCE

Inclement Weather

When school is cancelled because of inclement weather prior to the start of the school day, students and parents are notified over Radio Stations: KCSI Red Oak, KMA Shenandoah, KSOM Atlantic, Omaha TV Stations: KETV Channel 7, Action 3 News, WOWT Channel 6, Fox 42 KTPM. A missed day will be made up at a later date. If school is dismissed because of inclement weather after the school day has begun, parents are notified by the same means in addition to the school district's website.

Extracurricular activities or practices scheduled for the day or evening of a day when school is cancelled or dismissed are generally cancelled and rescheduled. The administration may make the decision to allow curricular activities or practices.

Announcements will be made in the same manner as the notification of school being dismissed.

STUDENT HEALTH, WELL-BEING AND SAFETY

HAWK-I Insurance for Children

Parents can apply for low- or no-cost health insurance for their children through the state's Healthy and Well Kids in Iowa (HAWK-I) program. Children birth to 19, who meet certain criteria, are eligible. The coverage includes doctor's visits, hearing services, dental care, prescription, immunizations, physical therapy, vision care, speech therapy and hospital services to name a few. Parents are urged to call 1-800-257-8563 (toll-free) or go to the web site at <http://www.hawk-i.org/> for more information.

Immunizations

Iowa's immunization laws state that the following vaccines are required of all elementary and secondary age children:

Meningitis- NEW for 2017-2018 12th grade- need proof of one meningitis immunization given on or after age of 16.

Tdap – For All kids entering 7th grade. New Iowa State Law 2013

DTP/DtaP—A minimum of three doses of diphtheria, tetanus, and pertussis vaccines. At least one of the doses must be given after the 4th birthday.

OPV/IPV—A minimum of three doses of polio vaccine. At least one of the doses must be given after the 4th birthday.

MR/MMR—Two doses of measles and rubella vaccine (MR or MMR) are required for any child who enrolled in school for the first time on or after July 1, 1991. Mumps is not a required vaccine in Iowa.

HBV—Children born on or after July 1, 1994, must show proof of three doses of hepatitis B vaccine.

CHICKENPOX—Children born on or after September 15, 1997, shall have proof of at least one dose of Varicella vaccine given on or after 12 months of age or have a diagnosed history of natural disease.

PROVISIONAL ENROLLMENT—Children who have begun but not completed the required immunizations may be granted provisional enrollment. To qualify for provisional enrollment, children shall have received at least one dose of each of the required vaccines or be a transfer student from another school system. The amount of time allowed for provisional enrollment shall not exceed 120 calendar days or the remainder of the semester in which the child is currently provisionally enrolled, whichever is greater. During this time, the immunizations must be completed and the information reported to the school.

EXCLUSION FROM SCHOOL—At the end of the provisional enrollment period, the child must be excluded from school by the admitting official (principal or superintendent) if the required immunizations have not been documented or if the doctor has not extended the provisional period. Children without proof of at least one dose of each of the required vaccines may not attend school.

WAIVER TO IMMUNIZATIONS—Exclusions to these rules are permitted on an individual basis for a medical or religious reason complying with IAC 641-7.3(1) and IAC 641-7.3(2).

Physical Examinations

Parents are encouraged to have their children receive periodic physical examinations. Students entering school for the first time at any grade level must have a physical examination.

Students participating in athletics in grades 7-12 are required to provide a school district physical examination form (forms are available at the District Administrative Center or any school office) signed by the student's doctor stating the student is physically fit to perform in athletics prior to the start of the sport. Failure to provide proof of a physical examination makes the student ineligible. Students who cannot afford the cost of the physical examination should contact the coach of their sport. As per IHSAA and IGHSAA guidelines, athletic physical examinations are valid for one year. Forms are available at the District Office.

Administration of Medication

In Iowa only a licensed physician is qualified to make a diagnosis and prescribe drugs. If there is a reason to suspect a possible health problem, the child's parent/guardian should be notified with the suggestion that the child be seen by a doctor.

No medication (prescription or over-the-counter) shall be kept on the person of students or in their personal belongings. No student shall self-administer medications at school, except for special situations and with prior approval by the school nurse.

When a child is to receive a medication during school hours, the following conditions shall apply:

Prescription Medication

- 1) The drug must be in the original container, prepared and labeled by the pharmacist, and clearly showing the name of the child, name and dosage of the medication, time of day that it is to be given, and the name of the physician. The label on the pharmacy bottle will serve in lieu of the physician's signature in most cases.
- 2) Depending upon the type of medication, the school nurse may request that written instructions over the prescribing doctor's signature be on file at the school.
- 3) Written permission over the parent/guardian signature must be on file at the school.
- 4) Under no circumstances should medication be furnished by the school.
- 5) All medication shall be left in the charge of the nurse or school official to be given to a child at prescribed times.
- 6) The school nurse may contact the child's doctor if there is any question regarding the administration of the medication.

Non-Prescription Medication

- 1) Written permission over the parent/guardian signature giving the child's name, name of the medication, dosage and times of administration shall be on file at the school.
- 2) The medication shall be provided by the parent/guardian in the original container labeled by the manufacturer.
- 3) Under no circumstances should the drug be furnished by the school.
- 4) All medication shall be left in the charge of the nurse or school official to be given to a child at prescribed times.
- 5) The school nurse may determine that such medication should not be administered to the child. In such cases, the nurse shall attempt to contact the parent/guardian orally. The nurse shall then notify the parent/guardian in writing that the medication was not given and the reasons therefore.

Parents/guardians may administer a dose of medication to their own child(ren) after notification to administration or supervisory staff, of their intent to give medication.

Student Illness or Injury at School

While the school district is not responsible for treating medical emergencies, employees may administer emergency or minor first aid if possible. The school will contact emergency medical personnel if necessary and attempt to notify the parents as to where the student has been transported for treatment.

Students MUST NOT LEAVE THE BUILDING because of illness without administrative authorization. The following guidelines are reviewed to better acquaint you with our nursing services.

- 1) Please report all communicable diseases to the school nurse's office.
- 2) No medical care beyond first aid will be given by the nurse or other school personnel.
- 3) Medication policy: all prescription and non-prescription drugs are to be registered with the school nurse. Any medication that is taken for more than 10 consecutive days must have a written order from a physician and the drug must be in the original container from the pharmacy.
- 4) Medical excuses from physical education must be given to the building office and/or to the physical education teacher.
- 5) Students will be dismissed from school with a temperature of 100 degrees or above.

Feel free to contact the school nurse when your child has a health problem or whenever the nurse can be of service. The school nurse is Mrs. Heather Hall. She can be reached by contacting any school office.

Communicable and Infectious Diseases

Students who have an infectious or communicable disease are allowed to attend school as long as they are able to do so and their presence does not pose an unreasonable risk of harm to themselves or does not create a substantial risk of illness or transmission to other students or employees. If there is a question about whether a student should continue to attend classes, the student shall not attend class or participate in school activities without their personal physician's approval. Infectious or communicable diseases include, but are not limited to, mumps, measles and chicken pox. At the discretion of school officials, children can be sent home when live lice are found.

Health Screening

Throughout the year the school district sponsors health screenings for vision, hearing, and scoliosis. Height and weight measurements are recorded for each registered student. Students are automatically screened unless the parent submits a note asking the student be excused from the screening. The grade levels included in the screening are determined annually. Parents are notified prior to the health screening. However, upon a teacher's recommendation and with parental permission, students not scheduled for screening may also be screened.

Teacher Qualifications

Parents/Guardians in the Red Oak Community School District have the right to learn about the following qualifications of their child's teacher: state licensure requirements for the grade level and content areas taught, the current licensing status of your child's teacher, and baccalaureate/graduate certification/degree.

Parents/Guardians may request this information from the office of the superintendent by calling 712-623-6600 or by sending a letter of request to Mr. Tom Messinger, Superintendent, Red Oak Community School District, 2011 North 8th Street, Red Oak, IA 51566.

Abuse of Students by School District Employees

Physical or sexual abuse of students, including inappropriate and intentional sexual behavior, by employees will not be tolerated. The definition of employees for the purpose of this policy includes not only those who work for pay but also those who are volunteers of the school district under the direction and control of the school district. Employees found in violation of this policy will be subject to disciplinary action up to and including discharge. The school district will respond promptly to allegations of abuse of students by school district employees by investigating or arranging for the investigation of an allegation. The processing of a complaint or allegation will be handled confidentially to the maximum extent possible. Employees are required to assist in the investigation when requested to provide information and to maintain the confidentiality of the reporting and investigation process. The school district has appointed a Level I investigator and alternate Level I investigator. The school district has also arranged for a trained, experienced professional to serve as the Level II investigator. The Level I investigator and alternate will be provided training in the conducting of an investigation at the expense of the school district. The names of the investigators are listed in the student handbook published annually in the local newspaper and posted in all school facilities.

ANTI-BULLYING/HARASSMENT POLICY

Harassment and bullying of students and employees are against federal, state and local policy, and are not tolerated by the board. The board is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, the board has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of students by students, school employees, and volunteers who have direct contact with students will not be tolerated in the school or school district.

The board prohibits harassment, bullying, hazing, or any other victimization, of students, based on any of the following actual or perceived traits or characteristics, including but not limited to, age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. Harassment against employees based upon race, color, creed, sex, sexual orientation, national origin, religion, age or disability is also prohibited.

This policy is in effect while students or employees are on property within the jurisdiction of the board; while on school-owned or school-operated vehicles; while attending or engaged in school-sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school or school district.

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures up to, and including, suspension and expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures up to, and including, termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures up to, and including, exclusion from school grounds. "Volunteer" means an individual who has regular, significant contact with students.

Harassment and bullying mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions:

- Places the student in reasonable fear of harm to the student's person or property;
- Has a substantially detrimental effect on the student's physical or mental health;
- Has the effect of substantially interfering with the student's academic performance; or
- Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

"Electronic" means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, electronic text messaging or similar technologies.

Approved May 23, 2011

Reviewed May 23, 2011

Revised

ANTI-BULLYING/HARASSMENT POLICY

Harassment and bullying may include, but are not limited to, the following behaviors and circumstances which create an objectively hostile school environment:

- Verbal, nonverbal, physical or written harassment, bullying, hazing, or other victimization that have the purpose or effect of causing substantial injury, discomfort, fear, or suffering to the victim;
- Repeated remarks of a demeaning nature that have the purpose or effect of causing substantial injury, discomfort, fear, or suffering to the victim;
- Implied or explicit threats concerning one's grades, achievements, property, etc. that have the purpose or effect of causing substantial injury, discomfort, fear, or suffering to the victim;
- Demeaning jokes, stories, or activities directed at the student that have the purpose or effect of causing substantial injury, discomfort, fear, or suffering to the victim; and/or
- Unreasonable interference with a student's performance or creation of an objectively intimidating, offensive, or hostile learning environment.

Sexual harassment means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission to the conduct is made either implicitly or explicitly a term or condition of the student's education or benefits;
- Submission to or rejection of the conduct by a school employee is used as the basis for academic decisions affecting that student; or
- The conduct has the purpose or effect of substantially interfering with the student's academic performance by creating an intimidating, hostile, or offensive education environment.

In situations between students and school officials, faculty, staff, or volunteers who have direct contact with students, bullying and harassment may also include the following behaviors:

- Requiring that a student submit to bullying or harassment by another student, either explicitly or implicitly, as a term or condition of the targeted student's education or participation in school programs or activities; and/or
- Requiring submission to or rejection of such conduct as a basis for decisions affecting the student.

Any person who promptly, reasonably, and in good faith reports an incident of bullying or harassment under this policy to a school official, shall be immune from civil or criminal liability relating to such report and to the person's participation in any administrative, judicial, or other proceeding relating to the report. Individuals who knowingly file a false complaint may be subject to appropriate disciplinary action.

Retaliation against any person, because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding, is also prohibited. Individuals who knowingly file false harassment complaints and any person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

ANTI-BULLYING/HARASSMENT POLICY

The school or school district will promptly and reasonably investigate allegations of bullying or harassment. The building counselor, or designee will be responsible for handling all complaints by students alleging bullying or harassment. The board secretary or designee will be responsible for handling all complaints by employees alleging bullying or harassment.

It also is the responsibility of the superintendent, in conjunction with the investigator and principals, to develop procedures regarding this policy.

The superintendent also is responsible for organizing training programs for students, school officials, faculty, staff, and volunteers who have direct contact with students. The training will include how to recognize harassment and what to do in case a student is harassed. It will also include proven effective harassment prevention strategies. The superintendent will also develop a process for evaluating the effectiveness of the policy in reducing bullying and harassment in the board. The superintendent shall report to the board on the progress of reducing bullying and harassment in the board.

The board will annually publish this policy. The policy may be publicized by the following means:

- Inclusion in the student handbook,
- Inclusion in the employee handbook
- Inclusion in the registration materials
- Inclusion on the school or school district's web site,
- Publication in the district newspaper, and
- A copy shall be made to any person at the Red Oak Community School District Central Office, 2011 N. 8th St, Tech Building, Red Oak, IA 51566.

Legal Reference: 20 U.S.C. §§ 1681.
29 U.S.C. § 794 (1994).
42 U.S.C. §§ 2000d-2000d-7 (2004).
Senate File 61, 1st Regular Session, 82nd General Assembly, (2007).
Iowa Code §§ 216.9 (2007).
281 I.A.C. 12.3(6).

Cross Reference: 502 Student Rights and Responsibilities
503 Student Discipline
506 Student Records

ANTI-BULLYING/HARASSMENT COMPLAINT FORM

Name of Complainant: _____

Position of Complainant: _____

Date of Complaint: _____

Name of Alleged Harasser or Bully: _____

Date and Place of Incident or Incidents: _____

Description of Misconduct: _____

Name(s) of Witness(es) (if any): _____

Evidence of Harassment or Bullying, i.e., letters, photos, etc. (attach evidence if possible): _____

Any other information: _____

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: _____

Date: _____

ANTI-BULLYING/HARASSMENT WITNESS DISCLOSURE FORM

Name of Witness: _____

Position of Witness: _____

Date of Testimony, Interview: _____

Description of Incident Witnessed: _____

Any Other Information: _____

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: _____

Date: _____

ANTI-BULLYING/HARASSMENT INVESTIGATION PROCEDURES

Individuals who feel that they have been bullied or harassed should:

- Communicate to the harasser that the individual expects the behavior to stop, if the individual is comfortable doing so. If the individual wants assistance communicating with the harasser, the individual should ask a teacher, counselor or principal to help.
- If the harassment does not stop, or the individual does not feel comfortable confronting the harasser, the individual should:
 - tell a teacher, counselor or principal; and
 - write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including;
 - what, when and where it happened;
 - who was involved;
 - exactly what was said or what the harasser did;
 - witnesses to the harassment;
 - what the student said or did, either at the time or later;
 - how the student felt; and
 - how the harasser responded.

COMPLAINT PROCEDURE

A student who believes that he/she has been harassed or bullied will notify the building counselor, the designated investigator. The alternate investigator for students is a counselor from another district attendance center. An employee who believes that he/she has been harassed or bullied will notify the board secretary, the designated investigator. The alternate investigator for employees is the principal of an attendance center at which the employee does not work. The investigator may request that the individual complete the Harassment/Bullying Complaint form and turn over evidence of the harassment, including, but not limited to, letters, tapes, or pictures. The complainant shall be given a copy of the completed complaint form. Information received during the investigation is kept confidential to the extent possible.

For students, the investigator, with the approval of the principal, or the principal has the authority to initiate an investigation in the absence of a written complaint. For employees, the investigator, with the approval of the superintendent, or the superintendent has the authority to initiate an investigation in the absence of a written complaint.

INVESTIGATION PROCEDURE

The investigator will reasonably and promptly commence the investigation upon receipt of the complaint. The investigator will interview the complainant and the alleged harasser. The alleged harasser may file a written statement in response to the complaint. The investigator may also interview witnesses as deemed appropriate.

Upon completion of the investigation, the investigator will make written findings and conclusions as to each allegation of harassment and report the findings and conclusions to the principal for students or to the superintendent for employees. The investigator will provide a copy of the findings of the investigation to the principal for students or to the superintendent for employees.

ANTI-HARASSMENT/BULLYING INVESTIGATION PROCEDURES

RESOLUTION OF THE COMPLAINT

Following receipt of the investigator's report, the principal in the case of students or the superintendent in the case of employees may investigate further, if deemed necessary, and make a determination of any appropriate additional steps which may include discipline.

Prior to the determination of the appropriate remedial action, the principal or superintendent may, at their discretion, interview the complainant and the alleged harasser. The principal or superintendent will file a written report closing the case and documenting any disciplinary action taken or any other action taken in response to the complaint. The complainant, the alleged harasser and the investigator will receive notice as to the conclusion of the investigation. The principal or superintendent will maintain a log of information necessary to comply with Iowa Department of Education reporting procedures.

POINTS TO REMEMBER IN THE INVESTIGATION

- Evidence uncovered in the investigation is confidential.
- Complaints must be taken seriously and investigated.
- No retaliation will be taken against individuals involved in the investigation process.
- Retaliators will be disciplined up to and including suspension and expulsion.

CONFLICTS

If the investigator is a witness to the incident, the alternate investigator shall investigate.

STUDENT RECORDS

Educational Records

Student records containing personally identifiable information, except for directory information, are confidential. For a complete copy of the school district's policy on student records or the procedure for filing a complaint, contact the board secretary, in the central administration office.

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

- (1) The right to inspect and review the student's education records within 45 days of receipt of the request.

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

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

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

If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for

amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

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

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

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

Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

- (4) The right to inform the school district the parent does not want directory information, as defined below, to be released. Any student over the age of eighteen or parent not wanting this information released to the public must make objection in writing by September 6, 2017 to the principal. The objection needs to be renewed annually. Directory information includes:

NAME, ADDRESS, TELEPHONE LISTING, 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 SCHOOL OR INSTITUTION ATTENDED BY THE STUDENT, PHOTOGRAPH AND LIKENESS AND OTHER SIMILAR INFORMATION.

In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses, and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

- (5) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave., SW, Washington, DC, 20202-4605.

The School District may share any information with the Juvenile Court Services contained in a student's permanent record which is directly related to the juvenile justice system's ability to effectively serve the student. Prior to adjudication, information contained in the permanent record may be disclosed by the school district to the parties without parental consent or court order. Information contained in a student's permanent record may be disclosed by the school district to the parties after adjudication only with parental consent or a court order. Information shared pursuant to the agreement shall be 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 school disciplinary proceeding or court proceedings which take place prior to a disposition hearing, unless written consent is obtained from a student's parent, guardian, or legal or actual custodian. This agreement only governs a school district's ability to share information and the purposes for which that information can be used.

STUDENT RIGHTS AND RESPONSIBILITIES

Code No. 102.E1

SECTION 504 NOTICE OF NONDISCRIMINATION

Students, parents, employees and others doing business with or performing services for the Red Oak Community School District are hereby notified that this school district does not discriminate on the basis where women, men, minorities, persons with disabilities, sexual orientation, gender identity, race, color, creed, national origin, religion, age, marital status in admission or access to, or treatment in, its programs and activities. Any person having inquiries concerning the school district's compliance with the regulations implementing Title VI, Title VII, Title IX, the Americans with Disabilities Act (ADA), §504 or Iowa Code §280.3 is directed to contact:

(Title) Superintendent of Schools

(where located) Administrative Center, 2011 N 8th Street, Tech Bldg., Red Oak, IA 51566

(telephone number) (712) 623-6600

who has been designated by the school district to coordinate the school district's efforts to comply with the regulations implementing Title VI, Title VII, Title IX, the ADA, §504 and Iowa Code 280.3 (2003).

Red Oak Community School District Technology Acceptable Use Policy

Introduction

Because 21st century skills are a vital part of the school district curriculum and management of district business, appropriate technologies will be made available to employees and students. These resources include access to the Internet and other network files or accounts by using computers or other digital devices that may or may not be owned by the district. Appropriate and equitable use of the Internet will allow employees and students to access resources unavailable through outdated means.

Students will be able to access the Internet through their teachers. Students, faculty, and staff may hold network accounts and district-issued email accounts. The person in whose name an account is issued is responsible at all times for its proper use. If a student already has an electronic mail address, the student may, with the permission of the supervising teacher, be permitted to use the address to send and receive mail at school. The district trusts assigned users to make responsible use of computing resources. The district also maintains a guest network that provides Internet access only. Users of the guest network are expected to comply with the current Technology Acceptable Use Policy. Employees and students will be instructed on the appropriate use of the Internet.

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

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

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

In this digital age, student records, assignments, and on-line classes are often available via the Internet. Red Oak Community School District will implement appropriate security measures to ensure that data is available only to those who have valid reason to access the data. It is the responsibility of parents, students, and district staff to keep passwords confidential and change passwords periodically.

Employee, Student, and Parent/Guardian Agreements

All employees, students and parents are expected to read the Red Oak Community School District Technology Acceptable Use Policy. All employees are required to sign the Red Oak Community School District Employee Technology Usage Agreement.

Parents/guardians of all students under the age of 18 are required to sign the Red Oak Community School District Student Access Release and Authorization Agreement before students will be granted access to the district's technology resources. This will be available upon registration. If for any reason, a parent or guardian does not want his/her student to have Internet access, then he/she must notify the district in writing. If access is removed at any time, the agreement must be resubmitted. Students in grades 6-12 will sign a form acknowledging they have read and understand the Internet Acceptable Use policy and regulations, that they will comply with the policy and regulations, and that they understand the consequences for violation of policy or regulations.

Students and parents of students who are provided a laptop through the One to One program must read the Student/Parent Laptop Handbook. A signed Laptop Computer Use Agreement must be on file with the District Technology Director prior to that student receiving a laptop computer.

Ownership

Access to computing resources is a privilege, not a right and the privilege can be suspended immediately without notice. All user accounts issued by the district are considered property of the district. The district allows users to access some or all of these resources for the reasons listed in this policy. These user guidelines extend beyond the school district's physical building, such as school issued email accounts, hardware, or software used when off the school district's property. Staff members or students will not retain proprietary rights related to the materials designed or created by such user if district hardware/software is used unless those rights are transferred to the user.

Network access, Internet access, and hardware are provided to support the educational goals set forth by the Board of Directors and to contribute to efficient management of district business. The district has the responsibility to maintain the integrity, operation, and availability of its hardware and network for access and use. The district does not guarantee user privacy or system reliability. It is not liable for loss or corruption of data resulting from using district-owned hardware or network resources.

Occasionally, through routine monitoring or maintenance, duly authorized personnel have authority to access individual files or data. Users should not expect that anything stored on school computers or networks will be private. Software may be used to monitor computer usage, system information, and remotely observe and manage network technology.

Electronic Communication

Electronic forms of communication have become the norm in many aspects of the educational process and management of a school. This includes, but is not limited to email, certain social media, discussion boards, and blogs. The Red Oak Community School District will grant email and other accounts to staff members and students as needed. These accounts

are owned by the district and can be terminated at any time. Students will have their accounts disabled upon graduation or on their last day of enrollment at Red Oak Community Schools. Staff members leaving the district will have their accounts disabled as of their final contract day unless other arrangements are made.

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

Code No. 605.6R1

INTERNET - APPROPRIATE USE REGULATION

I. Responsibility for Internet Appropriate Use.

- A. The authority for appropriate use of electronic Internet resources is delegated to the licensed employees.
- B. Instruction in the proper use of the Internet will be available to employees who will then provide similar instruction to their students.
- C. Employees are expected to practice appropriate use of the Internet, and violations may result in discipline up to, and including, discharge. Violations relating to or supporting of illegal activities will be reported to law enforcement agencies.

II. Internet Access.

- A. Access to the Internet is available to teachers and students as a source of information and a vehicle of communication.
- B. Students will be able to access the Internet while at school under the supervision of a staff member. Individual student accounts and electronic mail addresses may be issued to students at this time.
 - 1. Making Internet access available to students carries with it the potential that some students might encounter information that may not be appropriate for students. However, on a global network, it is impossible to control all materials. Because information on the Internet appears, disappears and changes, it is not possible to predict or control what students may locate.
 - 2. It is a goal to allow teachers and students access to the rich opportunities on the Internet, while we protect the rights of students and parents who choose not to risk exposure to questionable material.
 - 3. The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines which require efficient, ethical and legal utilization of network resources.
 - 4. To reduce unnecessary system traffic, users may use real-time conference features such as talk/chat/Internet relay chat only as approved by the supervising teacher.
 - 5. Transmission of material, information or software in violation of any board policy or regulation is prohibited.
 - 6. Users will be allowed to download and upload files that pass the requirements of the virus protection and/or content filter technologies that are in place.
 - 7. The school district makes no guarantees as to the accuracy of information received on the Internet.

III. Permission to Use Internet

- A. Annually, parents of students under the age of 18 will grant permission for their student to use the Internet using the prescribed form.
- B. All employees will sign the "District Employee Technology Usage Agreement" and return it to the Central Office.
- C. People using the guest wireless network to access the Internet will be required to agree to the terms of use before they are granted access.

IV. Student Use of Internet.

- A. Equal Opportunity - The Internet is available to all students who have permission to use the Internet within the school district under the supervision of a staff member. The amount of time available for each student may be limited by the number of available terminals and the demands for each terminal.
 - 1. It is possible that students in grades 6-12 who have a school-issued device as part of the 1:1 program will access the Internet without direct supervision of a staff member during the school day.
 - 2. Students in grades 6-12 who have a school-issued device as part of the 1:1 program will be able to access the Internet while away from school. Because they will be accessing the Internet via the school's Internet service and content filtering technology, the same rules apply.
 - 3. The Internet is available to all staff that has a District Employee Technology Usage Agreement on file with Central Office.
- B. Digital Citizenship
 - 1. The use of the network is a privilege and may be taken away for violation of board policy or regulations. As a user of the Internet, employees and students may be allowed access to other networks. Each network may have its own set of policies and procedures. It is the user's responsibility to abide by the policies and procedures of these other networks.
 - 2. Internet Safety
 - a. Users shall not post personal contact information on the Internet with district-owned devices. This includes name, age, gender, home address, or telephone number. This does not include posts made on the school's learning management system.
 - b. Users should not share personal photos, personal videos, or photos/videos of others that do not support the curriculum or that are inappropriate.
 - c. Students shall not engage in instant messaging or social networking sites at any time during the school day except when such has been approved for classroom use.
 - d. Students should inform district personnel of any threatening, derogatory, or obscene communication immediately.
 - 3. Cyberbullying— The Board Policy forbids cyberbullying. For the purposes of this policy, "cyberbullying" shall mean using digital communication capabilities on any electronic device to bully others by:
 - a. Sending or posting cruel messages or images
 - b. Threatening others
 - c. Excluding or attempting to exclude others from activities or organizations.
 - d. Starting or passing on rumors about others or the school system.
 - e. Harassing or intimidating others.
 - f. Sending angry, rude, or vulgar messages directed at a person or persons privately or to an online group.
 - g. Sending or posting harmful, untrue or cruel statements about a person to others.
 - h. Pretending to be someone else and sending or posting material that makes that person look bad or places that person in potential danger.
 - i. Sending or posting material about a person that contains sensitive, private, or embarrassing information, including forwarding private messages or images.
 - j. Engaging in tricks to solicit embarrassing information that is then made public.
 - 4. Employees and students should adhere to on-line protocol:
 - a. Respect all copyright and license agreements.
 - b. Cite all quotes, references and sources.
 - c. Remain on the system long enough to get needed information, then exit the system.
 - d. Apply the same privacy, ethical and educational considerations utilized in other forms of communication.

- e. **Copyright**—The Red Oak School District views copyright as a critical issue in regards to 21st Century learning. Copyright, and the related areas of trademark and licensing, are one of the most important issues to be addressed and taught to students. Copyright protects the rights of creators and users of information. Students and staff members of the Red Oak Community School District are expected to follow copyright law.
- 1) **Plagiarism**—The dictionary defines plagiarism as “taking ideas or writings from another person and offering them as your own.” The person who leads readers to believe that they are reading original work when it is copied, is guilty of plagiarism. The person who created a piece of work, should always be given credit. With the amount of cutting and pasting that is done via the Internet, it is important that the guidelines of plagiarism are followed and credit is always given to the author of any piece of work.
 - 2) **Fair Use**—Fair use is part of the copyright law, and can be used when completing school work. If copying is not specifically prohibited in the copyright law, then it may be allowed under fair use. Users need to make good decisions about the specific circumstances in which they are using others’ work. Students and employees of the Red Oak School District are expected to follow the fair use guidelines that are provided in the Board Policy Manual.
 - 3) **Public Domain**—Users may upload creative works that are in the public domain for their own use. Users are responsible for determining whether a program is in the public domain.
 - 4) **File Sharing**—The installation and/or use of any Internet-based file-sharing tools is prohibited. File-sharing programs and protocols like BitTorrent, Limewire, Kazaa, Acquisition and others may not be used to facilitate the illegal sharing of copyrighted material (music, video, and images).
5. **Email**—Employees and Students should use only district-assigned email accounts or other approved forms of digital communication while at school. Employees and students are expected to adhere to the following guidelines:
- a. School-issued email accounts will be accessed using the district supported and approved client software.
 - b. Users are responsible for their passwords and accounts. At no time should one share his or her passwords with other users. Users are not to use, or allow others to use their email or other accounts. Any inappropriate use can result in the loss of the account as specified in the Acceptable Use Policy.
 - c. Information transported using district email and other district owned accounts is not to be considered private, secure, or confidential. All electronic communication generated on district-owned hardware is considered the property of the school district and may be reviewed and deleted as needed to ensure network integrity and confidentiality.
 - d. Email and other electronic communication should reflect professional standards at all time. School accounts should only be used for school related correspondence. With regards to personal email use, occasional sending or receiving of personal messages by staff or students is inevitable. This type of incidental personal use is permitted providing it does not violate district policy, adversely affect others, the speed of the network, or the employee’s professional responsibilities, including using instructional time for personal communication.
 - e. District owned resources should never be used for the conduct of any personal, discriminatory, or unlawful business. This includes use for commercial purposes, advertising, and political lobbying.
 - f. In addition to the regulations listed above, users are expected to adhere to the following guidelines:
 - 1) Read email on a regular basis
 - 2) Delete unwanted messages immediately
 - 3) Use of vulgar and/or abusive language is prohibited
 - 4) Always sign your name to a message
 - 5) Acknowledge that you have received a document or file that someone has sent to you

C. Restricted Material

1. Employees and students will not intentionally access, transmit, or download any text file or or engage in any conference that:
 - a. includes material which is obscene, libelous, indecent, vulgar, profane or lewd.
 - b. advertises any product or service not permitted to minors by law.
 - c. constitutes insulting or fighting words, the very expression of which injures or harasses others.
 - d. presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities.
 - e. will cause the commission of unlawful acts or the violation of lawful school regulations.
2. Users agree to inform an appropriate district employee immediately if he or she:
 - a. accidentally enters an internet site that is inappropriate as defined by this policy.
 - b. accidentally changes the configurations on any computer.
 - c. receives a message which makes him or her uncomfortable or is offensive.
3. Use of social network sites, game sites, chat rooms, and other similar sites, except under the direction of a classroom teacher during instructional hours is prohibited.
4. Any user of district technology resources used in the context of the school is prohibited from viewing, sending, or composing any digital communication that indicates or suggests unethical or illegal solicitation, racism, sexism, language that is inappropriate for the educational setting, cyberbullying, harassment, pornography, and other issues, including those defined by the nondiscrimination policy of the district.
5. Employees and students are prohibited from installing any unauthorized software, including personally owned software, on district-owned computers without permission from the district technology director.
6. All users are responsible for ensuring that any storage media that is brought in from outside the school are virus free and do not contain any unauthorized or inappropriate files as defined in this document.

D. Unauthorized Costs - If an employee or student gains access to any service via the Internet which has a cost involved or if an employee or student incurs other types of costs, the user accessing such a service will be responsible for those costs.

E. Abuse of Network Privileges

1. Employees and students will not use the network in such a way that would disrupt the use of the network by others.
 - a. Users should never share their password with anyone or use another user's password.
 - 1) Users who share their passwords will be considered responsible any results of such use.
 - 2) If a user believes others know their password and if any user files have been altered, he or she should notify a district employee.
 - b. Students should never use teachers' computers without permission or supervision.
 - c. Teachers should never allow students to use any device while the teacher is logged in.
 - d. Gaining or attempting to gain unauthorized access to others' files or vandalizing the data of another user is prohibited.

F. Vandalism is not permitted and will be strictly disciplined.

1. Vandalism is defined as any attempt to harm or destroy computer equipment as well as the data of another user or of another agency or network that is connected to the Internet.
2. Vandalism includes, but is not limited to the uploading, downloading, or creation of computer viruses, or programs that infiltrate computer systems and/or damage software components.

V. District Rights and Responsibilities

- a. Teachers and those assisting students are responsible for teaching proper techniques and standards for participation, for guiding student access to appropriate areas of the Internet, for assuring that students understand what constitutes misuse of the Internet, and the consequences of misuse. Teachers should model appropriate behavior and enforce the Acceptable Use Agreement.
- b. The district shall provide all reasonable software for use by staff and students.
- c. All software/hardware purchases need approval of the District Technology Coordinator.
- d. Red Oak Community School District reserves the right to monitor all activity and use of the network. This includes, but is not limited to, monitoring downloads, files, and documents stored on any school-owned hardware, checking Internet histories and cache files, observing users' screens, reading email if deemed necessary, and blocking what the district considers inappropriate sites.
- e. The district technology staff routinely monitors and performs maintenance on file servers, email, workstations, the Internet, and user accounts. During these procedures, it may be necessary to review email and/or files stored on the network. Users should avoid storing personal and/or private information on the district and/or school's technology resources.
- f. If routine maintenance and monitoring of the district's systems shows that a user has violated this agreement, another school district agreement or law, school district officials will conduct an individual investigation or search.
- g. Sanctions may be both internal, involving loss of privileges or other district measures; and external, involving civil or criminal action under state or federal laws. All inappropriate items can be confiscated and only be returned to a parent/guardian.

VI. Student Violations--Consequences and Notifications.

- A. Students who access restricted items on the Internet are subject to the appropriate action described in board policy or regulations or the consequences found in the table on the next page.
- B. Parents/Guardians will be notified of all violations of this Acceptable Use Agreement in a written letter or email from a school administrator or the technology coordinator.

STUDENT INTERNET ACCESS DENIAL FORM

The Internet can provide a vast collection of educational resources for students. It is global, making it impossible to control all information available. Because information appears, disappears, and changes constantly, it is not possible to predict or control what students may locate 100% of the time. In an effort to prevent access to such material, the Red Oak Community School District does use screening software designed to block access to undesirable material. Although students will usually be under staff supervision while on the network, it is not possible to always monitor individual students and what they are accessing on the network. Therefore, some students might access information that is inappropriate or that may not be of educational value to them. As a consequence of knowingly accessing and/or downloading inappropriate/objectionable items or sending messages with vulgar/abusive/threatening language, students shall be disciplined. Our district's complete Internet Appropriate Use Policy and Violation Notification Form can be found in the student handbook. Please decide if you would like your child to be granted Internet access while a student at Red Oak Community School District.

I understand that by signing this form, I am denying my child access to the Internet for educational purposes. This denial will remain in force until such time as I notify the school district that I no longer want my child denied access to the Internet.

Student Name: _____

Parent/Guardian Name: _____

Parent Signature: _____

Date: _____

STUDENT INTERNET ACCESS PERMISSION FORM

The Internet can provide a vast collection of educational resources for students. It is global, making it impossible to control all information available. Because information appears, disappears, and changes constantly, it is not possible to predict or control what students may locate 100% of the time. In an effort to prevent access to such material, the Red Oak Community School District does use screening software designed to block access to undesirable material. Although students will usually be under staff supervision while on the network, it is not possible to always monitor individual students and what they are accessing on the network. Therefore, some students might access information that is inappropriate or that may not be of educational value to them. As a consequence of knowingly accessing and/or downloading inappropriate/objectionable items or sending messages with vulgar/abusive/threatening language, students shall be disciplined. The district's complete Internet Appropriate Use Policy and Violation Notification Form can be found in the student handbook. Please decide if you would like your child to be granted Internet access while a student at Red Oak Community School District.

I understand that by signing this form, I am permitting my child access the Internet for educational purposes. This permission will remain in force until such time as I notify the school district that I no longer want my child to access the Internet. I understand that my child can and will be disciplined for inappropriate use of the Internet as defined in the student handbook. I also agree to be responsible for any unauthorized costs incurred by my child while using the Internet.

Student Name: _____

Parent/Guardian Name: _____

Parent Signature: _____

Date: _____

Student Appearance

There is a strong connection between academic performance, students' appearance and students' conduct. Inappropriate student appearance may cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on school grounds. Students are expected to adhere to reasonable levels of cleanliness and modesty. Students are expected to wear clothing that is appropriate to their age level and does not disrupt the school or educational environment. For health and safety reasons, footwear is to be worn at all times.

Students are prohibited from wearing clothing advertising or promoting items illegal for use by minors including, but not limited to, alcohol or tobacco; from wearing shoes with cleats except for outdoor athletic practices; and from wearing clothing displaying obscenity, profanity, vulgarity, racial or sexual remarks, making reference to prohibited conduct or similar displays.

Care of School Property

Students are expected to take care of school property including desks, chairs, books, lockers and school equipment. Vandalism is not tolerated. Students found to have destroyed or otherwise harmed school property may be required to reimburse the school district. In certain circumstances, students may be reported to law enforcement officials.

Illegal Substances Found in School or in a Student's Possession

Students are prohibited from distributing, dispensing, manufacturing, using or possessing alcohol, drugs or look-a-like substances, tobacco or tobacco products while on school property or at school activities. Students are also prohibited from being under the influence of alcohol or drugs on school property or at school activities.

Weapons/Firearms/Dangerous Objects

Weapons including firearms are not allowed on school property or at school activities, including hunting rifles or shotguns even if unloaded and locked in vehicles. Students bringing firearms to school or onto school property or possessing firearms at school or on school property will be expelled for not less than one calendar year unless this is modified by the Superintendent as determined on a case by case basis. There is an exception for firearms/weapons in the possession of law enforcement on school property and weapons being used for educational purposes with the permission of the school Principal. School authorities will report students possessing firearms and other dangerous weapons at school or on school property to law enforcement. Students shall also not possess dangerous objects or look-a-like weapons or dangerous objects at school or on school property.

Initiations, Hazing, Bullying or Harassment

Harassment, bullying and abuse are violations of school district policies, rules and regulations and, in some cases, may also be a violation of criminal or other laws. The school district has the authority to report students violating this rule to law enforcement officials.

Students who feel that they have been harassed or bullied should:

- Communicate to the harasser or bully that the student expects the behavior to stop, if the student is comfortable doing so. If the student needs assistance communicating with the harasser or bully, the student should ask a teacher, counselor or principal to help.
- If the harassment or bullying does not stop, or the student does not feel comfortable confronting the harasser or bully, the student should:
 - ✓ tell a teacher, counselor or principal; and
 - ✓ write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including;
 - what, when and where it happened;
 - who was involved;
 - exactly what was said or what the harasser or bully did;
 - witnesses to the harassment or bullying;
 - what the student said or did, either at the time or later;
 - how the student felt; and
 - how the harasser or bullying responded.

Sexual harassment may include unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Harassment or bullying on the basis of age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status or familial status includes conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble persons when:

- places the student in reasonable fear of harm to the student's person or property;
- has a substantially detrimental effect on the student's physical or mental health;
- has the effect of substantially interfering with the student's academic performance; or
- has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

Sexual harassment includes, but is not limited to:

- verbal, physical or written harassment or abuse;
- pressure for sexual activity;
- repeated remarks to a person with sexual or demeaning implications; and
- suggesting or demanding sexual involvement, accompanied by implied or explicit threats.

Harassment or bullying based upon factors other than sex includes, but is not limited to:

- verbal, physical, or written harassment or abuse;
- repeated remarks of a demeaning nature;
- implied or explicit threats concerning one's grades, job, etc; and
- demeaning jokes, stories or activities.

ANTI-BULLYING/HARASSMENT INVESTIGATION PROCEDURES

Individuals who feel that they have been bullied or harassed should:

- Communicate to the harasser that the individual expects the behavior to stop, if the individual is comfortable doing so. If the individual wants assistance communicating with the harasser, the individual should ask a teacher, counselor or principal to help.
- If the harassment does not stop, or the individual does not feel comfortable confronting the harasser, the individual should:
 - tell a teacher, counselor or principal; and
 - write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including:
 - what, when and where it happened;
 - who was involved;
 - exactly what was said or what the harasser did;
 - witnesses to the harassment;
 - what the student said or did, either at the time or later;
 - how the student felt; and
 - how the harasser responded.

COMPLAINT PROCEDURE

A student who believes that he/she has been harassed or bullied will notify the building counselor, the designated investigator. The alternate investigator for students is a counselor from another district attendance center. An employee who believes that he/she has been harassed or bullied will notify the board secretary, the designated investigator. The alternate investigator for employees is the principal of an attendance center at which the employee does not work. The investigator may request that the individual complete the Harassment/Bullying Complaint form and turn over evidence of

the harassment, including, but not limited to, letters, tapes, or pictures. The complainant shall be given a copy of the completed complaint form. Information received during the investigation is kept confidential to the extent possible.

For students, the investigator, with the approval of the principal, or the principal has the authority to initiate an investigation in the absence of a written complaint. For employees, the investigator, with the approval of the superintendent, or the superintendent has the authority to initiate an investigation in the absence of a written complaint.

INVESTIGATION PROCEDURE

The investigator will reasonably and promptly commence the investigation upon receipt of the complaint. The investigator will interview the complainant and the alleged harasser. The alleged harasser may file a written statement in response to the complaint. The investigator may also interview witnesses as deemed appropriate. Upon completion of the investigation, the investigator will make written findings and conclusions as to each allegation of harassment and report the findings and conclusions to the principal for students or to the superintendent for employees. The investigator will provide a copy of the findings of the investigation to the principal for students or to the superintendent for employees.

RESOLUTION OF THE COMPLAINT

Following receipt of the investigator's report, the principal in the case of students or the superintendent in the case of employees may investigate further, if deemed necessary, and make a determination of any appropriate additional steps which may include discipline.

Prior to the determination of the appropriate remedial action, the principal or superintendent may, at their discretion, interview the complainant and the alleged harasser. The principal or superintendent will file a written report closing the case and documenting any disciplinary action taken or any other action taken in response to the complaint. The complainant, the alleged harasser and the investigator will receive notice as to the conclusion of the investigation. The principal or superintendent will maintain a log of information necessary to comply with Iowa Department of Education reporting procedures.

POINTS TO REMEMBER IN THE INVESTIGATION

- Evidence uncovered in the investigation is confidential.
- Complaints must be taken seriously and investigated.
- No retaliation will be taken against individuals involved in the investigation process.
- Retaliators will be disciplined up to and including suspension and expulsion.

CONFLICTS

If the investigator is a witness to the incident, the alternate investigator shall investigate.

STUDENT SCHOLASTIC ACHIEVEMENT

Standardized Tests

Students are given standardized tests annually. These tests are used to determine academic progress for individual students, for groups of students, for the school district and to comply with Federal and state laws. Tests, assessments, and surveys used in the Red Oak Community School District include, but are not limited to: Iowa Assessments, National Assessment of Educational Progress, Iowa Youth Survey, surveys through the Area Education Agency, tests of cognitive abilities, diagnostic tests, PACT, PSAT, ASVAB, ACT, and SAT.

Human Growth and Development

The school district provides students with instruction in human growth and development. Parents may review the human growth and development curriculum prior to its use and have their child excused from human growth and development instruction. Parents should contact the principal if they wish to review the curriculum or to excuse their child from human growth and development instruction.

MISCELLANEOUS

Emergency Drills

Periodically the school holds emergency fire, tornado, bomb threat and intruder drills. At the beginning of each semester, teachers notify students of the procedures to follow in the event of a drill. Emergency procedures and proper exit areas are posted in all rooms.

Students are expected to remain quiet and orderly during a drill or an emergency. Students who pull the fire alarm or call in false alarms, in addition to being disciplined under the school district's policies, rules and regulations, may be reported to law enforcement officials.

Legal Status of Student

If a student's legal status, such as the student's name or the student's custodial arrangement, should change during the school year, the parent or guardian must notify the school district. The school district needs to know when these changes occur to ensure that the school district has a current student record.

Buses and Other School District Vehicles

Buses are primarily used to transport students to and from school. Students who ride the bus and other school district vehicles to and from school, extracurricular activities or any other destination must comply with school district policies, rules and regulations. Students are responsible to the driver while on the bus or in another school vehicle, loading or unloading or leaving the bus. The driver has the ability to discipline a student and may notify the principal of a student's inappropriate bus conduct.

Video cameras and audio equipment may be used on school buses for the safety of the students riding the bus. The content of the video and audio recordings may be used to discipline students. Students are not informed when the video cameras are or are not in use.

Persons riding in school district vehicles shall adhere to the following rules. The driver, sponsor and chaperones are to follow the school district policies, rules and regulations for student violations.

Red Oak School Bus Rules

- Students are to stay in the bus seats.
- Students are to talk lowly and softly.
- Students are to "keep their hands to themselves."
- Vandalism is not allowed.
- Objects of any kind are not to be thrown.
- Verbal abuse will not be tolerated.

RED OAK SCHOOL BUS DISCIPLINE PROCEDURES

The operation of safe, efficient, and economical transportation requires that all passengers observe the associated set of regulations. In order to avoid any misunderstanding that might develop at a future date, the procedures described below will be followed in the event of a violation of the rules.

First Violation:

1. The driver will discuss the problem with the child.
2. The driver will file a bus conduct report with the transportation manager.
3. The driver will contact the parent. It is the driver's responsibility to make the initial parent contact and try to solve the problem. If that does not work, then the transportation supervisor will take over.

Second Violation:

1. The driver will file a bus conduct report with the transportation manager.
2. The transportation manager shall call the parent, or make a personal contact, to inform the parent of a second violation.
3. Bus riding privileges may be suspended for one day to two weeks. This decision will be made by the transportation supervisor and the principal.

Third Violation: On the third violation, the student may lose bus riding privileges for three days to one semester; this decision will be made by the transportation supervisor and principal.

Any Further Violations: Automatic loss of bus riding privileges for a minimum of one semester. A student returning after this level of the procedures will again face the loss of bus riding-privileges for a semester for another violation.

When, in the judgment of the bus driver, behavior by a rider is such that it becomes an immediate threat to the safety of other riders, driver and/or the bus itself, the driver will take action to remove the student from the bus without going through the above steps. In severe cases, when a student must be removed before reaching his/her destination, the driver will stop the bus in a safe place and call for assistance. The student will remain on the bus until assistance arrives. Then the student will be removed and transported by the person(s) providing assistance.

In summary, when a threat to bus safety occurs, the students(s) responsible may lose bus riding privileges without going through the “First Violation, Second Violation, Third Violation” process as listed above.

To ride a school bus is a privilege paid for by property taxes, a privilege that should never be lost. However, if bus safety is jeopardized due to student behavior, the student will lose bus riding privileges. We trust that we will receive parent/guardian support in our effort to achieve bus safety.

Tammi VanMeter

From: Tom Messinger
Sent: Thursday, August 10, 2017 9:03 AM
To: Tammi VanMeter
Subject: FW: High School Handbook - for the board
Attachments: HS student handbook 17-18.doc

From: Jeff Spotts
Sent: Friday, June 30, 2017 10:49 AM
To: Tom Messinger <messingert@roschools.org>
Subject: High School Handbook - for the board

Changes:

1. New Faculty
2. New Coaching Staff
3. New Support Staff
4. Page 18 Graduation Activities and Honors – Changed to state - Students will need a GPA of 3.25 to 3.66 for 8 consecutive semesters to graduate with honors and a GPA of 3.67 and above for 8 consecutive semesters to graduate with distinction. It used to just be 7 consecutive semesters.
5. Pages 24-28 IV. Student Attendance – This is if Keith makes any changes.

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RED OAK HIGH SCHOOL STUDENT HANDBOOK



2017-2018

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I. General School Information

a. Contact Information

Physical and Mailing Address:

2011 North 8th Street
Red Oak, Iowa 51566

Web Address:

www.redoakschooldistrict.com

Main Office Phone:

(712)623-6610

Main Office Fax:

(712)623-6613

Guidance Office Phone:

(712)623-6612

Email (This is the general pattern but please keep in mind that there are exceptions:

lastnamefirstinitial@roschools.org

Ex: spottsj@roschools.org

Office Staff

Position	Name	Email
Principal's Secretary	Jeanne Bauman	baumanj@roschools.org
Guidance Secretary	Crystal Berkey	berkeyc@roschools.org
Activities Secretary	Trish Earley	earleyt@roschools.org

During the school year, office hours for the high school main office run from 7:30 AM to 4:00 PM, Monday through Friday. If you have an immediate concern to be addressed by the principal, aside from calling the principal directly, you may find it very helpful to contact the principal's secretary. She manages the principal's calendar and will be glad to expedite your requests to see him.

Should you have concerns about transcripts, state and college testing programs, driver's education, and school progress reports of any kind, please contact our guidance secretary. If the concern needs further attention, it will be referred to our guidance counselor.

Finally, regarding our athletic program, if you have a concern about the calendar for sporting events, physical forms, ticket taking, etc., please contact our activities secretary. If the concern needs further attention, it will be referred to our activities director.

b. Chain of Command

When a student has an issue with a classroom teacher, athletics coach, or activity sponsor, the student should address the concern with the teacher/coach/sponsor first. Parents and guardians should encourage the student to handle the concern on their own. Of course, should the resolution not be acceptable to the student, parental or guardian involvement is highly recommended and very much welcomed.

When the parent or guardian supports the use of the chain of command, they become a key component in an excellent opportunity for the student to learn. As a result of following the chain of command, the student will be able to:

1. Increase skills in self-advocacy.
2. Reduce the possibility of misunderstandings and hurt feelings.
3. Develop appropriate communication skills as preparation for the student's participation in the workplace.

Classroom Concern

Student and/or Parent → Teacher → Principal → Superintendent → Board

Please keep in mind that your child may have a concern with a classroom aide. If this is the case, please start the process with a one-on-one meeting with the aide (support staff) first. If you find no resolution to your concern, then visit with the classroom teacher and principal as well to resolve the concern.

Coaching Concern

Student -Parent → Coach → Head Coach → AD → Principal → Superintendent → Board

Sponsor Concern

Student and/or Parent → Sponsor → AD → Principal → Superintendent → Board

A grievance is a claim by a student questioning the interpretation or application of a school board policy or of an administrative regulation. All grievances must be filed with the principal no later than three school days following the act which is being grieved. For further information concerning grievance procedures, contact your teacher, counselor, or an administrator.

c. Grievance

See the district handbook Code 102.

d. Non-Discrimination

The board will not discriminate in its educational activities on the basis of race, color, national origin, creed, religion, sex, disability, sexual orientation, gender identity or marital status. The board requires all persons, agencies, vendors, contractors and other persons and organizations doing business with or performing services for the school district to subscribe to all applicable federal and state laws, executive orders, rules and

regulations pertaining to contract compliance and equal opportunity. The board is committed to the policy that no otherwise qualified person will be excluded from educational activities on the basis of race, color, national origin, creed, religion, sex, marital status, sexual orientation, gender identity or disability. Further, the board affirms the right of all students and staff to be treated with respect and to be protected from intimidation, discrimination, physical harm and harassment.

e. Announcements

Announcements will be distributed by email to all classrooms, published to the Red Oak School District webpage (www.redoakschooldistrict.com), and posted in the building prior to the start of each school day.

f. Fees

For the 2017-2018 school year, meal prices are:

K-12 Student Breakfast	\$1.70/day
Adult Breakfast	\$2.00/day
4 th thru 12 th Student Lunch	\$2.55/day
Adult Lunch	\$3.70/day
Extra Milk K-12	\$.45/day

A student wanting a second lunch will be charged at the adult lunch rate. Students cannot overdraw their lunch accounts past a negative \$5 limit on main line lunches (not "a la carte" items). All students must have money in their account to purchase "a la carte" items. Please keep in mind that the lunch prices are subject to change throughout the year pending board approval, so the prices may not remain accurate throughout the course of this school year.

Fines may be assessed for a variety of reasons, however, the most common reasons are for school property lost or damaged by a student.

Loss due to theft will not absolve a student from either responsibility of making restitution for loss of or damage to school property.

g. Telephone Calls and Use of Telephone

Students will not be called from classes except in an emergency. The office will take messages for delivery to students after school. All students MUST use the office phone when calling home because of illness. A student must have a pass from the teacher to come to the office to use the phone; otherwise any call should be made during transition times.

h. Visitors to School

If a student wishes to bring a personal guest, he/she must request permission from the principal at least twenty-four hours prior to the day of the visit.

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i. Electronic Devices

Electronic devices such as games, radios, televisions, tape or CD players, beepers, laser pointers, and cellular phones cause a disruption to the school day and are not to be in use during class time during the school day (8:00 – 3:21 p.m.). Cell phones may be used in the cafeteria during the lunch period and in the hallways during passing time.

All teachers will handle electronic device violations within their classrooms.

j. Faculty Listing

Faculty Names	Position	Location
Spotts, Jeff	High School Principal	HS Main Office
Little, Keith	Assistant Principal/AD	HS Main Office
Gigstad, Ann	Special Education (Director)	Inman Primary School
Artherholt, Lisa	Art/Yearbook	Room 400
Blomstedt, Deb	Science/Math	Room 303
Brabec, John	Guidance	HS Main Office
Crouse, Nick	Physical Ed/ Health	Gym/304
Erickson, Janelle	Instructional Coach	Room 201
Erickson, Mark	Social Studies	Room 402
Eubank, Brett	Alternative School Instructor	Room T119
Freiberg, Melissa	Science	Room 300
Freking, Grace	Mathematics	Room 107
Gelber, Maddie	iJAG	Room 106
Gigstad, Ann	Special Education	Room 202-203
Grim, Curt	Special Education	Room 206
Horn, Laura	Media Specialist	Media Center
LaPrell, Laura	Language Arts	Room 103
Marsden, Tim	Vocal Music	Room 500
Martinez, Monica	Spanish	Room T117
Matuszeski, Taylor	Instrumental Music	Room 501
McFarland, Cheri	Special Education	Room 205
Panec, Kelen	Science	Room T120
Peterson, Bob	Industrial Technology	Room T115
Podliska, Tiegen	Social Studies	Room 301
Pollock, Dan	Mathematics	Room 108
Reeve, Kim	Language Arts	Room 101
Rhodes, Sheree	Family & Consumer Science	Room 307
Rouse, Nathan	Spanish/ELL	Room T116
Spencer, Alan	Ag/FFA	Room T111
Stephens, Jacque	Language Arts	Room 105
Stites, Brandi	Special Education	Room 200
Subbert, Karen	Physical Education	Gym
Vannausdle, Tracy	Student Support Coordinator	Room 204

k. Coach & Sponsor Listing

Sport	Head Coach	District Location	Asst. Coaches
Cross Country	Curt Adams	RO Middle School	Sueann French
Football	Co-Head Coaches Dan Stoakes/Ryan Gelber	RO High School	Nick Crouse, Tiegen Podliska, Nathan Rouse
Football Cheer	Barb Lombard	RO High School	
Volleyball	Angela Montgomery	Washington Inter.	Sharon Allison & Deb Drey
Swimming	Bruce Schomburg	Lewis Central CSD	
Bowling	Mike Webb	RO High School	
Boys Basketball	Dan Stoakes	RO High School	Cole Darrow
Girls Basketball	Dan Martinez	RO High School	Patty Henke
Basketball Cheer	Barb Lombard	Red Oak Resident	
Wrestling	Tiegan Podliska	RO High School	Nathan Rouse
Wrestling Cheer	Cheri McFarland	RO High School	
Boys Golf		RO High School	Bob Boeye
Girls Golf		RO High School	Bob Boeye
Boys Tennis	Dan Martinez	Red Oak Resident	Nita Martinez
Girls Tennis	Dan Martinez	Red Oak Resident	Nita Martinez
Boys Track & Field	Sueann French	RO High School	Brandon Jansen
Girls Track & Field	Curt Adams	RO Middle School	Nikki Rengstorf
Baseball	Mark Erickson	RO High School	Nick Crouse
Softball	Tristen Johnson		Molly Cox

Activity	Sponsor
National Honor Society	Kelen Panec
Student Council	Tiegan Podliska and Janelle Erickson
FCCLA	Sheree Rhodes
FFA	Alan Spencer
Fall Play	Laura Horn
Lettermen's	ROHS Coaching Staff
Speech	Laura Horn
Spring Musical	Tim Marsden
Yearbook	Lisa Atherholt

I. Support Staff Listing

Support Staff Member	Title	Email
	High School Bldg Rep, Green Hills AEA	
Linda Guerra	Translator	guerral@roschools.org
Heather Hall	School Nurse	hallh@roschools.org
Jessie Bruning	Media Center Aide	bruningj@roschools.org

Classroom Aide	Email
Jermey Adams	adamsj@roschools.org
Tristen Johnson	johnsontr@roschools.org
Julie Stanley	Stanleyj@roschools.org
Rosanne Vorhies	vorhiesr@roschools.org

m. Bell Schedules

Normal School Day 8:00 – 3:21	Start	End
Period 1	8:00	8:49
Period 2	8:52	9:41
Period 3	9:44	10:33
Period 4	10:36	11:25
Period 5	11:28	11:53
A Lunch times	11:53	12:18
B Lunch times	12:18	12:43
C Lunch times		
Seminar	12:46	1:37
Period 6	1:40	2:29
Period 7	2:32	3:21

Two Hour Early Release 8:00 – 1:21	Start	End
Period 1	8:00	8:37
Period 2	8:40	9:17
Period 3	9:20	9:57
Period 4	10:00	10:37
Period 6	10:40	11:17
Period 5	11:20	11:45
A Lunch times	11:48	12:13
B Lunch times	12:16	12:41
C Lunch times		
Period 7	12:44	1:21

n. School Song

Over hill, over dale, as we hit the loyal trail as Red Oak comes out on the field.
 Holler out with a shout, as a thousand throats cry out- as Red Oak comes out on the field.
 For its hi-hi-hee, on to VICTORY. Shout out your colors loud and strong-ORANGE-
 BLACK
 For its fight team fight, with courage and with might- As Red Oak comes out on the field.
 As Red Oak comes out on the field- hey V-I-C-T-O-R-Y

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o. Traffic Regulations

Driving a motor vehicle to and from school is a privilege, not a right. Permission to drive to and from school can be removed for poor driving habits in and around the schools, as reported by school staff, students and/or parents. In order to insure maximum student and vehicle safety and to prevent complaints concerning student driving and parking, several regulations need to be observed.

1. Students are to park in the student parking lots which are the North and South parking lots only. Students are not allowed to park in the west lot (Teacher's Lot) next to the Tech Building and the Main Building.
2. Vehicles are to be parked in designated areas/spaces.
3. At no time should cars block or be a hindrance to through traffic.
4. Students parking in areas other than those designated for student parking between the hours of 7:30 a.m. and 4:00 p.m. will be in violation of the parking regulations.
5. Under no circumstances are students to be in a vehicle for any reason at any time during the school day without permission from the principal's office.
6. Students must register the vehicle and display a valid parking sticker.

p. Media Center

Red Oak Community High School has an excellent Instructional Media Center for your academic and personal needs. The center's staff will provide you with individualized assistance and a wide range of services and resources. The center is open from 8:00 a.m. to 4:00 p.m. each school day. Computer instructional materials and assistance in utilizing computers are available. The many and varied resources include more than 8,000 books, audio recordings, videotapes, media kits, and more than 60 current periodical subscriptions.

q. Protective Devices

In accordance with state law, students participating in certain classes are to wear protective devices. Any student failing to comply with such requirements will be temporarily suspended from participation in said course, and the registration of a student for such course may be cancelled by the principal for willful, flagrant, or repeated failure to observe the above requirements.

r. Student Lockers

Student lockers and desks are property of the school district. Students should use their lockers and desks assigned to them for storing their school materials and personal items necessary for their attendance at school. The school reserves the right to check any locker where there is reason to believe that it contains books or articles belonging to other students, to the school, or items which create a hazard or violate the policies of the school or any laws of the State of Iowa. It is the responsibility of each student to keep the student's assigned locker and desk clean and undamaged.

Lockers are assigned to students. It is an expectation that all students who are assigned a locker by school administration, keep the locker secured with a school provided lock at all times. If students do not follow this rule, discipline may follow. Students may not change into another locker without the permission of an administrator.

It should be further understood that the school authorities have the right and the responsibility to make a periodic inspection of all lockers to make certain that they are being maintained in a sanitary, clean, and neat condition. Students who deface, (i.e. gum, tape, marker, etc.) their locker will be charged for repairs and clean-up.

It is inappropriate to post obscene or suggestive pictures, logos or ads for substances outlawed for minors, or any other materials that are of poor taste. Such will be removed and repeat offenders will be suspended from school.

The rules and regulations also apply to physical education and athletic lockers. Only locks issued by the school may be used to secure these lockers.

s. Student Freedom of Speech

Students shall be free to express themselves in school-sponsored publications, except for the following restrictions:

1. Students shall not publish or distribute materials that are obscene, libelous, or slanderous.
2. Students shall not publish or distribute materials which encourage students to commit unlawful acts, violate lawful school regulations, or cause material and/or substantial disruption in the orderly operation of the school. Advisors and student staff shall maintain professional standards of English and journalism when choosing which information to publish in school-sponsored publications under the supervision of a faculty advisor and principal.
3. Signs, banners, and posters may be posted with permission from the office.

II. Student Academics

a. Guidance

It is felt by the administration and faculty of this school that each student is important in his/her own right—this being a basic philosophy, we wish to further your opportunity of success. A testing program aids each student to evaluate his or her progress. Testing and interviews are done to help you plan for your future. You may like additional assistance. It is important for you to know your abilities, capacities, interests, and aptitudes to enable you to intelligently work out a plan for life that will give you economic security, happiness and contentment. Please feel free to visit with our teachers, counselor, principal, or superintendent at any time; we are here to help you plan your future.

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The school guidance department exists to help students adjust to new school experiences and to help students make the best of educational opportunities. Any problems, whether school problems or a personal problem, may be discussed with the guidance counselor.

As a student progresses through high school the guidance counselor will help each individual to choose the subjects which fit his/her individual needs. During these years, plans for the future start taking shape. To help with the many decisions a student must make, the guidance department is well supplied with information about colleges and trade schools and about jobs in hundreds of different fields. Each student is encouraged to become acquainted with the counselor early and to use the guidance services often. Appointments may be made by visiting the counselor's office.

b. Graduation Requirements

Students must satisfy the following requirements to graduate from Red Oak High School:

1. Complete 52 credits
2. Successfully complete the following:
 - 6 semesters in Science (3 years) including Biology and Physical Science;
 - 8 semesters in Language Arts (4 years) including two semesters of the Senior English courses as noted in board policy;
 - 6 semesters in Social Studies (3 years) including US History, World Area Studies, Economics and Government;
 - 6 semesters in Mathematics (3 years) including Algebra 1;
 - 1 semester in Fine Arts (Music, Art, etc.);
 - 2 semesters in a Vocational/Career Area (Business, Ag., Computer, Industrial Technology, Family and Consumer Science, or MOC);
 - 4 semesters of Physical Education (required every other semester for 1 credit per year);

Students in grade twelve may be excused from physical education by the principal if requested in writing by the parent.

The following courses are required and should be taken at the level indicated:

<u>9th</u>	<u>10th</u>
Language 9 (2)	Language 10 (2)
World Area Studies (1)	*US History (2)
Physical Science (2)	Biology (2)
Physical Ed (1)	Physical Ed (1)
<u>11th</u>	<u>12th</u>
American Lit (2)	Government (1)
Physical Ed (2)	Economics (1)
	Physical Ed (1)
	Senior English (2)

* This required course may be done during either sophomore or junior year.

c. Class Schedules and Class Drops

Red Oak High School will schedule students during the winter for both semesters of the forthcoming school year. All classes are considered to be one semester in length so far as an individual student's schedule is concerned.

Teacher assignments for two semesters will vary. Students will receive a copy of their schedule during August.

The Board of Directors encourages all students to make maximum use of curriculum offerings, supplemental resources such as libraries and all other educational facilities. To that end, it shall be the policy of the Red Oak Community School District that all high school students be in attendance for a school day of seven periods. Each student will be enrolled in seven courses in addition to a seminar class. Students are to attend school for the entire school day and there are no provisions for early release, except for PSEO regulations.

Students will have the first two days of each semester to drop a class without penalty. After that, a failing grade will result unless due to medical reasons.

d. Progress Reports and Report Cards

Approximately every four weeks, either a progress report or report card will be given to the student.

e. Dropout Prevention: Seminar

The purpose of the seminar period is to serve as an extension of and enrichment for the academic programs of Red Oak High School. Seminar period has the function to aid in the preservation of class time. Its primary use is student-centered and will include make-up work, tutoring, homework, and individualized instruction and enrichment activities. Any activity that is inappropriate during regular class time is also considered inappropriate during the seminar period.

If every teacher and student alike took the seminar time very seriously, it really could be a means of preventing students from dropping out of school. In theory, all student work could become up-to-date and students would be less likely to lose credit at semester's end.

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Student Expectations

A. Seminar is a time for study only.

B. Students must:

1. Receive **prior** signed approval on a seminar pass form to go to another destination during seminar time.
2. Come to class prepared with work. This means that students should not be given a pass to go to their lockers. If the student has "no work," then the teacher is responsible for providing a reading topic. The laptops are not for games during Seminar.
3. Remain silent throughout the entire period, unless engaged in peer tutoring with permission of the teacher.
4. Remain awake.
5. Make productive use of their time.
6. Bring no food or drink.
7. Not request a pass to the restroom.

C. Students with **prior** signed approval may pass to:

1. Another teacher for assistance during the teacher's non-prep time.
2. Media center with a pass from the MC personnel.
3. Guidance office.
4. Designated testing center for make-up tests/quizzes.

D. Students violating the above seminar expectation may be subject to disciplinary consequences.

Honors seminar is granted to junior and seniors who have all As & Bs in all 7 classes. Determination for honors seminar is made by administration.

f. Dropout Prevention: Study Table

Goals:

1. To develop a proactive study program that will encourage strong study habits for all students who are struggling academically in courses.
2. To provide an additional learning opportunity for student activities participants thus enabling them to help improve their academic standing.
3. To stress the importance of a quality education; academics come first.

Study Table Requirements:

Students participating in activities and receiving a current grade of a "D" or below will be required to attend Study Table sessions in order to raise their academic standings. A student must attend 2 out of 3 sessions (see days and times) until their grade improves to a "D+" or higher. The days and times will be selected by the student. The status of the student's grade will be verified by the classroom teacher in cooperation with the Activities Department. If a student does not attend the required amount of study time within the week, they will not be allowed to participate in the next competition/event of the activity or activities that they may be involved. Students will be expected to sign in at each session and work quietly while in attendance. Tutors may be available for students if prearranged.

Study Table Location: Red Oak High School
Monitor: Activities Director & High School Head Coaches/Sponsors
Study Table Session Times: TBD by HS Head Coaches/Sponsors
Tutors: Staff, NHS and Lettermen's Club members.

* Students will be excused from practices during the time that they are in attendance at the Study Table. Following the session they will be expected to attend practice.

g. Semester Tests

Semester tests will be administered the last three days of each semester in the regularly scheduled classes.

h. Incomplete Grades

Incomplete grades are earned only because of excused absences. Generally, two weeks are allowed at the end of a semester grading period to remove a grade of incomplete. After this time the grade automatically becomes an "F" if the work is not completed, and extremely unusual circumstances are not involved. Administrative approval will be necessary to extend this time.

i. Repeating Coursework

Whenever a student fails to obtain necessary credits in a required course the course must be made up or retaken as soon as possible. Whenever a student fails an elective course, the particular course failed need not be made up or retaken, however, the student must be sure he/she will have enough credits to graduate. The best procedure to follow whenever a course is failed in each and every situation is for the student to visit with the counselor. No credit is given for courses failed.

j. Duplicating Coursework

In most cases when a course is successfully completed it may not be retaken for credit. There are exceptions and you should review each course description (Examples are studio art, pottery.) The principal and teacher's written permission to duplicate any course is required.

k. College Visitation

Senior students will be excused three days / juniors one day for a college visitation providing the following conditions have been met:

1. The guidance office will contact the Director of Admissions at the college to be visited.
2. Student must have a statement from the Director of Admissions.
3. Student must have parental permission for visit.
4. Student must pick up "Permission for Make-up Work Before Absence" slip from the guidance office prior to visitation.
5. "Make-up slip" must have instructor's final okay.

l. Job Shadowing

Students will be allowed two days per year for job shadowing activities related to vocational education courses. The following process must be met for release from school for job shadowing activities:

1. Must have a scheduled visitation with a business or industry in the Red Oak Community.
2. Student must have written parental permission to visit.
3. Student must pick up "Permission for Make-Up Work Before Absence" slip from the guidance office prior to visitation.
4. Student must have the permission from the vocational instructor to participate in the shadowing activities.

m. Grade Point Average

Grade Point Average (G.P.A.) is determined by averaging the grades which students receive in their classes. A G.P.A. is calculated by multiplying the semester credits by grade weights and dividing that product by the number of credits which are included in the G.P.A. Courses excluded from the G.P.A. include: Drivers Education and all courses taken Pass-Fail/Satisfactory-Unsatisfactory basis.

Although the Red Oak Community School uses the above method of calculating G.P.A., many colleges and universities will recalculate the G.P.A. for their own purposes. Other more competitive schools may exclude all courses except the core academic areas.

Pass-Fail Grading System and the G.P.A.

Course work may be taken on a pass-fail basis, but only with the permission of the instructor and principal PRIOR to the end of the first week of the class involved. Taking courses on a pass/fail basis may affect your GPA, ability to earn certain honors, and class rank.

n. Early Graduation

In considering an early graduation, the student and his/her parents need to consider seriously the advantages/disadvantages of this option. There should be compelling reasons for pursuing such a course. It is the viewpoint of the Board of Education and 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.

1. Application for early graduation shall be submitted to the principal no later than the last day of the fourth quarter of junior year. 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 before the other students in his or her graduating class, 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.
7. School records would show the student as having met the requirements for graduation effective the last day of their final semester. Grade average and rank-in-class for the student would be determined and listed at the end of the seventh semester. A student graduating early will not be eligible for valedictorian or salutatorian. 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 mid-year 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.

o. Graduation Activities and Honors

All students who have completed all graduation requirements except those with special student status are eligible for graduation activities. Students who have completed seven semesters of high school attendance and who have been approved for mid-year graduation are eligible for graduation activities. Those who have completed the Board of Education's requirements for graduation will receive a diploma.

The class selects their graduation announcements in the fall. The student pays for these upon delivery which is usually in March or April.

Senior pictures should be taken during the summer prior to your senior year. Students are required to bear all costs of senior pictures.

Caps and gowns are purchased at student expense in the spring.

Students will need a GPA of 3.25 to 3.66 for 8 consecutive semesters to graduate with honors and a GPA of 3.67 and above for 8 consecutive semesters to graduate with distinction. The school will round to two decimal points in determining these honors.

p. Recognition of Academic Achievement

Academic Letter

To qualify, students must have achieved a G.P.A. of 3.25 or better two consecutive semesters in which they have earned a minimum of seven (7) credits each semester.

Attendance Recognition

Any student who has not missed a class during a semester will receive a certificate recognizing their outstanding attendance.

Honor Roll

The names of students nominated to the honor rolls are published in the Red Oak Express after each grading period during the year. The following basis is used in nominating students to the honor rolls.

To be eligible for the quarter or the semester honor roll a student must be enrolled in at least (4) academic courses other than instrumental music, chorus, and/or P.E. Honor roll categories are 3.0 to 3.666 (honor roll) and 3.667 to 4.0 (high honor roll).

National Honor Society

The National Honor Society ranks as one of the oldest and most prestigious national organizations for high school students. The purpose of this organization is to recognize enthusiasm for scholarship, service, leadership, and character. Student membership in the National Honor Society is based on achieving recognition in these four distinguishing traits. Membership is further restricted to students in the junior and senior classes who have cumulative scholastic grade averages of 3.5 for 4 consecutive semesters.

Students eligible for the Honor Society are requested to submit an application including a summary of all activities, service projects, elected offices held, and volunteer work they have participated in. The final selection of Honor Society members is determined by the number of points accumulated by each applicant based on the application. Installation of Oak Chapter National Honor Society will be in November.

q. Student Records and Transcripts

Please report any change in your address, phone number, guardian or individual to be contacted in case of an emergency to the guidance office. Section 99.6 of the United States Department of Education grants certain rights in regard to student records.

1. Right to view records
2. Persons authorized to view student records.
3. Procedures for requesting to view records.
4. Right to request amendment of student record.
5. Dissemination of records.

The district or its officials or employees may disclose the following directory information without obtaining consent from the student or the student's parents or guardians:

A. Directory Information

1. the student's name, address and telephone number
2. the names, addresses and telephone numbers of the student's parents or guardians
3. the student's age, and date and place of birth
4. the student's fields of study
5. the student's participation in officially recognized activities and sports
6. the weight and height of members of athletic teams
7. the dates of attendance in the District
8. degrees and awards received by the student
9. the most previous educational agency or institution attended by the student

However, if an authorized student, parent or guardian notifies the superintendent in writing by the start of each school year (or within ten (10) days of enrolling in the District if a student enters after the start of the school year that he/she does not want any of the above listed items to be considered directory to any person, then such information shall not be released with respect to that student without consent.

Copies of the full policy (505.1) dealing with student records may be obtained from the office of the Superintendent.

If an authorized parent or student feels that their rights have been violated under policy 505.1, they may file a complaint with the Family Educational Rights and Privacy Act Office, Department of Education, 400 Maryland Ave S.W., Washington, D.C. 20202.

r. Transferring from District

The parents of students wishing to transfer out of the district before graduation, should notify the guidance office in writing as soon as possible. The notice will be on the school's record request form. After such notice is received, the student will receive instructions regarding the return of textbooks, media center materials, locker, equipment, hot lunch, etc. No refunds will be made until all fees or fines have been paid.

III. Student Activities

a. Student Organizations

When taking a journey through exciting and different territory, you can either keep your eyes and ears open or close them and miss it all. Red Oak Community High School has many opportunities for you besides athletics to help keep your journey interesting. Consider joining something!

The following activities are available for your enjoyment. We hope each student at our high school will take full advantage of these opportunities.

- 1) Lettermen's Club
- 2) Student Council
- 3) FFA
- 4) FCCLA (Family Career & Community Leaders of America)
- 5) Future Business Leaders of America
- 6) International Club
- 7) National Honor Society
- 8) Music
 - Band/Chorus
 - Flag Corp
 - Ensemble Groups
 - Spring Musical
- 9) Yearbook
- 10) Cheerleading
- 11) Fall Play
- 12) Art Club
- 13) Book Club
- 14) Speech

b. Athletics

The following listed sports are available to our students and we encourage each of you to become actively involved. Listen for announcements concerning organizational meetings.

FALL	WINTER	SPRING	SUMMER
Football	Basketball	Golf	Baseball
Cross Country	Cheerleading	Tennis	Softball
Volleyball	Wrestling	Track	
Cheerleading	Bowling		
Swimming			

c. Student Council

The Red Oak Community High School Student Council works in the best interest of the student body. It ensures that the Red Oak students are represented at functions that directly affect them. It also enriches school life through the coordination of school events and activities. The council formulates and implements plans and ideas for events such as homecoming, various dances, assemblies and many other student activities. It pulls all of the schools' resources together for the best possible results.

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The Red Oak Community High School Student Council is elected by the student body each spring. This is a great opportunity for students to get involved and we are very anxious to get them involved. You can help decide the future of your school by taking time to serve as a student council member. Active participation in activities such as student council will make your high school years a much more memorable experience. Students interested in being a member must complete a nomination form which must be signed by themselves, the high school principal and the advisor. Those seeking an office must complete the form and circle the office desired. President and Vice President Candidates **MUST** be a junior or senior. They must also run on one ticket together. Other officers can be sophomores, junior or seniors.

The student council wants to do what is best for all concerned in the Red Oak High School. Generating school PRIDE and working to enhance the overall school system are goals strived for all year. Any student wishing to discuss a concern with the council should contact a student council member or the advisor. Any input is appreciated.

d. Dances

All dances must be approved by the principal. Approval must be requested at least two weeks in advance of the date of the dance. All students in attendance are subject to breathalyzer testing if chaperones and/or law enforcement deem necessary. Anyone who leaves the dance will not be readmitted. Admission may be denied to anyone based upon the sponsor's or principal's judgment, his/her judgment based on due cause. Middle school students will not be allowed to attend ROHS dances. Sign-in and sign-out is required. The same rules of conduct regarding student behavior during the school day will apply to dances. All dates that do not attend ROHS must have prior approval three weeks in advance by the principal. They will be required to prove their identity with photo id (driver's license or passport) to attend. ROHS students are responsible for the conduct of their guests. Organizations sponsoring dances must assure that a minimum of three approved sponsors are in attendance for supervision duties. In order to be eligible to attend the dance, the student is required to be in attendance the full day. The following admission rules will be strictly followed:

- 1) HOMECOMING:
 - a. Dance will occur on Saturday night and will end at 11:30 PM.
 - b. All ROHS students may attend the Homecoming dance provided they pay admission price and comply with any conditions established.
 - c. No one 21 or over will be admitted.
- 2) JUNIOR/SENIOR PROM:
 - a. The following people are eligible to attend the Junior/Senior Prom: Red Oak High School Juniors and Seniors, Dates of the Red Oak Juniors and Seniors who are under the age of 21. **Their dates may not be freshmen or younger.**
 - b. Students must wear formal attire or they may be asked to leave the Prom.

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e. Eligibility for Activities

The merit, value and effectiveness of participation in interscholastic competition is recognized and participation by as many students as possible is encouraged. Participation in interscholastic competition is a privilege and with this privilege comes responsibility.

Individual sponsors or coaches may impose rules in addition to those contained in this handbook. The rules imposed by individual sponsors or coaches must have administrative approval and be on file with the Activities Director. Sponsors or coaches will provide a copy of these rules to his/ her players and their parents. The privilege of participation may be suspended or cancelled for violating an individual coach's or sponsor's rules as well as for violation of school district policies, rules, or regulations.

The Board of Directors of the Red Oak Community High School offers a variety of voluntary activities designed to enhance the classroom education of its students. Students who participate in extracurricular activities, whether away from or at school, serve as ambassadors of the school throughout the calendar year. Students who wish to exercise the privilege of participating in extracurricular activities must conduct themselves in accordance with board policy and must refrain from activities that are illegal, immoral, unhealthy, or highly inappropriate. Participating in these activities is a privilege, conditioned upon meeting the eligibility criteria established by the board, administration, and individual activity coaches and sponsors. The activities director shall keep records of violations of the Good Conduct Policy. The following activities are covered by the board's policy and these rules:

Athletics, instrumental and vocal music performances, drama productions, speech contests, FFA, FBLA, FCCLA, National Honor Society, all co-curricular (e.g., Art Club, International Club), all honorary and elected offices (e.g., Prom and Homecoming King/Queen/court, class officer, student government officer or representative), state contests and performances for any other activity where the student represents the school outside the classroom. To be eligible for an activity, students participating must:

- 1) Be enrolled or dual-enrolled in school;
- 2) Have earned passing grades in all full-time classes within the year prior of participation, subject to the scholarship rule. Ineligibility will be a 30 day period starting with the first sanctioned event for each organization, unless governed by other regulations.
- 3) Mandatory weekly participation in study room for students receiving a grade of D or below;
- 4) For students in athletics, music, or speech activities, be under 20 years of age;
- 5) For students in athletics, music, or speech activities, be enrolled in high school for no more than eight semesters;
- 6) For students in athletics, have not been a member of a college squad nor trained with a college squad, nor participated in a college contest nor engaged in that sport professionally;
- 7) Have met all transfer requirements, if the student is a transfer student, or be eligible under state law and regulations if the student is an open enrollment student;
- 8) Special education students or students covered by a Section 504 plan shall not be denied eligibility on the basis of scholarship if the student is making adequate progress, as determined by the student's team, towards the goals and objectives on the student's IEP or 504 plan.

(No Pass/No Play)(Or Scholarship Rule)

This rule has been created by the Iowa Department of Education.

A student must receive credit in at least 4 subjects at all times.

Pass all courses and make adequate progress toward graduation to remain eligible.

If not passing all courses at the end of a final grading period, the student is ineligible for the first period of 30 consecutive calendar days in the interscholastic athletic event in which the student is a contestant.

There is no requirement that the student competed in the sport previously.
Students in baseball or softball have the same penalty as all other students.

Schools must check grades at the end of each grading period; otherwise, a school determines if and how often it checks grades.

Requirement that member schools report interventions on CSIP.

A “student with a disability” and an IEP is judged based on progress made toward IEP goals.

Ability to use summer school or other means to make up failing grades for eligibility purposes not available.

f. Activity Attendance

- Students shall be in school and attend all scheduled classes on the day of an extracurricular interscholastic activity. This includes all college courses. Any exception must be cleared in advance by the principal or his/her designee.
- Students late for a class by more than 20 minutes will not be permitted to participate in an extracurricular interscholastic activity or practice. Any exception must be cleared in advance by the principal or his/her designee.
- If a student will miss a class or classes because of an extracurricular activity, he/she must have an advance excuse and turn in assignments to teachers in advance or make special arrangements for such assignments with the teachers involved.

g. Fundraising

Students may raise funds for school-sponsored events with the prior written permission of the building principal. Fundraising by students for events other than school sponsored activities is not allowed.

h. Assemblies

School assemblies are an integral part of our educational program and require the cooperation of every person to make the assembly a good experience. We have been proud of the behavior of our students and the warm welcome they give to people conducting an assembly. Help us maintain our excellent reputation.

Impressions of Red Oak Community High School often go well beyond Red Oak. Proper applause indicates appreciation. Because assemblies are such an important part of school, all students are expected to attend assemblies. Skipping assemblies will result in the same consequences as truancy.

i. Field Trips

Field trips are authorized and may be taken as an extension of the classroom to contribute to the achievement of the educational goals of the school district. If a field trip is required for a course, students are expected to attend the field trip. If a student does not attend the field trip, an alternative assignment will be given to make-up for the field trip. Absences in other classes or school activities due to attendance or field trips are considered excused absences.

When on a field trip, students are guests and considered ambassadors and representatives of the school district. Students must treat employees, chaperones, and guides with respect and courtesy. Prior to attending a field trip, students must return a signed permission slip and a completed advance make-up slip.

j. Activity Transportation

All students representing the school district are expected to ride to and from events in vehicles provided by the school district. Any other arrangements must be approved by the building administrator or his/her designee. Coaches/ sponsors will have a release form that may be signed by the parent of the student wishing to ride home with his/her parent. No student will be released to anyone other than their parent without the approval of the building administrator.

IV. Student Attendance

The Importance of Regular School Attendance

EVERY DAY MATTERS - Research supports the theory that students with good class attendance will score better on standardized tests, get higher grades and be less likely to drop out. Although some students may be able to demonstrate sufficient content knowledge, our district's responsibility to educate our students and excel on standardized testing requires that we promote positive school attendance.

Students are expected to be in class and to make attendance a top priority. Only through attendance and class participation do students achieve the benefits of the education program. Participating in class discussion, developing an appreciation for the views and abilities of other students, and forming the habit of regular attendance are legitimate class objectives. Learning lost due to an absence can never be replaced. Regular attendance and being well prepared for class help students in school as well as preparing students for adulthood.

Communication is KEY

Parents are expected to telephone the school office to report the student as soon as possible on the day the absence occurs. We care about each child and want to know where they are. When an absence occurs or you foresee a potential absence/tardy, please contact your respective school so we can best support you and your child. We are here to help!

Legal Obligation Regarding Attendance Regulation – What does the LAW say?

The school believes the responsibility for attendance rests with the parents and the students. . If that responsibility is not assumed by the student and parents, the school will enforce the state of **Iowa mandatory attendance laws**, and the excessive absence regulation.

Our state legislators have created a very important law (code) that addresses student attendance in schools. Iowa Code 299.1 reads as follows:

The parent, guardian, or legal or actual custodian of a child who is of compulsory attendance age, shall cause the child to attend school during a school year. The board of directors of a public school district shall set the number of days of required attendance for the schools under its control.

The board of directors of a public school may, by resolution, require attendance for the entire time when the schools are in session in any school year and adopt a policy or rules relating to the reasons considered to be valid or acceptable excuses for absence from school.

What Does This Mean?

This means that if your child falls within the compulsory attendance age, detailed below, it is against the law for them not to be in school without a valid excuse.

Compulsory Attendance Age – Compulsory attendance age is the age when a child MUST attend school. In Iowa, children who are at least six (6) and not yet 16 years of age by September 15 are of compulsory attendance age. Example: A student who does not turn 16 until September 16 or after is still, by law, required to attend school for that complete school year.

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Attendance Definitions — A student's absence will be recorded using a combination of the five (5) following codes:

5 Excused Absences Per Semester — However, other additional circumstances may warrant an absence to be excused. Such circumstances are at the sole discretion of the building administrators.

- a. School Suspensions (documented by school disciplinarians)
- b. School-sponsored Field Trips (documented by teachers/sponsors)
- c. Funerals (notification required from parent before the absence occurs)
- d. College Visits (juniors are allowed 1 visit per year, while seniors are allowed 3 visits per year. A student must obtain a signed college visit form, or college letterhead, signed by a college representative)
- e. Doctor Visits (notification from parent and documentation required from doctor's office signed by a physician)
- f. A religious observance, when requested by a student's parent(s)
- g. "Planned" Family Vacation

Medically Excused Absences Due to Illness — Our schools will accept a medically excused absence.

- a. Illness absences in excess of the five (5) parentally excused absences will be recorded as "verified unexcused" until a doctor's note is received. This note must be brought to the office within 2 school days following the student's return to the high school.
- b. Additionally, if a student has frequent medically excused absences or prolonged absences (with no doctor's notices) the district is advised to determine whether or not the student has a handicap or disability under the provisions of Section 504 of the Rehabilitation Act of 1973.

Parentally Excused Absences Due to Illness — Our schools will accept a "parentally" excused absence for up to five (5) days during a semester.

- a. Illness absences in excess of the five (5) parentally excused absences will be recorded as "verified unexcused" until a doctor's note is received. This note must be brought to the office within 2 school days following the student's return to the high school.
- b. Additionally, if a student has frequent parentally excused absences or prolonged absences (with no doctor's notices) the district is advised to determine whether or not the student has a handicap or disability under the provisions of Section 504 of the Rehabilitation Act of 1973.

Verified Unexcused Absence — Any absence that is verified by the parent or guardian, but is not listed in the "Excused" category above would be considered a "Verified Unexcused Absence".

- a. short notice family trips
- b. birthday parties
- c. non-school related competitions
- d. prom dress shopping

- e. graduations
- f. trips to the airport
- g. car problems
- h. planned family vacations in excess of 3 missed school days

Truancy - Any absence that occurs without notification from the student's parent/guardian will be classified as truant. Schools must be notified on or before the day of the absence in order for the absence not to be classified as truancy.

Tardy – Not being in your assigned classroom when class begins, but present for more than half of the class. **If the student misses more than 20 minutes of the class due to the tardy they must be marked absent.**

Absent Days Make-Up Work Policy:

Excused Absence:

- a. If an absence is excused, the student shall be permitted to make up all missed assignments outside of class under reasonable conditions and time limits established by the appropriate teacher. A student shall be allowed one make-up day for each day of absence.
- b. If a student is confined to home or hospital for an extended period, the school shall arrange for the accomplishment of assignments or modification of the assignments at the place of confinement whenever practical.

Verified Unexcused Absence/Truancy Make-up work Policy:

A student's grade shall not be affected if no graded activity is missed during such an absence.

Consequences for Failing to Meet Attendance Requirements – It's our legal obligation to work with the County Attorney to uphold Iowa Chapter 299 therefore students of compulsory attendance age who exhibit attendance deficiencies will be required to attend a mandatory mediation session with our local county attorney.

Penalties & Procedures for Verified Unexcused Absences/Truancy *After the five (5) Excused Absences have been exhausted.*

Truancy or Verified Unexcused Absences –

- 6th Absence will result in:
 - a. Letter home detailing attendance records and attendance procedures.
- 8th Absence will result in:
 - a. 2nd Letter – Detailing attendance records and attendance procedures
 - b. Student will meet with Student Support Coordinator
- 10th Absence will result in:
 - a. 3rd Letter – alerting student and family that they are now in danger of losing credit for courses they are enrolled in.

- b. Family and student will meet with administrator and Student Support Coordinator to discuss current attendance issues and to develop a plan to improve.
- c. Saturday School – May be required to “buy back” time lost due to excessive absenteeism.
- d. Parent Partnership Program – May be used to “buy back” time lost due to excessive absenteeism.

➤ **If a student refuses to accept responsibility for his/her actions and is not present for the assigned consequence, appropriate administrative action will take place.**

Lost Credit Due To Multiple Verified Unexcused Absences/Truancies

Daily attendance and active participation in each class are vital to a comprehensive education. Therefore, in any semester, when a student accumulates ten (10) absences due to truancy or verified unexcused absences, the student and parent/guardian will be notified that there may be a loss of credit in that subject.

Students **not of compulsory attendance age** will be required to meet with an administrator and/or the Student Support Coordinator to discuss the potential loss of credit and what they can do to “buy back” time lost due to excessive absenteeism.

Students of compulsory attendance age will remain in the class to allow for continued learning but will not earn credit until adequate time is made up at administrator’s discretion. Compulsory attendance age students will be referred to the county attorney.

Saturday School

One day of Saturday School can “buy back” an unexcused absence. Saturday School will run from 8 am to 12 pm. Parent permission will be required, and students must bring their own work. No electronic devices will be allowed unless they are provided by the school.

Parent Partnership Program

Parent or guardian attends school with student for one day accompanying student to all his/her classes. They will need to check in with the office, and lunch will be provided for them.

Partial Day Absence

Students who must leave the school during the school day must check out through the Attendance Office prior to leaving school and parents must provide a note or call. Leaving without signing out will be cause for disciplinary action.

Make Every Day Count!

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Skip Day

Skip day is prohibited. Anyone participating in a skip day will be considered truant. Should a large number of students miss any day under suspicious circumstances; an additional day at the end of the year will be added.

Open Lunch

All juniors and seniors will start the year with open lunch with signed parental permission form.

If a junior or senior is given in-school suspension, they will not be able to leave the campus during lunch for the days suspended.

Any freshman or sophomore who wishes to leave during the lunch period must have permission from the administration and parents/guardians. The reason for leaving must be an exceptional one and parents must sign the student out.

If an ineligible student for open lunch leaves campus during the lunch period without permission, it will be considered truant and the consequences will follow the guidelines found in this handbook.

V. Student Behavior & Student Discipline

a. Philosophy of Student Behavior

Good discipline originates in the home. The parent is the first teacher of the child, and it is the parent's obligation, by teaching and by example, to develop in his or her children good habits of behavior as well as proper attitudes toward school. The home and school must work together to achieve the ultimate goal of educating a child to become a mature person capable of self-control. The Red Oak Community School District expects parents and guardians of students to recognize their responsibilities and to cooperate with the school in implementing effective discipline.

School procedures necessary for achievement of the maximum educational benefits must be carried out. The carrying out of such school procedures is a joint responsibility of the Board of Directors, its staff, the students, and their parents.

The dignity of the student should be protected with proper consideration for each individual's sex, race, color, creed, and physical and intellectual characteristics. The recognition by the student and the staff of their responsibility to each other in this connection might well establish a mutual respect which should stimulate a sound basis for carrying out school procedures. Students will be expected to conduct themselves in keeping with their level of maturity. The dignity of the staff, as individuals, and the respect for the staff in their professional capacity is an important part of the school system and should be protected.

Members of the staff shall have the authority necessary to carry out such school procedures including the use of reasonable physical force to prevent and to stop any act of interference with the scholarly disciplined atmosphere of the school and school environment.

Student misconduct not addressed in this handbook may still be basis for discipline and conduct that is illegal, immoral, or which causes a disruption to the orderly school environment, may result in discipline up to and including expulsion.

b. Student Expectations

The Five P's

- 1) Be Prepared
- 2) Be Productive
- 3) Be Punctual
- 4) Be Polite
- 5) Be Positive

Behavioral Expectation Matrix

Rules	Classroom	Cafeteria	Hallway	Restroom
Be Prepared	Come to class with all necessary materials	Enter orderly and quietly	Organize Lockers	Use restroom closest to class
Be Productive	Stay on task, submit assignments, take notes	Be seated and manage time wisely	Utilize the 3 minutes between classes wisely	Take care of business
Be Punctual	On Time be seated before bell rings	On Time entering and leaving to class	On Time from class to class	On Time - within reason of what is expected
Be Positive	Do your best at all times	Be a positive role model for others	Be a positive role model for others	Model proper behavior
Be Polite	Practice good manners	Dispose of trash during breakfast and lunch	Walk and minimize the noise level	Dispose of trash properly

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c. Discipline Matrix

The provisions of these rules and consequences apply whenever students are involved, such as:

- School activities on property owned by the School Board
- Travel on school buses
- Off-site, school-sponsored activities, such as field trips
- On-site or off-site school-related problems which are the result of disruptive behavior at school
- To and from school

Cumulative offenses will result in progressive consequences.

Accumulated Offenses-Students may be expelled or placed on long-term suspension for an accumulation of offenses due to repeated violations of the Code of Behavior even though any offenses may not warrant such serious corrective action.

Offenses are designated by level of degree of severity:

Level 1: Classroom teachers are encouraged to handle as much of their own discipline as possible. We will provide APL strategies to help teachers manage their classrooms effectively. These usually result in detention.

Level 2: Offenses which primarily affect only the individual student and will usually result in detention or in-school- suspension. Parents will be contacted.

Level 3: Serious offenses that cause a disruption to the learning environment. Disciplinary action may be detention, in-school suspension, and out-of-school suspension. Parents will be contacted.

Level 4: Major offenses that will receive the most severe disciplinary actions are out-of-school suspensions and/or an informal hearing which may lead to a recommendation for expulsion from Red Oak Community School. Parents will be contacted.

RULE/DEFINITION	EXAMPLES	EXCEPTIONS	CONSEQUENCES
<u>Bomb Threat or Attempt to Bomb, Burn, or to Destroy a School Building or Property:</u> Student conduct which may put others in danger will not be permitted. Threatening is forbidden because it violates the law.			L4: Suspension, legal action

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<u>Bus Violation:</u> Bus rules and regulations must be followed because they ensure safe transport to and from school and protect the rights of others to a safe bus ride.	Profanity, horseplay, eating/drinking, littering, creating loud noises, having glass objects, water pistols and other toys, transporting large objects, tampering with equipment, throwing objects out of the window, putting arms or head out the window, making faces or other gestures to passersby or other drivers in traffic, or refusal to follow the directions of the bus driver.		L2: 1) Detention and parent contact 2) Two-week (2) bus suspension 3) Four-week (4) bus suspension 4) Remainder of year bus suspension
<u>Cafeteria Violation:</u> Cafeteria rules must be followed because they ensure safety and protect rights of others.	No running, cutting in line, throwing food, or leaving trash/trays on the tables or floor.		L1: 1) Staff discipline/Community Service 2) Detention 3) ISS 4) OSS
<u>Cars/Vehicles Improper Use:</u> Must be operated in a safe manner in compliance with school rules and state and local laws. Violators are subject to corrective action at school and penalty under law.	Reckless driving, speeding, driving or parking in an unauthorized area.		L3: 1) Warning 2) ISS (1 Day) 3) Parking privileges revoked for 1 week. 4) Parking privileges revoked for 2 weeks & privileges reviewed by administration.
<u>Cheating:</u> Violation of Test Procedures or the Appearance of a Violation: Students are responsible for neither giving nor receiving assistance (written, oral, or otherwise) on any assignment to be graded as work of a single individual because students are responsible for their own learning.	Copying homework, allowing someone else to copy your homework, any talking to any student or to the teacher without the teacher's permission, talking or giving the appearance of talking during a test or quiz. All assignments must be the student's own work and not done by other students, friends, parents, brothers, sisters, or anyone else in the family. In the classroom, examples are looking at notes (the student's or anyone else's), writing notes on any body parts (such as your hand.)	Cooperative learning groups, open-book tests, team work.	L.:1 1) Teacher discipline, a zero will be given on the assignment. 2) Detention 3) ISS 4) OSS

	Student's eyes should be on his/her own paper. Testing atmosphere will be maintained throughout the entire testing period, as authorized by the teacher. Students may not talk when others are not finished.		
<u>Chronic Failure to be Prepared for Class:</u> Failure to have teacher required materials for class.	Materials to be included but not limited to: Books, paper, pencil, homework.		L.:1 1) Teacher discipline 2) Detention 3) ISS 4) OSS
<u>Communication Devices (Wireless):</u> Students may possess wireless communication devices (cell phones, etc.) on school grounds provided that these devices are not visible and must be turned off prior to the start of the school day (8:05 AM). For safety reasons, students may utilize these devices after school office hours provided the use of the device does not distract from or disrupt activities. Violators are subject to corrective action.	For safety reasons, students may utilize these devices after school hours provided the use of the device does not distract from or disrupt activities.		L:1 1) Teacher discipline 2) Detention 3) ISS 4) OSS
<u>Defiance:</u> The refusal to accept the authority or to carry out the directions, of any school staff will not be tolerated because it destroys a safe and orderly environment. School staff means any teacher, substitute, aide, custodian, cafeteria worker, volunteer, chaperon, bus driver, coach, sponsor, guidance counselor, secretary, administrator, or school support staff, such as school psychologist, social worker, and substance abuse prevention specialist.	Refusing to do what the staff person asks you to do. Using profanity, threats, or other forms of verbal abuse towards a staff member. When staff gives student directions, the student is expected to comply.		L3: 1) ISS (1 Day) 2) ISS (3 Days) 3) OSS (5 Days)

<p><u>Disrespect:</u> The refusal to accept the authority or to carry out the directions, of any school staff will not be tolerated because it destroys a safe and orderly environment. School staff means any teacher, substitute, aide, custodian, cafeteria worker, volunteer, chaperon, bus driver, coach, sponsor, guidance counselor, secretary, administrator, or school support staff, such as school psychologist, social worker, and substance abuse prevention specialist.</p>	<p>Making faces, using sarcasm, interfering (butting in) when a teacher is disciplining or reprimanding another student, muttering under your breath, walking away when the teacher or staff person is talking to you, raising your voice when talking to teachers or staff persons, throwing down a book, arguing (asking why), refusing to do what the staff person asks you to do. When staff gives student directions, the student is expected to comply.</p>		<p>L2: 1) Detention 2) ISS 3) OSS (1 Days) 4) OSS (3 Days)</p>
<p><u>Discrimination:</u> All persons and groups within the school will be treated with dignity and respect because discrimination destroys the learning environment. Discrimination on the basis of age, gender, race, color, religion, national origin, disabilities, economic status, personal or physical characteristics, or other characteristics of individuals or groups will not be tolerated. Actions, gestures, statements (spoken or written), dress, or symbols which insult, offend, taunt, or demean others because of their individual or group differences will not be tolerated.</p>			<p>L3: ISS (3 Days) L4: OSS (3 Days)</p>
<p><u>Disruption:</u> Instructional time and/or any extra-curricular time will not</p>	<p>Blurting out in class without recognition, shouting across the classroom, making unnecessary noise</p>		<p>L1: 1) Teacher discipline 2) Detention 3) ISS</p>

be disrupted by students because disruptions interfere with the learning of others and destroy the continuity of the learning process. This includes classes where there is a substitute.	(verbal, non-verbal), muttering under your breath, standing up and wandering around the classroom, students talking with one another without the teacher's permission, playing with toys, or writing notes without permission.		4) OSS
<u>Dress Code:</u> All students will arrive at school acceptably groomed and attired because improper attire is unsafe and disruptive to the educational process. The following guidelines are to be followed:	<ul style="list-style-type: none"> • bathing, proper dental hygiene, use of deodorant, shampooing one's hair • shoes must be worn at all times • Hats, caps, bandannas or any other head apparel deemed inappropriate will not be allowed to be worn in the building. Students should place hats, caps, etc., in their lockers when arriving to school • any items of clothing adjudged by staff to be indecent or unclean will not be permitted • when outer wear reveals the absence of undergarments, the student will be sent home • clothing, buttons, or signs with suggestive, profane, or inappropriate words or pictures involving drugs, sex, alcohol, or the occult will not be permitted • the following items will not be permitted as school wear: bathing suits, undershirts worn alone, tank shirts, bare midriffs, halter tops, or "see-through" garments any other apparel deemed disruptive to the educational process will not be permitted because improper attire is disruptive to the educational process • jeans/pants worn low on the hip that reveal underwear will not be permitted • jeans/pants with 		L2: 1) Warning 2) Detention 3) ISS 4) OSS (1 Day)

	revealing slits are not permitted • unclean clothes that show obvious stains, dirt, or odor are not permitted • marijuana leaves, Nazi signs, sexual symbols, controversial symbols, slogans and logos including gang identification symbols, i.e., KKK, beer and cigarette logos, or skulls and crossbones, etc., are not permitted • logos that refer to bands who use drug names, i.e., Rush, are not permitted		
<u>Drugs and Other Substances:</u> The possession, use, distribution or attempted distribution of drugs, (illegal, prescription, and/or over-the-counter drugs), alcohol, inhalant intoxicants, or look-alikes (placebos) on school property, at school functions, or going to and from school is expressly forbidden because they are illegal and their use results in disruptive behavior which destroys the learning environment.	Having any forbidden substances in your vehicle, locker, your pockets, your purse, your backpack, giving any medicine or pills to a friend, passing around any "look alike" substances, such as sugar cubes, "keeping" or holding a forbidden substance in your vehicle, locker, backpack, or pocket for a friend, "forgetting" you had any forbidden substance in your vehicle, pockets or personal belongings.	Coming to the office to take prescription or over-the-counter medicines when you have brought a note from home and given it to the secretary.	L4: Suspension, legal action
<u>Electronic Devices for Entertainment:</u> Electronic devices are not allowed to be played during school hours (between beginning of school and end of school) because they are distracting and interfere with the learning environment.	Walkman radios, radios, electronic games, tape decks, CD players, "boom boxes."	Permission of the principal/designee.	L2: 1) Confiscation, parent conference and detention 2) ISS 3) OSS (1 Day) 4) OSS (3 Days)
<u>Fighting/Physical Abuse:</u> Physical and/or	No horseplay, i.e., name calling,		L4: OSS

verbal abuse including fighting is not allowed because it causes an unsafe and disruptive learning environment.	pushing, tripping, running, bumping, holding onto, slamming lockers, picking, throwing, hitting, kicking, pulling hair, biting, shoving, punching, intimidating, threatening to beat up somebody, or ganging up.		
<u>Fire Regulation Violation:</u> Report of false emergencies or tampering with emergency equipment is forbidden because it violates the law and endangers the safety of others.	Pulling fire alarm, false telephone calls, calls to 911, tampering with or activating fire extinguisher.		L4: Suspension, payment of legal fees and legal action.
<u>Food or Drink in Halls, Consumption of:</u> Creates extra work for staff and can cause accidents.	The cafeteria is the only place that food and drink can be consumed. Food/drink in the classroom will only be permitted if it relates to the curriculum.		L1: 1) Staff discipline 2) Detention 3) ISS 4) OSS
<u>Forgery:</u> Forgery is not allowed because it destroys the orderly operation of the school and communication with the home.	Falsely and fraudulently making or altering a document. Signing parent's name to any document or signing any name to a document that is not your name.		L3: 1) OSS (1 Day) 2) OSS (3 Days) 3) OSS (5 Days)
<u>Gambling:</u> Gambling is forbidden because it is illegal and it disrupts the learning environment.	Monetary betting: pitching pennies, bets for money, playing cards, or rolling of dice for the purpose of winning money.		L3: 1) OSS (1 Day) 2) OSS (3 Days) 3) OSS (5 Days)
<u>Group/Mob Action:</u> Any student who participates in a group/mob action which results in disruption or	Any two or more students with the intent of doing harm to persons, property, or the school environment may be		L4: Suspension, legal action

disturbance at school or school related activity.	considered a group or mob.		
<u>Harassment:</u> Words, gestures, or physical contact which offend, intimidate, threaten, abuse, persecute or demeans anyone are not allowed because they fail to show respect for others and destroy the learning environment. Harassment of students or staff for any reason is prohibited.	Spreading rumors, defaming another person's reputation, bullying, name calling, teasing, hitting, pushing, or spitting.		L3: Suspension
<u>Indecent Exposure:</u> Intentional exposure of part of one's body in a place where such exposure is likely to be an offense against the generally accepted standards of decency in school.			L4: Suspension, legal action
<u>Indecent Material:</u> Materials that are vulgar, obscene, profane, or offensive are not allowed because they show a lack of respect for others and distract from the educational process.	Possessing or distributing to others 'posters, pictures, written/printed materials, audio tapes, video tapes, trading cards, and computer-based materials which are vulgar, or obscene. Writing notes or stories in class, cafeteria, or elsewhere on school grounds which are vulgar, obscene, profane, or offensive; passing such notes to other students.		L3: ISS L4: Confiscation, suspension
<u>Lying:</u> Any verbal or written statement of any untruth and/or the misrepresentation of person, official record, or other document are	Having a friend who poses as your parent or guardian to call the school for an early dismissal or to excuse your		L2: 1) Detention 2) ISS 3) OSS (1 Day) 4) OSS (3 Days)

not allowed because it destroys a safe and orderly learning environment.	absences; telling the bus driver or your teacher you had permission to stay after when in fact you did not; withholding information; giving a teacher or a substitute the wrong name or wrong phone number.		
<u>Misuse of Technology:</u> Computers, computer networks, and other electronic technology shall only be used for valid educational purposes and only with the approval of a school staff member.	<ul style="list-style-type: none"> • Violating the privacy rights of others. • Using, producing, distributing, or receiving profanity, obscenity, or material which offends, threatens, or degrades others • Copying commercial software in violation of copyright law. • Using technology for financial gain or commercial or illegal activity. • Using technology for product advertisement or political endorsement. • Forwarding personal communications without the author's prior consent. • Using technology in violation of other Rules and Regulations of the Code of Behavior. 		L2: 1) Detention 2) ISS 3) OSS (1 Day) 4) OSS (3 Days)
<u>Obscenity/Profanity:</u> The use of vulgar or indecent language or gesture, including actions or displays of an obscene nature is prohibited because it is offensive, illegal, shows a lack of respect for others and disrupts the learning environment.	Cursing, profanity, obscene gestures.		L2: 1) Detention 2) ISS 3) OSS (1 Day) 4) OSS (3 Days)
<u>Out-of-Bounds:</u> Not	Being in the		L2:

being where you are supposed to be without a pass.	hallways, bathroom, cafeteria, or in an unauthorized area.		1) Detention 2) ISS 3) OSS (1 Day) 4) OSS (3 Days)
<u>Physical Assault or Threat on a Staff Member</u> : The threat of or use of force upon a staff member is expressly forbidden.			L4: Suspension, legal action
<u>Physical Assault or Threat on Another Student</u> : The threat for use of force upon another student is expressly forbidden.			L4: Suspension, legal action
<u>Plagiarism (Academic Dishonesty)</u> : Students are responsible for giving due recognition of sources from which material is quoted, summarized or paraphrased, as well as to persons from whom assistance has been received.	Copying material from books, CD ROMs, computer programs, cassette tapes, or video tapes. All sources should be cited properly. Any time more than seven consecutive words are copied, they must be in quotation marks. (This is standard practice in the literary world.)		L3: 1) Zero will be given on Assignment ISS (1 Day) 2) OSS (3 Days) 3) OSS (5 Days)
<u>Possession of Glass/Breakable Containers</u> : Students shall not have glass bottles or other such breakable containers on school property or at school- related activities.			L2: 1) Detention 2) ISS 3) OSS (1 Day) 4) OSS (3 Days)
<u>Public Display of Affection</u> : Public display of affection is not permitted because it distracts from the educational process and shows a lack of respect. It can also be considered a form of sexual harassment.	Kissing, wrapping arms around one another, trapping someone against a locker, inappropriate touching, grabbing, or hugging.		L1: 1) Teacher discipline 2) Detention 3) ISS 4) OSS
<u>Sexual Misconduct</u> : Unwelcome acts of a sexual nature committed by a	Student sexual misconduct may include, but not limited to: unwelcome touching victim or when victim is		L.: Suspension, legal action

student against another student without consent including, sexual advances, requests for sexual favors and/ or other verbal or physical conduct, including written communications of an intimidating, hostile or offensive nature, or action taken in retaliation for the reporting of such behavior.	forced to touch another person's body, coerced sexual intercourse, unwelcome sexual propositions, invitations, or other pressure for sex; implied or over threats of a sexual nature; making gestures of a sexual nature; unwelcome sexual remarks about clothing, body, or sexual activities; and humor and jokes about sex that denigrate women or men in general.		
<u>Standing By as others Violate Rules:</u> In order to maintain safety and security in our schools, students are responsible for reporting serious violations of the Code of Behavior to teachers, administrators, or other appropriate staff member.	Watching or encouraging others who are breaking school rules.		L.:2 1) Detention 2) ISS 3) OSS
<u>Theft - Minor:</u> Theft is forbidden because it is illegal and violates the rights of others and destroys the learning environment.	Thefts valued at \$50.00 or under.		L.: 2 1) Detention/ Restitution 2) ISS 3) OSS (1 Day) 4) OSS (3 Days)
<u>Theft:</u> Theft is forbidden because it is illegal and violates the rights of others and destroys the learning environment.	Taking an item not belonging to you, finding an item that is not yours and keeping it. If you find something and don't know whose it is, you must turn it in to the office. Thefts valued over \$50.00.		L.:4 Restitution, Suspension, legal action
<u>Tobacco Violation:</u> Possession and use of tobacco or tobacco products, matches, or lighters is forbidden, school buses, and school property are	Possession and/or use of cigarettes, snuff, cigars, pipes, dip, or chewing tobacco to include lockers, personal belongings, and cars		L.:3 1) 2 Days ISS 2) OSS (5 Days) 3) Refer to Accumulated offenses

smoke/tobacco-free and tobacco products, matches, and lighters endanger the safety and health of others.	parked on school property at any time during school or any school activity.		
<u>Trespassing Violation:</u> Trespassing (unauthorized visiting at other schools) is forbidden because it is illegal and disrupts the safety and orderliness of the learning environment. A student may be forbidden to trespass on his/her own school property or any other Red Oak school property. Access and use of school property should be by authorization only.	Going to a friend's school without permission during the school day when you have a holiday or early dismissal because of exams or weather. Coming on to school grounds for any reason without permission when you have been suspended.	Visiting other school when they are open to the public, such as for plays, concerts, or athletics. Visiting other schools during the school day when you are part of a school-sponsored group or activity, or when you and your parents have legitimate business to conduct in their guidance or main office.	L4: Suspension
<u>Unauthorized Sales:</u> Unauthorized sales are prohibited because they create disruptions.	Selling candy, gum, drinks, trading cards, tapes, toys, or any other items not approved by the school.	Selling items for an authorized school fund raiser during designated times.	L1: 1) Teacher discipline 2) Detention 3) SSS 4) OSS
<u>Unsafe Behavior:</u> Unsafe behavior is not allowed because it endangers the safety of others and of the learning environment.	Running in the hall, spitting, pushing, shoving, throwing snowballs, books, or other objects, running alongside the buses, tripping others, skateboarding, bringing skateboards to school, or horseplay of any kind.		L1: 1) Staff discipline 2) Detention 3) SSS 4) OSS
<u>Unsportsmanlike or Inappropriate Behavior at a ROHS or School-sponsored Activity:</u> Students are expected to comply with the rules established by their schools and with the rules of the sports, clubs, and activities in which they participate.	Refer to Activities guide for Students and Parents		L2: 1) Detention 2) ISS 3) OSS (1 Day) 4) OSS (3 Days)
<u>Vandalism - Minor:</u> Vandalism and	Damage of \$50.00 dollars or less.		L3: 1) ISS (1 Day)

destruction of school property and or personal belongings of others is not allowed because it is disrespectful, destroys the school environment, misuses funds, and violates the law.			2) OSS (3 Days) 3) OSS (5 Days)
<u>Vandalism:</u> Vandalism and destruction of school property and or personal belongings of others is not allowed because it is disrespectful, destroys the school environment, misuses funds, and violates the law.	Ripping off wall dispensers in restrooms, writing on walls or desks, interfering with plumbing, defacing bulletin boards or other student's work, writing on or tearing pages, or in any other way damaging books. Damage over \$50.00.		L4: Restitution, legal action, suspension
<u>Verbal Assault on a Staff Member:</u> The use of obscene or profane language, harassment, or threats on a staff member.			L4: Suspension
<u>Verbal Assault on Another Student:</u> The use of obscene or profane language, harassment, or threats on a student.			L4: Suspension
<u>Weapon, Failure to Report:</u> It shall be the responsibility of the student to notify a teacher or an administrator IMMEDIATELY, if they have reason to believe that there is a weapon in school, on school grounds, on a school bus, at the bus stop, or at any school related activity. Disciplinary action, up to and including expulsion, may be taken against any student who knows of a weapon and fails to report it.			L4: Suspension, legal action
<u>Weapon Violation:</u> Weapons are	Any type of operable or inoperable weapon, such		L4: Suspension, legal action

<p>forbidden on school property and at school-sponsored functions at home and away because they prevent a safe, non-violent, orderly school environment.</p>	<p>as firearms, BB guns. Pellet guns, knives, switchblades, razor blades, mace, tear gas, pepper spray, and other chemical agents, bullets, fireworks, and other explosives. Includes toy guns, toy knives, and other weapons or facsimiles. Also includes objects which may commonly be used in the school such as scissors, pencils, pens, craft knives, compasses, rulers, Exacto knives, bats, etc. Whether designed as a weapon or not, an object may be considered as a weapon if it is used as a weapon or perceived as a weapon.</p>		
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d. In-School Suspension Program
Student Intervention and Behavior

Goal: To create an educational environment where students are held accountable for their actions, learn the skills and attitudes necessary to prevent misbehavior and act appropriately when they return to the regular classroom.

Components

- 1) Academics – Students will complete academic assignments while assigned to ISS to ensure continued Academic progress.
- 2) Reconnection – Students will have an opportunity to reconcile with the adult and/or student with whom they had conflict. This can be facilitated through written communication and/or a mediation session.

In-School Suspension is used to create an educational environment, where students are held accountable for their actions. In ISS, the In-School Coordinator can teach the student the skills and attitudes necessary to prevent misbehavior and act appropriately when they return to the regular classroom. The Principal/Assistant Principal decides to refer the student to ISS, where the student will complete the In-School Suspension referral form. The parent should also be notified when a student has been referred to the In-School Suspension Room. Upon entry, the ISS Coordinator will review the referral, interview the students, explain the rules, procedures, and ask the student to complete the Personal Information Form. The ISS Room can provide consultation through the school counselor, which enables the student to identify the underlying problem and eventually correct or improve the misbehavior. The ISS Room also provides remedial instruction, transition from regular classroom setting to the Isolation process which has been given to the student. Student support will involve group interaction with the ISS Coordinator.

e. Search & Seizure

In order to protect the health and safety of students, employees, and visitors to the school district and for the protection of school district facilities, students and their belongings and school owned lockers and desks may be searched or inspected. A search of a student will be justified when there is reasonable suspicion that the search will turn up evidence that the student has violated or is violating the law or school district policy, rules or regulations affecting school order. A student's personal effects (i.e. purse, backpack, etc.) may be searched when a school official has reasonable suspicion to believe the student is in possession of illegal or contraband items or has violated school district policies, regulations, or the law affecting school order.

Reasonable suspicion may be based upon factors such as:

1. Eyewitness observations by employees;
2. Information received from reliable sources;
3. Suspicious behavior by the student;
4. A student's past history and school record although this factor alone is not sufficient to provide the basis for reasonable suspicion.

A search will be permissible in its scope when the measures adopted are reasonably related to the objectives of the search. Reasonableness of scope will include consideration of factors such as:

1. The age of the student;
2. The sex of the student;
3. The nature of the infraction;
4. The emergency requiring the search without delay.

Personally intrusive searches will require more compelling circumstances to be considered reasonable. If a pat down search or a search of a student's garments (such as jacket, socks, pockets, etc.) is conducted, it will generally be conducted in private by a school official of the same sex as the student with another adult witness of the same sex present, when feasible. A more intrusive search, short of a strip search of the student's body is permissible in emergency situations when the health and safety of students, employees, or visitor are threatened. Such a search may only be conducted in private by a school official of the same sex as the student with an adult of the same sex present, unless the health or safety of the students will be endangered by the delay caused by following these procedures.

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of student parking lots. The interior of a student's automobile on the school premises may be searched if the school official has reasonable suspicion to believe that illegal, unauthorized or contraband items are contained inside.

School authorities may seize any illegal, unauthorized or contraband items discovered in a search. Such items include, but are not limited to, illegal drugs, alcoholic beverages, tobacco, weapons, stolen property, etc. Such items are not to be possessed by a student while they are on school district property or property within the jurisdiction of the school district, while on school owned or operated school or chartered buses, while attending or engaged in school activities, and while away from school grounds if possession of same would directly affect the good order, efficient management and welfare of the school district. Possession of such items will be grounds for disciplinary action including possible suspension or expulsion and may be reported to local law enforcement. The Board believes that such illegal, unauthorized or contraband materials cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees or visitors on school district property.

Student Lockers, Desks, etc. Student lockers, desks or other spaces issued or assigned to a student for storage of items are the property of the school district and students have no legitimate expectation of privacy in such spaces. The district may conduct random, unannounced periodic inspections of such lockers, desks and spaces. Such inspections will either occur in the presence of the students whose lockers are being inspected or in the presence of at least one other person.

School officials may also arrange for the use of drug sniffing animals in conducting inspections or searches. It is possible that law enforcement may also conduct such inspections or searches. Drug sniffing animals shall not be used by school officials to search a student's body.

The contents of a student's locker, desk or other space may be searched when a school official has reasonable suspicion that the contents contain illegal or contraband items, evidence of a violation of law or school policy or rule: If a student is not present when the student's personal effects are searched, the student will be notified prior to or as reasonably practicable after a search.

f. Due Process

Before a student is subject to disciplinary action under the Code of Student Behavior, the following minimum steps of due process must be offered to that student.

- A. The student must have been informed of the conduct that is expected or prohibited.
- B. Prior to disciplinary action a hearing will be held with the student at which time notice is given as to what he or she is accused of doing...
- C. An opportunity should be given during the hearing for the student to present his or her side of the story.
- D. The administrator must make the decision relating to disciplinary action based upon the incidents have been appraised from the knowledge gained.

g. Good Conduct Rule

It is the belief of Red Oak High School that participation in school activities is a privilege. Being a part of something greater than oneself is something all students should have the opportunity to experience. School activities can have a very positive effect in the development of adulthood and citizenship, and all students are encouraged to participate.

Students involved in extracurricular/co-curricular activities represent the school district and are expected to serve as good role models. Students must conduct themselves in an appropriate manner that is in accordance with board policy.

Activities Covered Under the Good Conduct Rule

The following activities are covered by the Good Conduct Rule: athletics, all co-curricular clubs and organizations, all honorary and elected offices, (i.e. Homecoming Court, Prom Royalty), class officer or representative, cheerleading, or any other activity where the student represents the school outside the classroom.

Violations of the Good Conduct Rule

A student participating in activities covered under the Good Conduct Rule shall not engage in the following conduct, in school or out of school, at any time during the calendar year:

- Possess, use, or purchase tobacco products, regardless of the student's age
- Possess, use, or purchase alcoholic beverages as defined by the Iowa Supreme Court – ref. Iowa Codes 123.4
- Attending a function or party where the student knows or has reason to believe alcohol or other drugs are being consumed by minors. Students who are faced with this situation have two choices:
 1. Leave immediately (an intention to leave is not acceptable)
 2. Stay and assume the consequences listed in the penalty chart
- Possess, use or purchase illegal drugs, drug paraphernalia, or synthetic drugs as defined by the Iowa Supreme Court – ref. Iowa Codes 124.401 & 155A.21
- Engage in any act that would be grounds for arrest or citation in the criminal or juvenile court system, excluding minor traffic violations, regardless of whether the student was cited, arrested, convicted, or adjudicated for the act(s)

Determination of Violation

If a violation of the Good Conduct Rule is observed by a school employee, a school board member, or member of law enforcement it will be reported to a school administrator. Anonymous reports will not be accepted. The school administrator will then conduct a meeting with the student to obtain more information before any long term penalty can be assigned. At this meeting the student shall be confronted with the allegation and the basis of the allegation. During this hearing the student will be given an opportunity to give their defense of no wrong doing. If the student is found to have violated the school's Good Conduct Rule they will be disciplined within the parameters of the Good Conduct Rule. It will be the responsibility of the activities director or his/her designee to keep records of violations of the Good Conduct Rule.

Notice of Violation to Student and Parent

A school administrator or his/her designee, upon making a determination that a student has violated the Good Conduct Rule, shall promptly mail or deliver to the student's parents or guardian a written "Notice of Violation of Good Conduct Rule" containing the following information.

- The student's name and the names and address of the student's parents or guardians
- A statement describing the time, place, and circumstances of the Good Conduct Rule violation
- A statement describing the penalty imposed

Violation Consequences

Violations of the Good Conduct Rule will accumulate over the student's high school career.

*** Athletics/Cheerleading**

<i>1st Offense</i>	<i>2nd Offense</i>	<i>3rd Offense</i>	<i>4th & Subsequent Offenses</i>
33% Loss of Eligibility	50% Loss of Eligibility	66% Loss of Eligibility & Documentation of substance abuse Evaluation (if applicable) prior to participation	6 months of ineligibility

*** Activities**

<i>1st Offense</i>	<i>2nd Offense</i>	<i>3rd Offense</i>	<i>4th & Subsequent Offenses</i>
2 Events	4 Events	6 Events & Documentation of substance abuse Evaluation (if applicable) prior to participation	6 months of ineligibility

*** Homecoming/Prom Court**

Students are ineligible to be on court if violation of the good conduct policy occurred within 30 days prior to the nomination ballots of the court.
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Ineligibility Guidelines

- A student's ineligibility will be imposed at the highest level of competition as well as at all levels during the ineligibility period. Should the student participate in more than 1 level (Varsity, JV, and Freshman) on the same date, they will be ineligible for all levels. Multiple ineligibility penalties cannot be served on the same date.
- Students ineligible for co-curricular activities/performances shall only miss activities that are not required as part of a course grade. Activities that have an impact on a school course will be identified in writing and communicated with the activities director at the start of each school year.

- The period of ineligibility is imposed immediately upon a finding of a violation if the student is eligible for and currently engaged in an extra/co-curricular activity. If a student is not engaged, or if ineligibility is not completed during the current activity, the period of ineligibility will be carried over to the next activity or contest. For their penalty to stand, students are also expected to end their extra/co-curricular activity in good standing if they served a good conduct penalty. Students who do not complete their season in good standing will serve their ineligibility in his/her next season of participation.
- Athletic, activity and homecoming penalties are to be viewed as three separate violations. Penalties will be served in full in each category.
- If the period of time between a violation and an activity is twelve calendar months or more, the student shall not serve an ineligibility period for the violation.
- An ineligible student shall attend all practices or rehearsals but may not "suit up" for contests nor perform/participate.
- If a student violates the Good Conduct Rule while already ineligible, the first ineligibility must be served before the next (second/third) penalty is imposed.
- Students may not work off the good conduct violation in an activity they have not previously gone out for in prior years.

Penalty Reduction – Service Contract

Students can receive a penalty reduction of 50% by contracting service hours through the district's Student Support Coordinator. Service Contract forms can be found in the Athletic Director's office. Required hours for reduction in penalty are as follows: (there is NO reduction for a fourth offense OR Homecoming/Prom Court)

<i>1st Offense</i>	<i>2nd Offense</i>	<i>3rd Offense</i>
10 hours	20 hours	40 hours

The reduction of penalty can only occur if all contracted hours are completed before the entire penalty is fulfilled.

Transfer Student

If a student transfers to Red Oak High School from another school or school district and the student had not yet completed a period of ineligibility for a violation of a Good Conduct Rule in the previous school district, the student shall serve the penalty in accordance with the Red Oak Good Conduct Rule. If the ROHS administration determines that there is general knowledge of a student's misconduct in a previous district, the activities director or his designee will contact the student's previous school district for confirmation of reported information.

Additional School Consequences

Unless the student violated the Good Conduct Rule on school grounds or at a school event, there will be no additional consequences (e.g., detention, suspension, expulsion from school, or grade reduction/withholding) for the violation.

Appeals

Any student who is found by the administration to have violated the Good Conduct Rule has the right to ask for an appeal in writing to the superintendent within 3 school days of being informed of the penalty for the violation. *If an appeal is made, the suspension shall remain in effect pending the outcome of the appeal process.*

If the student, and/or parent/guardian, wants to appeal the decision of the superintendent, they may seek further review by the school board by filing a written appeal with the board secretary within 3 school days following the decision rendered by the superintendent. The review by the board will be conducted at the next regular or special board meeting. The review will be in closed session unless the student's parent (or the student, if the student is 18) requests an open session.

h. Student Assistance Team

The assistance program has been developed to help students deal with problems and other difficulties that interfere with the students' ability to be successful at school. This team of volunteers is merely advisory. This program is confidential and no records of involvement are kept in a personal file.

i. Reasonable Suspicion at Activities

The Board prohibits the use of alcohol and drugs by students attending school-sponsored activities or activities held on any school premises. The following guidelines will apply to all school-sponsored activities or activities held on any school premises:

- In order to determine whether or not reasonable suspicion exists, appropriate school personnel, designated as "school function safety employees", will be trained in the identification of individuals who may be under the influence of alcohol or drugs.
- If reasonable suspicion of alcohol use exists, a breathalyzer test may be given to the student by a school function safety employee. If the test is positive for alcohol, law enforcement will be called to handle the situation. School disciplinary measures also will be in effect.
- If reasonable suspicion of drug use exists, parents will be contacted and given the option of taking the student for a drug test at the hospital at district expense. If the student tests positive, school disciplinary measures will be in effect. If the test option is refused, school disciplinary measures still may be in effect.

Student and Parent/Guardian Signature Page

Please return to the school as proof of the following:

- 1) We understand that we can access this year's student handbook electronically on the school district website. This website is located at www.redoakschooldistrict.com.**
- 2) We understand that all students should comply with the rules found within the handbook.**
- 3) We understand that the district administration has the right to modify these rules throughout the school year for reasonable cause.**
- 4) We understand that sometimes there are situations that don't fit into the organization of the handbook, but that the district administration has to then make decisions based on their best judgment.**
- 5) Finally, by signing this, we are saying that it is in our family's best interest to review these rules together.**

Parent/Guardian

Student

Date

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

Memo

To: Board of Directors
Date: 7.18.17
Re: Handbook Changes

As directed, the MS handbook changes and explanations are below. With this upcoming school year being my 8th at ROMS, the changes are minimal. If you have any questions prior to the board meeting please do not hesitate to call and ask. Thanks, Mr. Perrien

Changes:

Page 4 - Building schedule changed a little. Switching our DEAR time to the end of 1st period and shortening our Pride Time (homeroom) to just 6 minutes at the end of each day.

Page 4 - Changed the time students need to be off school grounds unless supervised or in school activity from 3:45-3:30. - This DOES NOT include students who are getting on an off busses as we will have someone on duty there each day until 3:45/50.

Page 17 - Changed the cell phone policy to better coincide with typical practice. Old policy scripted a sequence of consequences as if it were a felony or something. This new policy on misuse better aligns with what should/is being done in our building by most all staff already:

In class Distraction - Asked to place device on teacher desk. Student will be allowed to pick up the device at the end of class. *Refusal to place device on teacher desk will result in an office referral (which could lead to additional disciplinary action taken.)

Multiple Classroom Offences - Students whom teachers feel are habitual violators of using their phones or gaming devices in class may be subject to immediate placement of device on the teacher desk at the start of class. Students who refuse to comply will be sent to the office for alternative arrangements.

Page 18 - Changed wording regarding negative lunch balances to coincide with district changes implemented last school year to read:

Lunch accounts cannot get below a negative \$5.00. Students will be given a letter for them to give to parents when the balance gets to a negative \$0.01 and will continue until the lunch account is back to a positive amount.

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Red Oak Middle School



Parent/Student Handbook 2017-2018

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.

The board will not discriminate in its educational activities on the basis of race, color, national origin, creed, religion, sex, disability, sexual orientation, gender identity or marital status. The board requires all persons, agencies, vendors, contractors and other persons and organizations doing business with or performing services for the school district to subscribe to all applicable federal and state laws, executive orders, rules and regulations pertaining to contract compliance and equal opportunity. The board is committed to the policy that no otherwise qualified person will be excluded from educational activities on the basis of race, color, national origin, creed, religion, sex, marital status, sexual orientation, gender identity or disability. Further, the board affirms the right of all students and staff to be treated with respect and to be protected from intimidation, discrimination, physical harm and harassment.

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RED OAK COMMUNITY MIDDLE SCHOOL STUDENT HANDBOOK 2017-2018

WELCOME

Welcome to the Red Oak Community Middle School. It is a pleasure to serve you as your principal during the 2017-2018 school year. I sincerely hope that you attain the goals and expectations you set for yourself. Each staff member is committed to assisting you in any way they can to help you reach your full potential.

In order to guide and direct us, we have endorsed a simple adopted mission statement:

Excellence for all... Whatever it takes!

This is our promise to you. However, it is important to remember that your success in school is directly proportional to the amount of effort you put into the learning process. ***We are also happy to inform and encourage you to sign-up for the Infinite Campus-Parent Portal via the internet. This program gives you up to the second updates on student grades and also allows you to check lunch account balances. Please take advantage of this new technology by contacting the central office to set up your account.***

The information contained in this handbook is designed to help you adjust to your school and to become an integral part of it. Together we can make good things happen this year at RED OAK MIDDLE SCHOOL.

Nate Perrien, Principal

I. Red Oak Middle School Room Assignments:

<u>Room</u>	<u>Staff</u>	<u>Position</u>
Office	Nate Perrien	Principal
Office	Kim Pratt	Secretary-Principal
Office	Beth DeBolt	Secretary-Building
Office	Leanne Fluckey	Instructional Coach
Media Center	Laura Horn	Media Specialist
Media Center	Christy Rea	Media Aide
Gymnasium	Joshua Kippley	6-8 th PE
101	Patty Henke	FACS/Health
107	Sharon Allison	Special Education
119	David Carlson	Industrial Technology
121	Curt Adams	6-8 th Art
201	Dan DeGroot	8 th Science
203	Maggie Sondag	6 th Language Arts, 6 th Reading
205	Vicki Sickels	7 th Reading, Title 1 Reading
207	Mary Carlson	6 th Math & Math Intervention
209	Taylor Matuszeski	6 th & 7 th Computers
211	Sheila Mainquist	Guidance Counselor
211	Tracy Vannausdle	Student Support
215	Shelbie Congdon	7 th & 8 th Language Arts
217	Kelli Schram	7 th & 8 th Math
219	Terra Marsden	6 th - 8 th Vocal Music
221	John Hewett	6 th - 8 th Instrumental Music
301	Shana Iles	Special Education
301	Brandi Stites	Special Education

303	Ryan Gelber	7 th & 8 th Social Studies
305	Adam Hietbrink	7 th & 8 th Social Studies
307	Trish Fellers	Talented & Gifted
309	Barb Sims	6 th & 7 th Science
317	Amy Confer	Success Room Coordinator
319	Kelsey Mangold	8 th Literacy & Reading Intervention

Emergency Phone Numbers:

FIRE STATION	911	Red Oak Central Office	623-6600
POLICE	911	Inman Primary School	623-6635
DRUG ABUSE	800-262-2463	Washington Int. School	623-6630
CHILD ABUSE	800-652-1999	Red Oak Middle School	623-6620
RUNAWAY/SUICIDE	800-621-4000	Red Oak High School	623-6610
POISON INFORMATION	800-228-9515	Bus Barn	623-6606
		School Nurse	623-6635

II. Daily Schedule

1st pd.	8:05-8:48
DEAR Time	8:48-9:18
2nd pd.	9:21-10:03
3rd pd.	10:06-10:49
4th pd.	10:52-11:34
5th pd.	11:36-12:39
A Lunch – 11:37-12:02 B Lunch – 12:14-12:39	
6 th pd.	12:42-1:24
7th pd.	1:27-2:10
8th pd.	2:13-2:56
Pride Time	2:59-3:15

III. Student Attendance

1. Arrival and Departure Time:

- The entry bell rings at 7:40 A.M and students are to report to the designated floor for their grade level. Students are to remain **outside of the building prior to the 7:40 and NO supervision will be provided prior to this time** unless they are here early to see a teacher. **Students are not supervised prior to 7:40**, and should not be on school property prior to that unless a teacher has made phone contact with the parents of those students involved. Students are to enter the building by **USING ONLY THE EAST doors on 4th Street**. Do not use the West Doors to enter in the morning. Only students riding the bus are allowed to enter the SOUTH Doors in the morning.
- Students will not be admitted to classrooms until 8:00 A.M. (unless otherwise requested by staff to report earlier), and must be in their seat by 8:05 A.M. If not, you will be counted tardy and must report to the office for a pass to class.
- Students are to be out of the building and off school property by 3:30 P.M. every afternoon unless you are in a school sponsored activity or with a teacher. **Again, no supervision is provided after 3:30.**

2. Leaving School:

When it is necessary for a student to leave school, the office staff must have written or verbal verification from a parent. Before a student leaves the school property, he/she **must** sign out in the office. **This includes arriving on school grounds before school.*

3. Tardy Regulation:

If you arrive at school after first period has begun, report to the main office for a pass to class. Names of late arrivals will be taken by the office staff and an individual record will be kept on each student.

*Car riders are not excused if tardy—only late bus riders will be excused.

**Students leaving school to eat lunch will be given an unexcused tardy if they are not back to class on time following their lunch. Special occasions/arrangements must be made with the principal in advance to excuse students returning to school after lunch. Parents are required to sign their student out if they will be accompanying them for lunch.

Tardies to class:

Students will be marked tardy if they are late getting to class and/or not on task when the bell rings.

Continuum of Consequences or Interventions (per semester):

- 1-2 Tardies = No Consequences
- 3+ = 30 minute detention
- 6= Conference with Counselor
- 9= Conference with Principal
- 12= Referred to SAT team for behavioral review

4. Attendance Regulation:

EVERY DAY MATTERS - Research supports the theory that students with good class attendance will score better on standardized tests, get higher grades and be less likely to drop out. Although some students may be able to demonstrate sufficient content knowledge, our district's responsibility to educate our students and excel on standardized testing requires that we promote positive school attendance.

Students are expected to be in class and to make attendance a top priority. Only through attendance and class participation do students achieve the benefits of the education program. Participating in class discussion, developing an appreciation for the views and abilities of other students, and forming the habit of regular attendance are legitimate class objectives. Learning lost due to an absence can never be replaced. Regular attendance and being well prepared for class help students in school as well as preparing students for adulthood.

Red Oak Middle School realizes absences occur that are completely appropriate and legitimate. Therefore, a call from a parent or guardian is needed **each** day the student is absent.

Please call before 9:30 A.M.

Please help us by making this phone call so there will be no misunderstanding as to the type of absence. When parents call the school to report absences, the school is assured that the child is safe.

4a. - Legal Obligation Regarding Attendance Regulation

The school believes the responsibility for attendance rests with the parents and the students. We encourage those responsible to make good sound educational decisions about school attendance, keeping in mind that attendance at school results in greater success. If that responsibility is not assumed by the student and parents, the school will enforce the state of Iowa mandatory attendance laws, and the excessive absence regulation.

Our state legislators have created a very important law (code) that addresses student attendance in schools. Iowa Code 299.1 reads as follows

The parent, guardian, or legal or actual custodian of a child who is of compulsory attendance age, shall cause the child to attend school during a school year. The board of directors of a public school district shall set the number of days of required attendance for the schools under its control.

The board of directors of a public school may, by resolution, require attendance for the entire time when the schools are in session in any school year and adopt a policy or rules relating to the reasons considered to be valid or acceptable excuses for absence from school.

To support this law, the directors of the Red Oak Board of Education have adopted a number of policies within the 500 Series (Policies Impacting Students) of the Red Oak Board Policy Manual. These policies, along with the rules found in this student handbook, serve to support Iowa Code 299.1. Please take the time to familiarize yourself with the rules found in this handbook. We, the administration and board of directors, have designed these rules so that all students may receive an excellent education.

- c. Attendance Definitions** – A student's absence will be recorded using a combination of the four following codes:

Excused Absence - The following absences will be identified as excused absences, according to our secondary school attendance policy. However other additional circumstances may warrant an absence to be excused. Such circumstances are at the sole discretion of building administrators.

- a. School Suspensions (documented by school disciplinarians)
- b. School-sponsored Field Trips (documented by teachers/sponsors)
- c. Funerals (notification required from parent before the absence occurs)
- d. College Visits (juniors are allowed 1 visit per year, while seniors are allowed 3 visits per year. A student must obtain a signed college visit form, or college letterhead, signed by a college representative)
- e. Doctor Visits (notification from parent and documentation required from doctor's office signed by a physician)
- f. A religious observance, when requested by a student's parent(s)
- g. "Planned" Family Vacation (up to three days/school year with prior administrative approval)

Parentally Excused Absences Due To Illness – Our school will accept a "parentally" excused absence for up to five days during a semester.

- a. Illness absences in excess of the five parentally excused absences will be recorded as "verified unexcused" until a doctor's note is received. This note must be brought to the office within 2 school days following the student's return to the school.
- b. Additionally, if a student has frequent parentally excused absences or prolonged absences, with no doctor's notices the district is advised to determine whether or not the student has a handicap or disability under the provisions of Section 504 of the Rehabilitation Act of 1973.

Verified Unexcused Absence –Any absence that is verified by the parent or guardian, but is not listed in the "Excused" category above would be considered a "Verified Unexcused Absence". Verified unexcused absences can occur because of personal reasons and may include, but are not limited to:

- i. short notice family trips
- ii. birthday parties
- iii. non-school related competitions

- iv. dress shopping & hair appointments
- v. graduations
- vi. trips to the airport
- vii. car problems
- viii. planned family vacations in excess of 3 missed school days

Truancy - Any absence that occurs without notification from the student's parent/guardian will be classified as truant. Schools must be notified on or before the day of the absence in order for the absence not to be classified as truancy.

Tardy – Not being in your assigned classroom when class begins, but present for more than half of the class. If the student misses more than 20 minutes of the class due to the tardy they must be marked absent.

When students are unable to participate in Physical Education or if they need to use the elevator, we need a written note from the doctor explaining specifically what the student cannot do and specific dates or length of time for the elevator use or non-participation.

4b. – Poor Attendance Consequences & Disciplinary Procedures

It's our legal obligation to work with the County Attorney to uphold Iowa Chapter 299 therefore students of compulsory attendance age who exhibit attendance deficiencies will be required to attend a mandatory mediation session with our local county attorney.

Truancy or Verified Unexcused Absences (Per Semester) –

- 1st and 2nd offense - 30 minute detention to be served within 24 hours
- 2nd – 4th offense – 1 day ISS.
- ***Please note our ISS program will be committed to educational AND community service purposes. Half of the day our students will focus on academics, by completing missing or late work. The second half of the day will be community service based, by way of working with our custodial and maintenance staff on the upkeep of our facilities.***
- ***If a student refuses to accept responsibility for their actions and is not present for the assigned consequence, appropriate administrative action will take place.***
- 5th – 9th offense – One day of ISS. Student will remain in ISS until parents meet with Guidance Counselor, Administrator, or Student Support Coordinator.
- 10th offense – Subsequent Violations – Summer School Requirements

5. Make-up Work:

Collecting make-up work is the responsibility of the student. Students should not expect teachers to take class time to get them caught up. The teacher, with the student present, will make arrangements as to when the work should be completed and turned in. Completing the make-up work is the responsibility of the student, not the teacher.

Assignments and books may be sent home if a request for homework is **made by 9:30 A.M**
**Assignments can also be found on student Schoology accounts.* Parents are to arrange for someone to pick up books and assignments from the office by 3:45 P.M.

6. Advance Absences:

When a student knows in advance that he/she is going to be absent from school, he/she should make every effort to complete their work before the absence occurs. Students should follow this procedure when they know in advance they are going to be absent from school:

- A. Bring a note from a parent to the office explaining the planned absence. (Try to do this several days prior to the absence.)

- B. The student will be given an advance assignment sheet which the student will take to his/her classes and fill out.

7. Attendance and Co-Curricular/Extra-Curricular Participation:

- A. Students participating in school activities must be at school to be eligible to participate in or attend as a spectator ROMS extra-curricular activities (games/events & practices).
- B. Students arriving to school more than 20 minutes late will NOT be allowed to participate in any extra-curricular activities unless arrangements had been previously with the building principal.
- C. Students are expected to be in their classes the entire day to be eligible. Office visits (discipline, nurse, etc.) over 20 minutes will result in the ineligibility of the student to practice of perform after school.
- D. When classes are missed due to participation in Co-Curricular/Extra-Curricular Activities, the student is responsible to get assignments missed in advance from their teachers.

IV. Jurisdictional and Behavioral Expectations

ROMS staff and administration feel that lessons are best learned when a classroom operates with minimal distractions. These distractions are best handled by the classroom teacher. If a student is referred to the office it is because their behavior is too offensive or persistent to be handled by the teacher. Detentions can be assigned at any time by any ROMS staff member. In-school suspensions and out-of-school suspensions can only be assigned by the principal.

1. We expect ROMS students and staff to exhibit excellent character at all times. The Six Pillars of Character best define what we expect out of everyone in the building

TRUSTWORTHINESS RESPECT FAIRNESS
RESPONSIBILITY CARING CITIZENSHIP

*Students are expected to be prepared, act appropriately and succeed while in school. Student expectations will be made clear for students to accept responsibility for their actions and model good character.

A. Positive or Desired student behavior will be monitored and rewarded through a Positive Behavior Intervention & Supports program or **PBIS**. PBIS is a state recognized program that focuses on teaching students expected behaviors in common school areas, as well as in the classroom. Red Oak Middle School will use PBIS in coordination with CHARACTER COUNTS! to teach, model, identify & reward positive student behavior.

2. Search and Seizure:

School authorities may, with just cause, search a student, locker, bags, desk, work areas and seize any illegal or unauthorized items. The result of searches may result in disciplinary action.

3. Due Process:

Students will be advised of charges, evidence, and due process when charged with violation of school rules. The student can call a parent at any time during the due process procedure. He/she can provide information in his or her defense. The principal's decision will be summarized in writing.

4. Detentions:

Students serving detentions **MUST** read or study in well-behaved silence. Parents will be notified if students skip detention. Students skipping detentions will be placed on the following continuum:

Assigned Detention>>> Detention Time Doubles>>> Detention time remains same + lost lunchroom privileges for week>>> Detention time remains the same + lost lunchroom privileges for a week + 0.5 Days of ISS>>> 1 Day of ISS

Detentions may also be assigned by a specific teacher. The teacher assigning the detention will contact parents and make appropriate arrangements for the length of time served and to make sure the student has a way to get home safely. Teachers will document if a student has skipped detention twice and refer the matter to the principal. This student will be placed on step 3 of the continuum.

5. In-School Suspensions (ISS):

When a student is assigned to ISS, a reasonable effort will be made to contact parents the same day. If unavailable to reach by phone an ISS notice will be mailed to the parents no later than the end of the following school day. A parent conference with the principal may be required before the student may return to classes. The ISS may be extended or changed to an out-of-school suspension if any condition of the ISS is broken by the student. An ISS will bar a student from extracurricular activities during the suspension period.

6. Out-of-School Suspension (OSS):

An out-of-school suspension may last no longer than 10 days. The suspension notice will be mailed home to parents and to the superintendent of schools. An OSS will bar a student from extracurricular activities during the suspension period. A parent conference is required before the student is readmitted to school. In extreme cases, a suspension may be imposed without a hearing. The hearing would follow as soon as possible. Appeals are possible. For more complete information, see Board Policy.

7. Expulsion:

A student may be expelled from school by the Red Oak Community Board of Education for a violation of rules or regulation approved by the board, or when the presence of the student is considered detrimental to other students.

8. Make-up Work during Suspension:

Students placed on in- or out-of-school suspension, short term or long term, may receive academic credit if class work is made up by the time the student reports back to his/her regular classes. It is the student's responsibility to see to it that the completed assignments are turned in to his or her teachers.

9. Care of School Property/Vandalism:

Students are expected to treat school property with care and respect. Students found to have deliberately damaged or destroyed school property will be required to reimburse the school district, as well as being subject to additional discipline. Students may also be turned over to the local law enforcement officers.

10. Threats of Violence:

All threats of violence, whether oral, written, or symbolic, against students, employees, visitors, or to school facilities are prohibited. All such threats will be promptly investigated. Law enforcement may be contacted. Threats issued and delivered away from school or school activities may be grounds for disciplinary action if the threat impacts the orderly and efficient operation of the school. Students engaging in threatening behavior will face disciplinary consequences up to and including expulsion.

V. Student Rights and Responsibilities

1. Student Searches:

In order to protect the health and safety of students, employees and visitors to the school district and for the protection of the school district facilities, students and their belongings and school owned lockers and desks may be searched or inspected. A search of a student will be justified when there are reasonable grounds for the suspicion that the search will turn up evidence that the student has violated or is violating the law or school district policy, rules, or regulations affecting school order.

Reasonable suspicion may be formed by considering factors such as the following:

- Eyewitness observations by employees;
- Information received from reliable sources;
- Suspicious behavior by the student; or,
- The student's past history and school record although this factor alone is not sufficient to provide the basis for reasonable suspicion.

A search will be permissible in its scope or intrusiveness when the measures adopted are reasonably related to the objectives of the search. Reasonableness of scope or intrusiveness may be determined based on factors such as the following:

- The age of the student;
- The sex of the student;
- The nature of the infraction; and
- The emergency requiring the search without delay.

A student's body and/or personal effects (e.g., purse, backpack, etc.) may be searched when a school official has reasonable suspicion to believe the student is in possession of illegal or contraband items or has violated school district policies, rules, regulations or the law affecting school order.

2. Textbooks:

All basic textbooks are loaned to students for their use during the school year. Workbooks and other supplies are paid for by the student. Textbooks are to be kept clean and handled carefully. Please be sure your name, grade, and school are written on the book label in case the book is misplaced. You will be required to pay for lost or damaged books.

3. Lockers:

Each student will be assigned a locker for the storage of books, school related materials, and outdoor garments. Ownership of the locker is maintained by the school district and scheduled maintenance checks will be completed on a regular basis. The student is granted limited use of the locker. The school district reserves the right to inspect the contents of any locker at any time if suspicion arises of any violation of policies or regulations. Coats and bags are to be stored in your locker during the school day.

It is the student's responsibility to keep lockers locked, neat, and combinations confidential. School personnel reserve the right to judge things that may be offensive or detrimental to the mission of the middle school, and these will be removed from lockers. Fines will be assessed for damage to lockers.

4. Student Appearance:

Clothing or other apparel promoting products which are illegal for use by minors such as alcohol, tobacco, or drugs, or clothing displaying obscene or sexual suggestive material, profanity or reference to subversion are not appropriate. While the primary responsibility for appearance rests with the students and their parents, the administration reserves the right to judge what is proper and what is not. Students who will be making public appearances or are enrolled in class where safety precautions must be made, will be subject to more specific guidelines.

5. Dress Code:

- 1.) Shorts, Jeans, or full length pants
 - a. No holes, rips, or see-through material that exposes skin or undergarments between the waist and the middle of hand when standing with arms at the side.
 - b. Shorts, Skirts and Dresses-when standing with arms at sides, the hem must not be shorter than the middle of the hand.
- 2.) Shirts, blouses, and other tops
 - a. Must cover at least the belly button.
 - b. Must have straps over the shoulders at least one inch in length.
 - c. No holes, rips or see through materials that expose skin or undergarments between two imaginary lines crossing the body at the underarms and belly-button.
- 3.) Shoes
 - a. Must be worn at all times while on school property.
Use of common sense is encouraged. Students are expected to walk up and down three flights of stairs and outside after lunch. Dress appropriately for the weather!
- 4.) Hats and other head coverings
 - a. Are not to be worn inside any school building.
- 5.) Sunglasses
 - a. Are not to be worn inside any school building unless the parent provides a medical reason.
- 6.) Other
 - a. No advertisements of or suggesting profanity, sexual innuendo, tobacco, alcohol, firearms or drug slogans.
 - b. Any clothing that distracts from learning or interferes with the orderly operation of the school will not be acceptable.

6. Biking to School:

Park bicycles in the designated areas in the alley, where security cameras are available for your safety, immediately upon arrival. Bicycles are not to be ridden on the sidewalk. Bicycles are not to be left laying in the way of trash removal trucks or in front of exits. All traffic rules are to be followed while riding to and from school.

7. Cheating:

Students are expected to do their own schoolwork. Cheating by looking at another student's schoolwork, copying others' work, copying from other sources or similar cheating is not tolerated. Discipline may include detention, suspension, the loss of class credit, and/or loss of use of the media center or computer (refer to AUP).

8. Posting of Information:

Students who wish to post or distribute information must receive permission from the principal at least **three days** before the posting or distribution. This applies whether the information deals with school-sponsored or non-school-sponsored activities.

9. Student Complaints:

It is the goal of the middle school to resolve student complaints and grievances at the lowest level. Students are encouraged to address problems with their teachers. The students are also encouraged to seek guidance or counseling from Mrs. Gothberg. If a complaint cannot be resolved by the teacher or Mrs. Gothberg, the student may discuss this matter with Mr. Perrien within 10 days. If Mr. Perrien cannot resolve the problem, then the student shall discuss it with Mr. Messenger, the superintendent of schools.

10. Attending Athletic events:

Students be in school for the entire day to attend games and are expected to stay seated in the bleachers except to visit the rest rooms or concessions at halftime or between games. Good sportsmanship shall be displayed at all times. Any students not following the rules may be asked to leave and subject to further disciplinary action.

**Middle School students attending High School Varsity events will be required to sit in the stands or be accompanied by their parent/guardians to ensure the safety of all spectators. Students who do not adhere to this request may be asked to leave the event without refund.*

11. Transfer out of the Red Oak Community School District:

Parents are asked to notify Mr. Perrien in writing as soon as possible if their student is withdrawing from the Red Oak Middle School. The written notice shall include the anticipated last day of attendance and the name and address of the school district to where the parents would like to have the student's records sent. After being notified in writing, the student will receive instructions for checking out. No refunds will be made until all fees or fines have been paid.

VI. Student Health, Well-Being and Safety

1. School Nurse:

The Red Oak Community School District has a full time school nurse. She is available from 8:00-4:00, Monday through Friday. If you need to contact the nurse, her office is located at the Inman Primary building, 623-6635. She is available to all school buildings on an as needed basis.

2. Physical Examination/Proof of Insurance:

Students who wish to participate in 7th and 8th grade athletics must have a physical examination, written proof of insurance and concussion form on file with the Middle School office. The physical and written proof of insurance must be renewed yearly.

3. Student/Building Assistance Team:

The Student/Building Assistance teams are designed to help students and families bridge the gap between the school, community, and home. These teams may consist of the teachers who have contact with the student, the guidance counselor assigned to that grade level, the school nurse, the building principal, students and parents, AEA 14 resource personnel, and any community members that could be helpful, depending on the situation.

4. Medication at School:

Students must have a signed and dated parent note for the school personnel to dispense medication to students. This applies to both prescription and over the counter medication. ALL medication must be in the original container AND must be stored in the office. Any medication in baggies or recycled containers will not be administered to students.

5. Guidance Program:

The guidance services at the Middle School are open to the various needs of all our students. From orientation of new students to the preparation of eighth graders for high school, the middle school counselor has to keep in touch with the various developmental, emotional, and peer relationships that are a part of this stage of the educational program. Classroom guidance activities are a vital part of this program. Being preventative in nature, these activities provide information and a forum for a discussion of topics important to the students. It is our hope that the guidance program will address the student's needs at the middle school. The goal of our guidance program is to be responsive to the unique needs and characteristics of the young adolescent.

6. Emergency Drills:

Emergency drills will be conducted throughout the year for fire, tornado, weather, or other disasters. Emergency procedures are posted in every classroom and will be reviewed with all students by their teachers.

a. Fire Drills-

- 1.) Notification for fire drills will be made with the fire alarm system.
- 2.) Be quiet. Oral directions may be given. Your life may depend upon hearing them.
- 3.) Walk quickly, but carefully. Don't risk falling – this could cause you, and probably others, bodily harm.
- 4.) Treat drills as though a real emergency exists. Then you will be ready if we ever have a genuine emergency.
- 5.) After getting outside, walk across the street (even in the middle of the block) to the sidewalk.

Faculty, staff and students will assemble in the cage area located on Corning Street across from the Middle School.

b. Tornado Warning, Tornado Drill-

The emergency evacuation plan will be put into action for tornado drills or upon being notified of a tornado warning.

- 1.) Classrooms will be notified via the intercom system.
- 2.) Faculty members are to accompany their students to the designated areas of safety and remain with them during this time.
- 3.) No students will be dismissed until the "all safe" is given.
- 4.) All areas will be notified when it is "all safe" and may return to their classrooms.

c. Lock down Procedures-

In crisis situations school administration may determine that locking down the school may be the most appropriate action to keep students and staff safe.

Code Red= Complete Lock Down

Modified Code Red= Locking down of Classrooms only (students and staff continue to operate within their classrooms as normal).

- 1.) Students and staff remain in lockdown and await further instruction.
- 2.) Staff will refer to the Crisis Management Plan in the event of a **Code Red** lockdown for additional procedures if the lockdown creates an immediate long term threat to the school.

Intruder in School= If school is threatened by an intruder intending to cause physical harm to students and/or staff, every attempt will be made to inform students and staff of the intruders position within the building. Staff is trained to flee with students if possible and/or place as many barriers between themselves and the intruder. Announcements regarding intruder's location will be made as frequently as possible.

VII. Student Scholastic Achievement

1. Grade Reports:

The grading period will be 9 weeks in length. Report cards will be sent home at the end of each 9 week grading period, or picked up at conference times. Mid-term progress reports will be sent home 4-5 weeks into the 9 week grading period. **Teachers will update gradebooks on a weekly basis and all grades can be viewed at any point on the Infinite Campus Parent or Student Portals. Parents will be contacted each week by student advisors if failing any classes.**

2. Parent-Teacher Conferences:

Parent-teacher conferences will be held in September/October 2015 and February 2016. Students are expected to accompany their parents to the scheduled conferences. Other conferences between teachers, parents, and students may be scheduled as needed throughout the year.

3. Honor Roll:

During each quarter grading period, there will be an honor roll compiled. All full-time students who achieve a 3.0 or above grade average will be recognized.

Honor Roll Requirements:

- All A's for All "A" Honor Roll
- 3.5 and above for High Honor Roll
- 3.0-3.49 for Honor Roll

4. Homework:

Teachers will assign homework, extra class activities or assignments as necessary. Homework is an opportunity for students to practice skills and activities, to share and discuss ideas, to review materials, to become acquainted with resources, to organize thoughts, to prepare for classroom activities or to make-up incomplete class work. Students are expected to complete homework on time and will be assigned a work ethic grade based on the timeliness of their homework completion.

5. Academic Eligibility and Extra-Curricular Activities:

The merit, value and effectiveness of participation in interscholastic competition are recognized and participation by as many students as possible is encouraged. Participation in interscholastic competition is a privilege and with this privilege comes responsibility.

Individual sponsors or coaches may impose rules in addition to those contained in this handbook. The rules imposed by individual sponsors or coaches must have administrative approval and be on file with the building Principal. Sponsors or coaches will provide a copy of these rules to his/her players and their parents. The privilege of participation may be suspended or cancelled for violating an individual coach's or sponsor's rules as well as for violation of school district policies, rules, or regulations.

The Board of Directors of the Red Oak Community Middle School offers a variety of voluntary activities designed to enhance the classroom education of its students. Students, who participate in extra-curricular activities, whether away from or at school, serve as ambassadors of the school throughout the calendar year. Students who wish to exercise the privilege of participating in extra-curricular activities must conduct themselves in accordance with board policy and must refrain from activities that are illegal, immoral, unhealthy, or highly inappropriate. Participating in these activities is a privilege, conditioned upon meeting the eligibility criteria established by the board, administration, and individual activity coaches and sponsors.

To be eligible for an activity, students participating must:

- 1.) Be enrolled or dual-enrolled in school;
- 2.) Be earning passing grades in all classes. For the purpose of determining eligibility, grading updates may be obtained at the end of each week, the first week a student is earning a failing grade, the parent will be notified by the teacher of that class of the failing grade, and the student then has one week to get the failing grade to passing. If a student is failing a particular subject two weeks in a row, he/she is then ineligible for the following week of activities. The Principal will hold the ultimate decision on the day of the event if the student is or is not eligible.
- 3.) Special education students or students covered by a Section 504 plan shall not be denied eligibility on the basis of scholarship if the student is making adequate progress, as determined by the student's team, towards the goals and objectives on the student's IEP or 504.

6. Good Conduct Rule: (See the building administrator for the Good Conduct Rule Regulation in its entirety)

A student may lose eligibility under the Good Conduct Rule for any of the following behaviors:

- Possession, use, or purchase of tobacco products, regardless of the student's age.
- Possession, use, or purchase of alcoholic beverages, including beer and wine (having the odor of alcohol on one's breath is evidence of "use"; "possession" has been defined by the Iowa Supreme Court as being within reach of or in "close proximity to" the contraband (e.g., alcohol or other drugs).
- Being in attendance at a function or party where the student knows or has reason to know that alcohol or other drugs are being consumed illegally by minors and failing to leave despite having a reasonable opportunity to do so;
- Possession, use or purchase of illegal drugs or the unauthorized possession, use, or purchase of otherwise lawful drugs;
- Engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system, excluding minor offenses such as traffic or hunting/fishing violations, regardless of whether the student was cited, arrested, convicted, or adjudicated for the act(s);
- Exceeding inappropriate or offensive conduct such as assaulting staff or students, gross insubordination (talking back or refusing to cooperate with authorities), serious hazing or harassment of others. **NOTE:** This could include group conduct!

Athletics and all other extracurricular activities:

- | | | |
|---|---|--|
| ➤ First Offense: 25% loss of eligibility | } | Number of activities or events will be rounded up. |
| ➤ Second Offense: 50% loss of eligibility | | |
| ➤ Third Offense: 12 month loss of eligibility | | |

1. The period of ineligibility attaches immediately upon a finding of a violation if the student is eligible for and currently engaged in an extracurricular activity and, if not, or if ineligibility is not completed during the current activity, is begun or carried over to the time the student seeks to go out for the next activity or contest.
2. If the period of times between a violation and an activity is twelve calendar months or more, the students shall not serve an ineligibility period for the violation.
3. An ineligible student shall attend all practices or rehearsals but may not "suit up" nor perform/participate.

4. If a student drops out of an activity prior to completion of the period of ineligibility, the penalty or remainder of the penalty, at the administration's discretion, will attach when the student next seeks to go out for an activity subject to the 12 month limitation above.
5. If a student violates the Good Conduct Rule while ineligible due to an earlier violation, the penalty for the subsequent offense will attach at the completion of the earlier penalty.
6. **Reduction in Penalty:**

First Offense: A student may have the penalty reduced by half if: (keeping in mind there is a one activity loss minimum and we are rounding up)

- The student submits to a Primary Breath Test (PBT) or Urine Analysis and the result of that testing is negative, and/or
- The student seeks an evaluation and, if recommended, treatment from a recognized substance abuse or counseling facility at the student's parent/guardian's expense. The student must agree to waive confidentiality to allow the facility to report back to the superintendent, principal, or designee regarding recommendations for treatment or follow-up care.

Second Offense: A student may have the penalty reduced by half if:

- The student seek an evaluation and, if recommended, treatment from a recognized substance abuse or counseling facility at the student's parent/guardian's expense. The student must agree to waive confidentiality to allow the facility to report back to the superintendent, principal, or designee regarding recommendations for treatment or follow-up care and
- Satisfactorily completes 15 hours of school service within 30 calendar days.

There is no reduction for third or subsequent offenses.

VII. Student Activities

1. Student Assemblies:

Throughout the year the school district sponsors school assemblies. Attendance at these assemblies is a privilege. Students must act in an orderly fashion and remain quiet on their way to an assembly, during an assembly and on their way back to the classroom after an assembly. Students attend assemblies unless, for disciplinary reasons, the privilege is taken away.

2. School-Sponsored Student Activities:

Red Oak Middle School offers football, basketball, wrestling, volleyball, cross-country, and track for 7th and 8th graders. Dramatic activities, vocal and instrumental activities are available for all students. Other activities include Student Council and Art Club and Yearbook. More activities may be organized if sufficient interest is shown and a sponsor can be found. **All students are encouraged to participate in all activities.**

3. Field Trips:

The principal must give prior approval for all field trips. Written parental permission will be required if students are to participate in a field trip outside of the school district. A student may be denied participation in a field trip due to disciplinary action. All rules and behavior that are expected at school, are expected on field trips.

4. Student Funds and Fund-raising:

Students may raise funds for school activities upon approval of the principal at least

2 weeks prior to the fund-raising event or the start of a fund raising campaign. Funds raised remain in the control of the school district and the board. School-sponsored student organizations must have the approval of the principal prior to spending the money raised. Classes that wish to donate a gift to the school district should discuss potential gifts with the principal prior to selecting a gift.

Students may not solicit funds from teachers, employees or other students during the school day. Students who violate this rule will be asked to stop. Violations of this rule may result in future fund raising activities being denied.

VIII. Miscellaneous

1. Telephone:

Students may not use the office phone or personal cell phones during class time for personal calls or text messaging (this includes tardies to class because of time spent on school or cellular phone for personal reasons). A tardy to class caused by the use of personal cell phone will result in a violation of the schools cellphone policy and the appropriate disciplinary action will be taken.

Emergency calls can be made with staff permission. In the event a student receives a call, he/she will be called out of class only in the case of an emergency. The telephone will be made available before and after school for students to contact parents concerning activity schedule changes or bussing changes.

2. Student cell phones & gaming/music devices:

Student cell phones & gaming/music device use is prohibited during scheduled class time. All devices must be silent and not distracting to the learning environment. Teachers reserve the right to ask students to make all gaming/music & communication devices visible if students choose to possess them during the school day. *Students who violate the schools cell phone policy will be subject to the following disciplinary actions:*

In class Distraction – Asked to place device on teacher desk. Student will be allowed to pick up the device at the end of class. **Refusal to place device on teacher desk will result in an office referral (which could lead to additional disciplinary action taken.)*

Multiple Classroom Offences – Students whom teachers feel are habitual violators of using their phones or gaming devices in class may be subject to immediate placement of device on the teacher desk at the start of class. Students who refuse to comply will be sent to the office for alternative arrangements.

2. School Announcements:

Daily announcements will be read over the intercom at the end of 3rd period each morning. Afternoon announcements will also be read over the intercom system by the office staff at the end of the school day.

3. Parents, Visitors, Guests:

Parents are always welcome. Students may not bring friends with them to school. All visitors are to report and sign in at the office immediately upon arrival at the school. **The office is located at the east entrance to the building on the first floor.**

4. Cafeteria/Lunch Accounts:

Breakfast and lunch are offered to all students through the Middle School cafeteria.

Our cafeteria is operated as a non-profit organization. The charge for a meal includes a carton of milk. A sack lunch may be brought from home if desired, but must be eaten in the

cafeteria. Milk is for sale to supplement sack lunches. Soda and high caffeinated energy drinks are NOT allowed for consumption in the lunchroom.

Conduct such as would be expected in the home dining room will be expected in the school dining room. You will have twenty-five minutes for lunch. No food or drink items are to leave the cafeteria after the lunch period is over. Have your rest room needs taken care of before you return to class.

a. Lunch Account:

Money to be credited to your lunch account is to be taken to the office in the morning prior to the start of school. This will assure that your account is updated prior to the lunch period. Students who run their account balance in the negative will be notified that they need to bring money in writing and the student is responsible to show that note to the parent. Parents are always welcome to call for an update of the lunch account, and check their accounts on the schools interactive database, Infinite Campus. This link is provided on the school website. Lunch accounts cannot get below a negative \$5.00. *Students will be given a letter for them to give to parents when the balance gets to a negative \$0.01 and will continue until the lunch account is back to a positive amount.* The school will provide a sack lunch to students that have a negative \$5.00 balance.

b. Ala-Carte

Students will be allowed to purchase additional items to eat after they have consumed their regular school lunch. Items range in price from \$0.75 to \$1.00 and include foods such as; sports drinks, water, fruit snacks, snack bars & a second lunch entre. ***STUDENTS MUST HAVE \$money\$ in their lunch account to purchase ala-carte items.***

*****Parents- please contact the office if you would like to prohibit your child from purchasing ala-carte items*****

5. Media Center:

Students are invited and urged to use the media center during their classes, study halls, as well as before and after school and from a class with teacher permission. The media specialist and staff are in the center to help students. Ask for help whenever you need it to find a book, materials, use equipment, etc. The media center is a learning center, not a social center.

6. Student Valuables/Nuisance Items:

Students should not bring large amounts of money or items that do not contribute to learning to school. If it becomes necessary to have items of value with you, they can be brought to the office for safe keeping during the school day. Never leave items of value in lockers or the locker room during P.E. classes. Bringing nuisance items to school is prohibited. Some examples of nuisance items are toys, radios, electronic games, cameras, cassettes, cd players, squirt guns, and sunglasses. Nuisance items will be confiscated and returned to the students at the discretion of the teacher or principal.

The school will not be responsible for any lost or stolen items.

7. Lost and Found:

Turn in any found article to the office. Any item not claimed will be given to a charitable organization at the end of each quarter with the exception of valuable items. Items of value such as cash, jewelry, wallets, glasses, keys will be kept in the office.

Found textbooks, media center books will be returned to the respective teacher.

-ALL unaccompanied student computers will be turned into the Media Center.

8. Inspection of Educational Materials:

Parents and other members of the school district community may view the instructional materials used by students in the office. Copies may be obtained according to board policy. Tests and assessment materials are only available for inspection with the consent of the superintendent.

Memo

To: Mr. Messinger and Board of Directors
From: Mrs. Gayle Allensworth, Principal – Inman Primary and Washington Intermediate Schools
CC: Mrs. Tammy VanMeter, Administrative Assistant
Date: 8/10/2017
Re: Elementary Handbook Changes for 1718 School Year

Inman Primary School

Updates:

1. Cover Page - to include 1718 Theme
2. Staff – names and phone extensions

Washington Intermediate School

Updates:

1. Cover Page – to include theme and updated administrative information
2. Staff – names and phone extensions

Changes or Additions:

Page 7: **BIRTHDAYS: CELEBRATIONS, TREATS AND INVITATIONS - change**

Birthdays and other celebrations are important and will be celebrated through activities that align with our school district's healthy living initiatives. The classroom teacher will coordinate with parents to plan the celebration. If a parent chooses to have a birthday party outside of the school day, the invitations for such a party are to be sent through the U.S. Mail or electronic methods. They are not to be passed out at school unless one is given to everyone in the student's classroom.

Page 7: **CELL PHONE POLICY - change**

We recognize that cell phones have become a common tool for communication. However, they can also be a major distraction to the learning environment and are vulnerable to theft. We ask that you allow your child to carry a cell phone only if absolutely necessary. Students are allowed to carry cell phones to school. However, phones must be turned off and stored out of sight during school hours. Phones may not be used to talk, take pictures, play games, record or text during school hours, including recesses. Parent permission to carry a phone must be on file in the school office. If a student violates the cell phone policy, they will have the following consequences:

- *First Infraction-Students will have their cell phone taken away by the teacher and returned at the end of the day.*

- Second Infraction-Students will have their cell phone taken and locked up in the office until a parent can come to school to retrieve it.
- Third Infraction-Students will no longer be allowed to bring a cell phone to school until a parent conference with the principal is held.

We are not responsible for lost, damaged or stolen phones, CD players, iPods or electronic gaming devices, CD players, iPods or electronic gaming devices are not permitted at school.

Page 8: **CLOTHING AND DRESS FOR SCHOOL – addition to handbook**

Student dress or personal grooming is not to interfere with the normal classroom educational process. Parents should be aware of what clothing students wear to school. Items of apparel, which are disruptive to the school or class routine, are not acceptable. Examples of unacceptable dress are: clothing which has profane or suggestive wording or drawings (pictures); midriff tops; clothing which is advocating or advertising the use of alcohol, tobacco or drugs; extremely dirty or tattered clothing, unhemmed or torn garments; or biker shorts (spandex) are not permitted. Students who are wearing questionable apparel will be referred to the principal. Students who are wearing unacceptable apparel may be sent home and/or be subject to disciplinary action.

In wet, muddy, and snowy weather children are encouraged to wear weather conditioned shoes or boots or overshoes to prevent wet feet. Overshoes or snow boots are not to be worn all day indoors; students are to wear regular shoes in the school building. During inclement weather adequate outer garments should be worn. Recess will continue to be outside unless the principal and staff determine the weather is inappropriate for all students to be outside. The students will be required to wear the clothing the parent has sent with them to school for recess. The recess supervising teacher may determine that coats and boots are not needed under certain conditions.

Page 9: **Emergency Team – added current staff names**

Page 12: **Pediculosis (Lice) Management – added to align with IPS**

School Role- Prevention:

1. Educate Staff, parent and student on ways to prevent headlice.
2. Keep mats, pillows and belongings separated. Coats will be kept in bags
3. Avoid stacking/piling or hanging coats on top of each other
4. Encourage students to keep hats scarves and coats in their sleeves.
5. Remind student not to share combs, brushes, hats and other hair accessories.
6. Avoid sharing earphones and helmets.
7. Watch for signs i.e.: frequent head scratching.
8. Remind parents to do careful weekly inspections of their child's hair
9. Notes will be sent home with students where a case has been found.
10. Encourage that long hair is pulled up in pony tail.

Identified Case Management

Children will not be excluded from school on the day that headlice is detected. Children can be excluded from school if live lice are observed after treatment, and the progression to remove nits is not evident. Readmittance of the child to school nurse, or other appointed school official will be at the discretion of the school school nurse and also after the child has been re-treated.

Exclusion from school is not punitive, but is intended to respect the right of an individual to be louse free, and for the learning environment to be free from interruptions for all students.

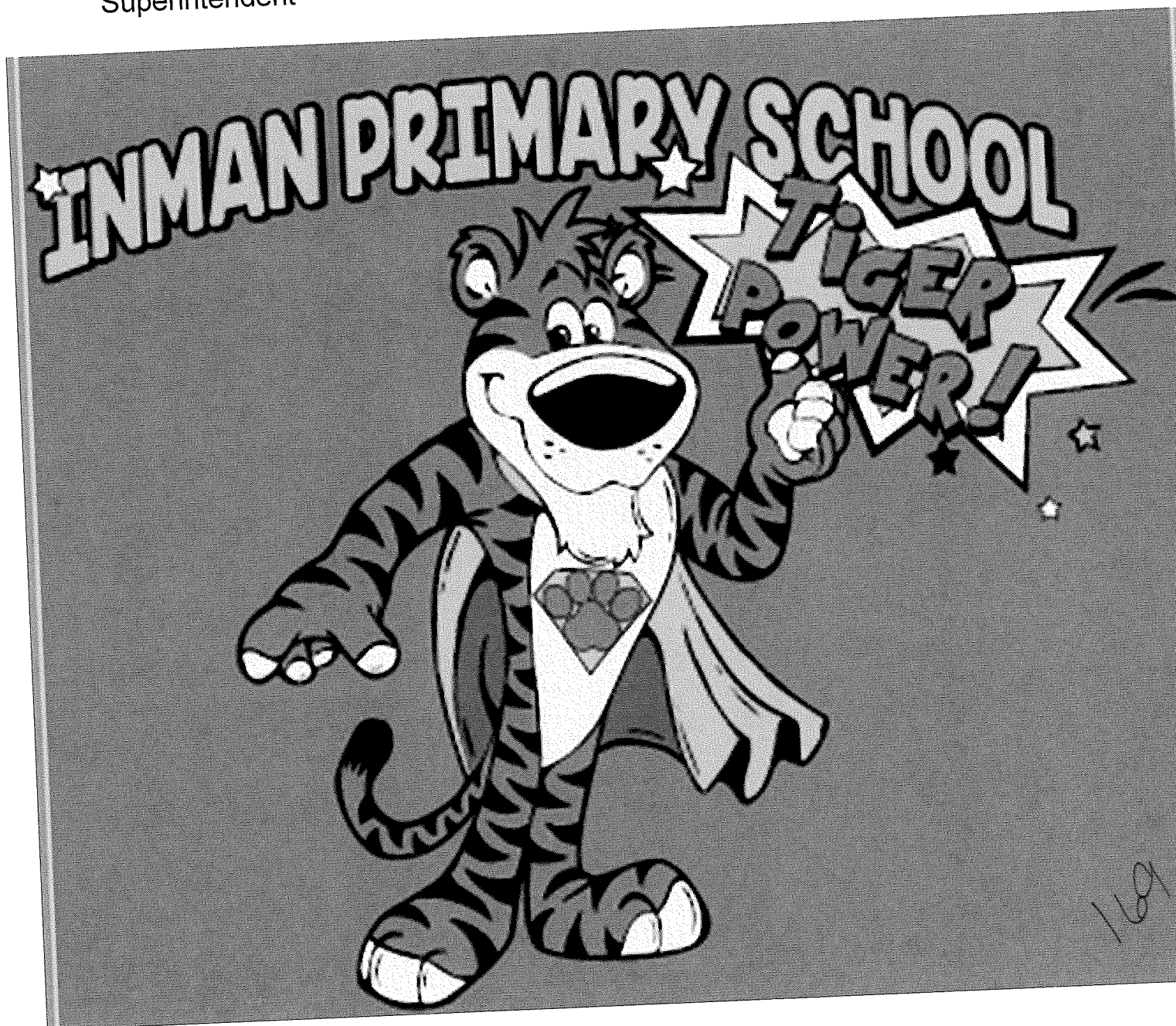
1. *The school nurse will contact the child's family by phone. If unable to reach the family, a note will be sent home with the child, and a copy will be kept in the nurse's office. The school nurse or designated personnel will provide information for the family on the treatment and prevention of head lice.*
2. *A family may opt to take the student home to treat or, depending on the severity, a child may be sent home for immediate treatment and to prevent the spread of the head lice. This will count as an excused, medical absence. If the family has not received a lice treatment kit twice during the semester, one may be sent home with the child.*
3. *Upon return to school the next day, the child's hair will be checked. He/She may return to class if there are not any live louse present in the hair. If nits (eggs) are present hair will be rechecked frequently to ensure proper combing of hair at home. Signs of proper combing will result the reduction of nits (eggs). If, at any time, live lice are evident, the family may be asked to pick up the child and re-treat.*
4. *After 14 days, and the completion of the treatment plan (checklist), if there are still nits or louse present, a family may be asked to keep their child home at the school nurse's or administrative designee's discretion until hair is nit free.*
5. *A child's hair will be checked two weeks after they are nit free to ensure child is still free of lice.*
6. *In severe and reoccurring cases, a family may be given information related to a medical referral.*

Pre-school through Third Grade Students in Red Oak, Iowa

Parent/Student Handbook 2017-2018

Mr. Thomas Messinger
Superintendent

Mrs. Gayle Allensworth
Principal



INMAN PRIMARY SCHOOL
900 Inman Drive
Red Oak, Iowa 51566

Telephone (712) 623-6635

Fax (712) 623-6638

Staff	Assignment
Allensworth, Gayle	Principal PK-3/ Director of Special Education
Blackman, Brandi	Teacher – 1 st Grade
Berglund, Stephanie	Teacher – Kindergarten
Billings, Meshell	Teacher – Kindergarten
Blake, Kirsten	Para-professional
Carlson, Jacque	Para-professional
Chilton, Kristina	Teacher – 3 rd Grade
Confer, Katie	Teacher - Kindergarten
Cook, Tori	Teacher – 3 rd Grade
Craig, Peggy	Para-professional
Darrow, Cole	Teacher - Physical Education
Dentlinger, Connie	Teacher – Reading Intervention
Dolch, Becky	Teacher – 2 nd Grade
Edie, Jennifer	Para-professional
Euken, Teresa	Teacher – Art, Grades K-3
Fellers, Patricia	Teacher – ELO
Gacke, Ashley	Teacher – 3 rd Grade
Gillespie, Arryn	Teacher - Pre-school
Gothberg, Heather	Guidance Counselor
Graber, Deb	Teacher- Student Support Coordinator
Gray, Lisa	Teacher – Special Education
Guerra, Letty	Para-professional
Hall, Heather	Nurse
Hambricht, Bev	Teacher – Special Education
Harmsen, Anna	Teacher - Kindergarten
Hoeksema, Miriam	Teacher - ELL
Jones, Kelly	Teacher – Teacher Mentor
Jones, Robin	Administrative Assistant
Lamb, Roxanne	Teacher – Reading Intervention
Moore, Jewell	Teacher – Reading Intervention
Nielsen, Carol	Teacher – 1 st Grade
Pease, Brandy	Teacher- 2 nd Grade
Pegg, Ashley	Teacher – 1 st Grade
Pfieffer, Martha	Teacher – Pre-school
Powers, Sherry	Para-professional
Rehbein, Beth	Teacher – 2 nd Grade
Rodriguez, Linda	Para-professional
Shaw, Melissa	Para-professional
Sindt, Brittan	Teacher - Kindergarten
Smith, Arlene	Teacher - Pre-School
Smits, Melinda	Teacher – 1 st Grade
Sparks, Gabrielle	Teacher – 3 rd Grade
Sterbick, Rebecca	Teacher – 2 nd Grade
Streicher, Linda	AEA Speech Therapist
Vanderhoof, Lori	Administrative Assistant
Walford, Kim	Teacher – 2 nd Grade
Wallace, Lisa	Para-professional
Webb, Jeanne	Para-professional
Wernhoff, Linnea	Teacher – Music, Grades K-3
Wingfield, Lisha	Para-professional

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ACCIDENT AND EMERGENCY INFORMATION

In the event of a serious accident or illness at school, a parent will be called. If you cannot be reached, the persons you have designated as emergency contacts will be called. Emergency contacts are usually family members or close friends who have agreed to care for your child when you cannot be reached. Please ask these people before listing them, to be sure that they are willing to take this responsibility. Please be sure that the numbers you have given us for home, work and emergency contacts are accurate. If at any point during the school year this information changes, notify the office immediately so that our information is always correct. This allows us to provide the best emergency care for your child.

ANIMALS (PETS)

School permission, teacher or principal, must be obtained to bring any animal, insects or reptiles to school. It is necessary that pets be brought to the classroom by a parent, who then waits and takes the animal home.

ATTENDANCE

The Importance of Regular School Attendance

- *The Red Oak Community School District's attendance policy is based on the fact that something important happens in class every day and that the activity or interaction between teacher and student can never be duplicated. In order for our elementary school to do the best job of educating the students entrusted to them, the students must be in regular attendance. A successful educational program requires the cooperation of the parent, the student to attend regularly, and the staff to be involved at all points in the process. One of the most vital points is that of student attendance.*

Legal Obligation Regarding Attendance Regulation

- *The school believes the responsibility for attendance rests with the parents and the students. We encourage those responsible to make good sound educational decisions about school attendance, keeping in mind that attendance at school results in greater success. If that responsibility is not assumed by the student and parents, the school will enforce the state of Iowa mandatory attendance laws, and the excessive absence regulation.*
- *Our state legislators have created a very important law (code) that addresses student attendance in schools. Iowa Code 299.1 reads as follows:*
 - ***The parent, guardian, or legal or actual custodian of a child who is of compulsory attendance age, shall cause the child to attend school during a school year. The board of directors of a public school district shall set the number of days of required attendance for the schools under its control.***
 - ***The board of directors of a public school may, by resolution, require attendance for the entire time when the schools are in session in any school year and adopt a policy or rules relating to the reasons considered to be valid or acceptable excuses for absence from school.***
- *To support this law, the directors of the Red Oak Board of Education have adopted a number of policies within the 500 Series (Policies Impacting Students) of the Red Oak Board Policy Manual. These policies, along with the rules found in this student handbook, serve to support Iowa Code 299.1. Please take the time to familiarize yourself with the*

rules found in this handbook. We, the administration and board directors, have designed these rules so that all students may receive an excellent education.

Processes and Procedures to Combat Excessive Absences/Tardies

Reporting Student Absences

- When children are sick, they should stay home from school. If your child will be absent or tardy, please call the school before 8:45 A.M. If we do not hear from a parent or guardian by 9:00 A.M., the school will contact the home. Our primary concern is each student's safety and well-being.
- Please make every attempt to have your child at school on time. Inman Primary School begins at 8:15 A.M. This means your child should be in their classroom before that time, not just entering the building. Our day is scheduled and when a child is late, something is missed.

Excessive Absences

- After a student experiences a 4th unexcused absence or 8th total absence a letter of concern is sent to parents. After an 8th unexcused absence, or 12th total absence a second letter is sent and a meeting is convened to determine the causes of the absences. During this meeting an attempt to develop an individual plan to improve attendance will transpire. After a 12th unexcused absence or 20th total absence a third letter will be hand delivered and a mandatory mediation session with the local County Attorney will take place.
- If attendance does not improve, agencies including, but not limited to, the following may be contacted: Department of Human Services, County Attorney, Public Health, family physician, mental health professionals, Area Education Agency, and Juvenile Court Services. Ultimately, retention may be considered if the student, due to poor attendance, is unable to meet academic expectations.

Tardy Consequences

- Students arriving late to school must report to the main office with a parent and be signed in. A child is considered late for elementary school if he or she is not in the classroom when school begins.
- Work and/or instruction missed may be made up at recess and or after school.
- After 8th tardy – Letter home
- After 14th tardy – 2nd letter sent home and conference with the parent, building administrator and student
- After 20th tardy - May result in the child being referred to the Montgomery County Attorney.

Attendance Definitions – A student's absence will be recorded using a combination of the following four codes. These codes in addition to a comment section aid in describing the exact nature of the absence.

Excused Absence - The following absences will be identified as excused absences. However other additional circumstances may warrant an absence to be excused. Such circumstances are at the sole discretion of building administrators.

- a. School Suspensions (documented by school disciplinarians)

- b. School-sponsored Field Trips (documented by teachers/sponsors)
- c. Funerals (notification required from parent before the absence occurs)
- d. Doctor Visits (notification from parent and documentation required from doctor's office signed by office rep/Dr.)
- e. Planned Family Vacation (up to 3 school days and documented by parents at least 1 week ahead of the actual vacation)
- f. **Parentally Excused Absences Due To Illness** – Our elementary schools will accept a “parentally” excused absence for up to five days during a semester.
 - a. A parent must call to report an absence the day of the illness. If no contact is made the day of the illness, the absence will be recorded as truant.
 - b. Illness absences in excess of the five parentally excused absences will be recorded as “unexcused” until a doctor's note is received. This note must be brought to the office within 2 school days following the student's return to school.
 - c. Additionally, if a student has frequent parentally excused absences or prolonged absences, with no doctor's notices the district is advised to determine whether or not the student has a handicap or disability under the provisions of Section 504 of the Rehabilitation Act of 1973.

Verified Unexcused Absence – Any absence that is verified by the parent or guardian, but is not listed in the “Excused” category above would be considered a “Verified Unexcused Absence”. Verified unexcused absences can occur because of personal reasons and may include, but are not limited to:

- a. short notice family trips
- b. birthday parties
- c. non-school related competitions
- d. prom dress shopping
- e. graduations
- f. trips to the airport
- g. car problems
- h. planned family vacations in excess of 3 missed school days

Truancy - Any absence that occurs without notification from the student's parent/guardian will be classified as truant. Schools must be notified on, or before the day of the absence in order for the absence not to be classified as truancy.

Tardy – Not being in your assigned classroom when school begins.

Monthly Positive Support for Attendance

- **Individual Incentives:** At the first of each month students with 98% attendance and good student behavior for the prior month, will be entered into a drawing for incentive. One student's name from each grade level will be drawn. Prizes could include: movie tickets, restaurant gift cards, school apparel, etc.

Semester & Yearly Positive Support for Attendance

- **Individual Incentives:** All students with a combined attendance rate of 98% or better, and have achieved satisfactory grades for the year will be rewarded with a Tiger 98 Club Prize.
 - **Whole Class Incentive:** We will also monitor and post each grade's monthly attendance rate on our prominently displayed Attendance Board. At the end of each semester, the grade with the highest attendance percentage will be rewarded with a special lunch provided by the Red Oak Community School District. All administrators and students from in the entire grade level will be invited to attend.
-

BEHAVIOR

Although we believe the majority of our students "do the right thing" on a consistent basis, it is our belief that a building-wide behavior plan will support the best learning environment for all students. In addition to providing students with clear, consistent expectations, our staff believes every student at Inman Primary has the right to a classroom free of distractions, inappropriate behavior and disrespect. We also believe...

- All students are entitled to a safe and harassment free learning environment.
- Learning will increase when all students know that consistent expectations for behavior exist in their school.
- Student, parent and teacher frustration will decrease when a clear plan for behavior expectations and consequences has been outlined.
- High expectations for respect for self and others build character and develop strong future citizens.

We also know student respond much better when every adult a child encounters throughout the day is consistent with the other adults in the building. Every adult at Inman Primary will follow the disciplinary process listed below when dealing with inappropriate behavior.

Expectations:

Every child in our school has the right to:

- Learn in a class free of disruptions
- Learn in a classroom free of putdowns and harassment
- Learn individually and within groups in a positive environment
- Expect that their peers will follow the rules of the classroom and school

BICYCLES

Riding a bicycle to and from school is a privilege and not a right. Students who fail to follow these guidelines will have the privilege of bike riding to and from school terminated and may also be subject to additional discipline.

- Bicycles will be parked in the racks provided or in a designated area.
- Bicycles will be walked while on the sidewalks or school grounds.
- Bicycles will not be ridden or tampered with during the school day.
- Bicycle riders are expected to use bicycle safety rules. Such as: always yielding to pedestrians; riding single file in a straight line; using the proper hand signals; and obeying all traffic rules.

BIRTHDAYS: TREATS AND INVITATIONS

Birthdays and other celebrations are important and will be celebrated through activities that align with our school district's healthy living initiatives. The classroom teacher will coordinate with parents to plan the celebration. If a parent chooses to have a birthday party outside of the school day, the invitations for such a party are to be sent through the U.S. Mail or electronic methods. They are not to be passed out at school unless one is given to everyone in the student's classroom.

BOOK CHARGES

Students losing or damaging schoolbooks/materials or media books beyond use will be expected to pay for them. The replacement cost of new and/or used books will be based on the costs obtained from new or used book catalog pricing information. Charges will be assessed for other misuse of books in relation to its severity.

CARE OF SCHOOL

Students who purchase candy or pop off-campus are to consume such items before they enter school grounds. Gum is not to be chewed in the building or on school grounds. It is our sincere desire that all students take pride in caring for their school building and its surroundings. We want to encourage the students to keep it as neat and clean as their own home. Students that purposely make a mess are expected to clean it up.

CHILD CUSTODY

In most cases, when parents are divorced, one parent is designated by the court as the custodial parent. Student records will be shared with the non-custodial parent, if the non-custodial parent makes a request for information and provides the school with an address for sending the records. If, in the case of divorced or separated parents, there is a court order that limits any of the rights of one parent, a copy of the court order must be filed in the office.

CHILD SAFETY

If your child is going to have a change in their normal routine, we need a parent note stating what the child is to do. Without a note, your child will be instructed to do their normal routine: ride the bus home, walk to the sitter, be picked up, etc. It is very important for us to know this information for the welfare and safety of your child.

CLOTHING AND DRESS FOR SCHOOL

Student dress or personal grooming is not to interfere with the normal classroom educational process. Parents should be aware of what clothing students wear to school. Items of apparel, which are disruptive to the school or class routine, are not acceptable. Examples of unacceptable dress are: clothing which has profane or suggestive wording or drawings (pictures); midriff tops; clothing which is advocating or advertising the use of alcohol, tobacco or drugs; extremely dirty or tattered clothing, unhemmed or torn garments; or biker shorts (spandex) are not permitted. Students who are wearing questionable apparel will be referred to the principal. Students who are wearing unacceptable apparel may be sent home and/or be subject to disciplinary action.

In wet, muddy, and snowy weather children are encouraged to wear weather conditioned shoes or boots or overshoes to prevent wet feet. Overshoes or snow boots are not to be worn all day indoors; students are to wear regular shoes in the school building. During inclement weather adequate outer garments should be worn. Recess will continue to be outside unless the principal and staff determine the weather is inappropriate for all students to be outside. The students will be required to wear the clothing the parent has sent with them to school for recess. The recess supervising teacher may determine that coats and boots are not needed under certain conditions.

CONFERENCES

Parent-Teacher conferences are scheduled for September and February. It is of utmost importance that parents meet with their child's teacher. Teachers and parents are encouraged to request additional conferences at any time during the year when there are questions or concerns about a child's progress. In addition to conferences, parents may receive communications throughout the school year. Parents should discuss appropriate items with their child. If there are questions, contact your child's teacher.

DELIVERIES

We know that holidays are a time for celebration, and at times, families want to send gifts for special delivery at school. Due to the age of our students, we will only accept deliveries of balloons, candy,

flowers, etc on a child's birthday, as it is an individual celebration. Please do not send items such as the above listed for events such as Halloween, Christmas, Valentine's Day, etc.

DISCIPLINE: See "Behavior"

FIELD TRIPS

The principal must give prior authorization for all field trips and/or excursions. Teachers will inform parents of field trips and/or excursions as they occur throughout the school year. Parental permission (written or verbal) will be required prior to the student's participation in a field trip. Excursions are appropriate walking trips that are within Red Oak. Excursions may also include a school bus ride to the athletic fields and Red Oak city parks. If you desire that your child not participate in an excursion please notify your child's teacher.

HARASSMENT/BULLYING

All individuals at Inman Primary School have a right to feel respected and safe at all times. Bullying is a physical or verbal act of aggression toward individuals or property. Harassment may include name calling, unwelcome touches, and words or actions that make others uncomfortable. If any words or actions make a student uncomfortable or fearful, it immediately needs to be reported to the student's teacher, guidance counselor, activity supervisor, and/or the principal.

HOURS

School hours are from 8:15 AM.-3:15 PM each day. Students are welcome on school grounds after 7:45 AM., if they are having breakfast and either walk or are dropped off at school. All other students who walk or are dropped off at school should arrive no later than 8:10 A.M. Bus students will arrive between 8:00 AM and 8:05 AM. Those students eating breakfast will go directly to the cafeteria. Breakfast will NOT be available if a student arrives after 8:10 AM and is not served on late start days.

If parents/guardians wish to pick up a student before dismissal times, they must contact the office and inform the school of their plans. For the safety of the child, he/she will not be sent out of the building to meet the designated pick-up person. If an adult is not available to come in the building to get the child due to physical disability, special arrangements will need to be made with the principal. Many times school may be dismissed early due to inclement weather or professional development. Please develop and send written plan(s) to the teacher for what your child should do in case of planned and unplanned early dismissal.

Please make sure that your child's teacher is aware of how he/she will leave school at the end of each day. Notify the school at least one hour, prior to dismissal, should a change in plans be necessary i.e., walk home, ride the bus, will pick-up, etc. We want to ensure that all changes are properly communicated to the teacher and student before dismissal.

INCLEMENT WEATHER: SEE: District-wide Parent/Student Handbook (attached)

IMMUNIZATIONS: SEE: District-wide Parent/Student Handbook (attached)

LOST AND FOUND

Lost and found articles are placed in the elementary office and in a box in the main hallway. Parents and children are encouraged to check the box for lost items. Every effort will be made to return identifiable items. Articles that are not claimed by the end of the school year will be given to a charitable organization.

LUNCH

Students are not allowed to bring pop or any carbonated beverage to school in cold lunches unless the teacher gives the class permission for a special occasion. **Students will not be permitted to share/trade/sell food items provided by the school or brought from home.** Parents are welcome to come to school to eat lunch with their child. Parents that want to eat the school hot lunch are asked to call school prior to 9:00 a.m. in

order for a hot lunch to be ordered. We ask parents who bring lunch to eat with their child not to bring pop also. Items sent in a cold lunch should be "child friendly". Your child should be able to open items sent in their lunch.

MEDICATION: SEE ALSO: District-wide Parent/Student Handbook (attached)

Over the counter and prescription medications that need to be taken at school, must be sent in the original container/prescription bottle. The parent/guardian also must include a signed note giving permission for the staff to administer the medication along with specific instructions.

MONEY

Only money needed to conduct authorized sponsored activities should be brought to school. These might be hot lunch, insurance, book orders, school pictures, etc. Cash should be brought in a sealed envelope with the students name, amount of money and what it is to be used for on the outside of the envelope. Students should pay amounts due upon arrival at school to eliminate the possibility of loss or theft. Washington Intermediate School and its staff are not responsible for money lost.

MULTICULTURAL/GENDER FAIR EDUCATION

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.

NON-DISCRIMINATION NOTIFICATION STATEMENT

The board will not discriminate in its educational activities on the basis of race, color, national origin, creed, religion, sex, disability, sexual orientation, gender identity or marital status. The board requires all persons, agencies, vendors, contractors and other persons and organizations doing business with or performing services for the school district to subscribe to all applicable federal and state laws, executive orders, rules and regulations pertaining to contract compliance and equal opportunity. The board is committed to the policy that no otherwise qualified person will be excluded from educational activities on the basis of race, color, national origin, creed, religion, sex, marital status, sexual orientation, gender identity or disability. Further, the board affirms the right of all students and staff to be treated with respect and to be protected from intimidation, discrimination, physical harm and harassment.

PARENT/TEACHER REQUESTS

We understand that every child is unique and special; therefore, every attempt will be made to meet each student's individual needs. The building principal and elementary teaching staff will take careful consideration in placing each child into a classroom that will best benefit the individual. Should a parent feel that there is a need to communicate with the principal regarding their child's specific classroom placement, they will need to complete a "Classroom Placement Consideration Form" (attached at the back of the handbook) by May 1st of the school year prior to the request. Please make sure that through completion of this form, all requests are educational in nature and reflect specific information regarding a child's learning needs.

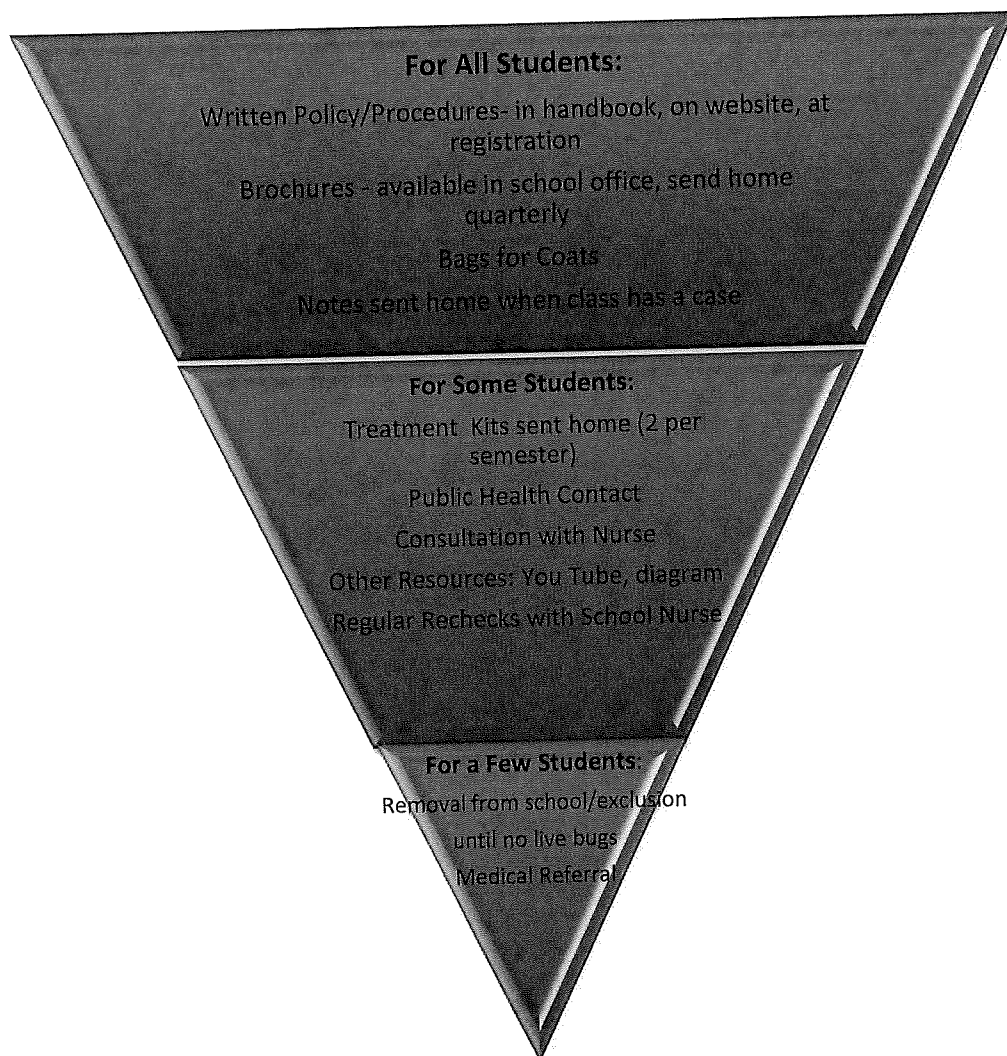
PARTIES

Parties are planned and organized in conjunction with the principal's office. Room parties are held to celebrate various occasions and also class successes, but no more than one per month in conjunction with the birthday celebration if they involve unhealthy foods. Arrangements for these parties will be made cooperatively between teacher, parents, and pupils as the situation permits.

Pediculosis (Lice) Management

School Role- Prevention:

1. Educate Staff, parent and student on ways to prevent headlice.
2. Keep mats, pillows and belongings separated. Coats will be kept in bags
3. Avoid stacking/piling or hanging coats on top of each other
4. Encourage students to keep hats scarves and coats in their sleeves.
5. Remind student not to share combs, brushes, hats and other hair assessories.
6. Avoid sharing earphones and helmets.
7. Watch for signs i.e.: frequent head scratching.
8. Remind parents to do careful weekly inspections of their child's hair
9. Notes will be sent home with students where a case has been found.
10. Encourage that long hair is pulled up in pony tail.



Identified Case Management

Children will not be excluded from school on the day that headlice is detected. Children can be excluded from school if live lice are observed after treatment, and the progression to remove nits is not evident. Readmittance of the child to school nurse, or other appointed school official will be at the discretion of the school school nurse and also after the child has been re-treated.

Exclusion from school is not punitive, but is intended to respect the right of an individual to be louse free, and for the learning environment to be free from interruptions for all students.

1. The school nurse will contact the child's family by phone. If unable to reach the family, a note will be sent home with the child, and a copy will be kept in the nurse's office. The school nurse or designated personnel will provide information for the family on the treatment and prevention of head lice.
2. A family may opt to take the student home to treat or, depending on the severity, a child may be sent home for immediate treatment and to prevent the spread of the head lice. This will count as an excused, medical absence. If the family has not received a lice treatment kit twice during the semester, one may be sent home with the child.
3. Upon return to school the next day, the child's hair will be checked. He/She may return to class if there are not any live louse present in the hair. If nits (eggs) are present hair will be rechecked frequently to ensure proper combing of hair at home. Signs of proper combing will result the reduction of nits (eggs). If, at any time, live lice are evident, the family may be asked to pick up the child and re-treat.
4. After 14 days, and the completion of the treatment plan (checklist), if there are still nits or louse present, a family may be asked to keep their child home at the school nurse's or administrative designee's discretion until hair is nit free.
5. A child's hair will be checked two weeks after they are nit free to ensure child is still free of lice.
6. In severe and reoccurring cases, a family may be given information related to a medical referral.

PERSONAL PROPERTY AT SCHOOL

We would prefer that students NOT bring toys or other objects from home unless the classroom teacher has given them permission. Items that are brought from home should be marked so that they can be easily identified. The school cannot assume responsibility for the loss or breakage of things brought from home. Radios, tape recorders, cell phones, electronic games and similar items are not to be used in school. They are expensive, and the school cannot guarantee their safety.

PHYSICAL EDUCATION REQUIREMENTS

The physical education department request that appropriate shoes (no flip flops) be worn for physical education class. This is for safety as well as health reasons. Students should wear clothing that does not restrict movement on P.E. days. If a girl wants to wear a dress, she should wear shorts under her dress. If a student needs to be excused from participation in physical education for one class period due to injury or illness, a written parental request needs to be given to the P.E. teacher the day the student is to be excused. We encourage parents to write notes restricting only the types of activities that will aggravate the injury or illness rather than notes that eliminate the student from participating in all activities. If a student needs to be excused for two or more consecutive class periods, a written medical request from a doctor must be given to the P.E. teacher.

RECESS

Research studies have shown that taking a break from a task and moving around in order to get oxygen to the brain will increase one's readiness to learn. Our students go outside (weather permitting) in order to get fresh air and work off some of their energy. Recesses are part of the scheduled school day. All students are expected to participate in recess. Almost always, a child who is too sick to go out for recess is too sick to be in school. During winter months, students will go outside for recess unless the temperature or wind-chill is below zero degrees. **Please dress students appropriately during the winter months.** We will be happy to honor a one-day request for a child to stay in from recess after an extended illness. However, a request from your family physician will be needed for a child to remain inside for an extended period.

IPS Recess Rules

At recess, student health and safety is our primary concern. Follow directions of playground supervisor's at all times.

- Students must be escorted by staff from classroom or lunchroom to the recess doors.
- Students must be escorted from recess to the classrooms.
- Sidewalks are for walking only.
- First whistle: FREEZE Body and Voice
- Second whistle: Walk to designated area and wait for playground supervisor directions

Top Playground	Concrete Slab	Grass/Snow Area
<ul style="list-style-type: none">• Slides: go down only, 1 child at a time feet first• Walk on equipment• Monkey Bars: start at ladder, go one direction only• Keep rocks on the ground at all times	<ul style="list-style-type: none">• Skipping or galloping allowed• Use hula hoops for hula and tricks• Use jump ropes for jumping• Use basketballs for playing half-court ball, dribbling, bounce passes• Tetherball – use posted rules	<ul style="list-style-type: none">• Stay in designated grass or snow area (use cones to mark off area)• Soccer balls and footballs allowed• May only play football using flags (no tackling or full body contact)

RETENTION

The grade placement of any student at the end of the school year for the next school year will be based on the determination of what is best for each child. Parents, teachers and the principal work together in order to ensure that students achieve to their maximum potential in their school- work. In case of any conflict with placement, the principal will meet with the parents to determine what is in the best interest of the student.

RULES: See "Behavior"

SCHOOL BREAKFAST/HOT LUNCH/MILK MONEY

Send your check or money in a sealed envelope to the school office. Write on the outside of the envelope the child's name, teacher's name and the amount enclosed. This money will go into your child's account and deducted accordingly. You will be notified when there is a balance of \$5.00 or less in your child's account.

LUNCH SCHEDULE:



Kindergarten
First Grade
Second Grade
Third Grade

11:00-11:25 AM
11:30-11:55 AM
12:00-12:25 PM
12:30-12:55 PM

SCHOOL VISITS

Visitors are welcome at Inman Primary School! Please feel free to visit your child's classroom at any time, however, we would suggest that you wait until after the first two weeks of school. If possible, call ahead of time to make sure there are no conflicts with your visit. We discourage student's siblings from visiting school with parents, as their presence can become a distraction to learning. Please make appointments conference with your child's teacher when class is in session. School-age children unaccompanied by an adult must have prior approval from the teacher and principal before visiting.

For the safety of the students, only enter the school at the front entrance on Inman Drive. All visitors must sign in at the office when they arrive at the building. A visitor's badge will be given to wear while you are in the building. Upon leaving the building, we ask visitors to sign out and to return the badge to the office.

SOLICITATION

Flyers for distribution to students or staff need prior approval from the principal. Distribution of the flyers is the responsibility of the organization.

STUDENT ASSISTANCE TEAM

Inman Primary School recognizes that students can experience a number of personal, behavioral or medical problems, which can have an adverse effect on their behavior, conduct or academic performance in school. The Student Assistance Team (SAT) program is designed to provide assistance to students experiencing any of these problems. Our program has been designed to identify and utilize school, family and community resources in assisting students to achieve their educational potential. SAT will involve appropriate personnel to provide interventions at the earliest possible stage while maintaining the confidentiality of the student. The SAT is comprised of teaching staff, other school staff as appropriate and a representative from Green Hills AEA.

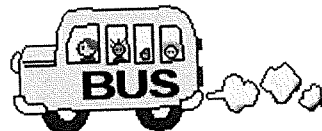
TELEPHONE MESSAGES

Except in an emergency, we do not call students to the telephone. If necessary, please call the office, and we will deliver a message. Students will not be permitted to use the telephone except in **cases of emergency**.

TRAFFIC SAFETY

Please help us to prevent the risk of serious injury by carefully adhering to all rules of traffic safety:

1. **DO NOT** park in the bus loading zones of each school.
2. All students should be dropped off and picked-up in the appropriate areas at each school:
 - o Webster - Valley and Joy Streets
 - o Washington - Washington Avenue, south side of the building
 - o Middle School - Hammond Street, south side of the building



IPS Traffic/Dismissal Procedures:

- Our school day ends at 3:15 PM. If you are picking up your child(ren), we ask that you remain in your car and follow the flow of traffic. The number of cars parking along the streets has become an issue and is starting to be of safety concern for students and staff. **PLEASE DO NOT PARK IN THE FIRE LANES** (marked by yellow paint on the curb). As the year progresses, we will have busses arriving from field trips, etc.
- It is truly safest and quickest to stay in the flow of traffic versus park and walk to your child. If you must park and walk to meet your child outside, please use the crosswalk area in the front of the building. Cutting in between cars is unsafe. We do not want to teach children to walk in between moving cars, even with adult supervision.

- If you choose to come in to pick up your child, please park in the parking lot and walk into the building and then please wait in the front entrance. Again, this helps teachers finish their end of the day with few disruptions. Should you need your child before the end of the day please let the office know and we will call them to the office with their belongings.
- We ask that when you are in the parking lot, you abide by proper laws for speed and the use of the handicapped parking. Staff members are busy providing supervision for students waiting for a ride which makes it very difficult to assist with traffic control. Safe and orderly procedures are our biggest priority with the children during this time.

TRANSPORTATION and BUS RIDING

Parents can help in the safe transportation of students by instructing their students that:

- The driver is in charge of pupils and the bus. Students must obey the driver cheerfully and promptly.
- Students must be on time at their pick-up point.
- Students should not stand in the roadway while waiting for the bus.
- Classroom conduct is to be practiced by pupils while riding in the bus, except for ordinary conversation. No "horseplay" permitted.
- Unnecessary conversation with the driver is prohibited.
- Students must remain seated at all times.
- Students will not extend arms or heads out of the bus windows.
- The drivers will not discharge riders at places other than a student's regular drop off point unless the parent authorizes the school to do so.

Failure to follow the above regulations may result in suspension from the school bus. The bus driver will handle disciplinary problems when possible. The driver may refer the student to the transportation director when necessary.

Inman - Front of the building on Inman Drive. **Not in the circle driveway.** When dropping off or picking up a child at IPS, always pull to the curb. Do not stop in the middle of the parking lot to pick up or drop off a child. **PLEASE REMAIN IN YOUR VEHICLE.** Otherwise, use the designated areas for parking. Please be aware of the **NO PARKING AREAS.** This also includes the yellow painted curb by the north entrance. This can create congestion and interfere with the flow of the traffic. If you are getting out of your vehicle, please park in the front parking lot. Please park in the appropriate designated areas only. **Safety and patience is of the utmost importance at the end of the school day.**

This is only intended to prevent serious injury and to ensure the safety of all students. We encourage your child(ren) to use the crosswalks at each school.

VOLUNTEERS: GENERAL INFORMATION

We welcome and appreciate your interest and involvement in our schools! A volunteer always works under the direction of a teacher or other staff member of the school. The volunteer does not substitute for a staff member but provides supplemental and supportive services as directed by the teacher/staff member. A volunteer should:

- Sign the volunteer form in the office upon arriving at the school.
- Wear a volunteer badge from the office and return it when finished.
- Be dependable and punctual, according to the schedule that you have arranged with the teacher/staff member. Please notify the school should there be a reason for your schedule to be altered.

Make sure you understand your role and responsibilities when working with a teacher/staff member.

- Dress appropriately and comfortably for working with children.
- Use appropriate comments and language while in the school setting.
- Personal opinions regarding staff members and/or children in the classroom should be kept to themselves. Please treat **ALL** information encountered related to the staff, students and their families

CONFIDENTIAL.

- We would also request that volunteers not bring their preschool age children when volunteering at school.

VOLUNTEERS: PARENT-TEACHER ORGANIZATION

The elementary PTO provides outstanding support to the students and staff at the PK-5 level. There are two fundraisers that are held annually and directly benefit the elementary programs, which, enhance and enrich the opportunities for our elementary students in Red Oak. Your involvement and support of the PTO is appreciated! If you are interested in becoming involved with the PTO, please contact the Inman Primary Office for more information. THANK YOU PTO!!!

Inman Primary School
"Classroom Placement Consideration Form"
School Year _____

PLEASE RETURN THIS FORM TO GAYLE ALLENSWORTH BY MAY 1 (NO EXCEPTIONS)

When we are creating a classroom at Inman Primary School, we are taking into consideration academic, social-emotional, and behavioral needs of every student. We believe that students learn from each other as well as their teacher and that the make-up of a class needs to be carefully considered. It is our goal to collaborate with our families to put students first and place students in an optimal learning environment. Please take the time to share some of your child's strengths, challenges and needs below.

PLEASE REMEMBER THAT THIS FORM IS FOR SPECIAL CONSIDERSATION. PLEASE DO NOT REQUEST A SPECIFIC TEACHER.

Student Name _____

Parent Name _____ Phone Number _____

Grade student will be entering: **Kindergarten** **1st Grade** **2nd Grade** **3rd Grade**

Reason for request: _____

How will this benefit your child's education? _____

Your child's strengths: _____

Your child's challenges: _____

Your child's greatest needs: _____

What else would you like us to know about your child? _____

Parent's/ Guardian's Name: _____ **Date:** _____

WASHINGTON INTERMEDIATE

Red Oak Community School District
4th and 5th Grade Students



PARENT/STUDENT HANDBOOK 2017-18

Mr. Thomas Messinger
Superintendent

Mrs. Gayle Allensworth
Principal

WASHINGTON INTERMEDIATE SCHOOL
400 West 2nd Street
Red Oak, Iowa 51566

Telephone: 712-623-6630

FAX: 712-623-6634

Allensworth, Gayle.....Principal, Inman & Washington
Adams, Curt.....Art
Chelsvig, Sue 4th Grade
Cockburn, Michelle.....5th Grade
Crouse, SueAnn.....Instructional Coach/Student Support Coordinator
Deter, Chris.....Resource
Fellers, Trish.....Extended Learning Opportunities (ELO)
Fink, Gary.....Custodian
Geer, Sue.....Media Para-Professional
Gothberg, Heather.....Guidance Counselor, Inman & Washington
Guerra, Letty.....Para-Professional
Hall, Amanda.....Administrative Assistant
Hardy, Keith.....Title I, Reading Interventionist
Haufle, Mark..... 4th Grade
Hoeksema, Miriam.....ELL
Kunze, Sonia..... 4th Grade
Marsden, Terra..... Music
Montgomery, Angela 4th Grade
Nelson, Alexandria.....5th Grade
Robinson, Katherine Nutrition Secretary
Subbert, Karen Physical Education
Timmerman, Sue..... 5th Grade
Viner, Jaclyn.....5th Grade



You can't hide our TIGER PRIDE!

ATTENDANCE POLICY

The Importance of Regular School Attendance

- The Red Oak Community School District's attendance policy is based on the fact that something important happens in class every day and that the activity or interaction between teacher and student can never be duplicated. In order for our elementary school to do the best job of educating the students entrusted to them, the students must be in regular attendance. A successful educational program requires the cooperation of the parent, the student to attend regularly, and the staff to be involved at all points in the process. One of the most vital points is that of student attendance.

Legal Obligation Regarding Attendance Regulation

- The school believes the responsibility for attendance rests with the parents and the students. We encourage those responsible to make good sound educational decisions about school attendance, keeping in mind that attendance at school results in greater success. If that responsibility is not assumed by the student and parents, the school will enforce the state of Iowa mandatory attendance laws, and the excessive absence regulation.
- Our state legislators have created a very important law (code) that addresses student attendance in schools. Iowa Code 299.1 reads as follows:
 - *The parent, guardian, or legal or actual custodian of a child who is of compulsory attendance age, shall cause the child to attend school during a school year. The board of directors of a public school district shall set the number of days of required attendance for the schools under its control.*
 - *The board of directors of a public school may, by resolution, require attendance for the entire time when the schools are in session in any school year and adopt a policy or rules relating to the reasons considered to be valid or acceptable excuses for absence from school.*
- To support this law, the directors of the Red Oak Board of Education have adopted a number of policies within the 500 Series (Policies Impacting Students) of the Red Oak Board Policy Manual. These policies, along with the rules found in this student handbook, serve to support Iowa Code 299.1. Please take the time to familiarize yourself with the rules found in this handbook. We, the administration and board directors, have designed these rules so that all students may receive an excellent education.

Processes and Procedures to Combat Excessive Absences/Tardies

Reporting Student Absences

- When children are sick, they should stay home from school. If your child will be absent or tardy, please call the school before 8:45 A.M. If we do not hear from a parent or guardian by 9:00 A.M., the school will contact the home. Our primary concern is each student's safety and well-being.
- Please make every attempt to have your child at school on time. Washington Intermediate School begins at 8:15 A.M. This means your child should be in their classroom before that time, not just entering the building. Our day is scheduled and when a child is late, something is missed.

Excessive Absences

- After a student experiences a 4th unexcused absence or 8th total absence a letter of concern is sent to parents. After an 8th unexcused absence, or 12th total absence a second letter is sent and a meeting is convened to determine the causes of the absences. During this meeting an attempt to develop an individual plan to improve attendance will transpire. After a 12th unexcused absence or 20th total absence

a third letter will be hand delivered and a mandatory mediation session with the local County Attorney will take place.

- If attendance does not improve, agencies including, but not limited to, the following may be contacted: Department of Human Services, County Attorney, Public Health, family physician, mental health professionals, Area Education Agency, and Juvenile Court Services. Ultimately, retention may be considered if the student, due to poor attendance, is unable to meet academic expectations.

Tardy Consequences

- Students arriving late to school must report to the main office with a parent and be signed in. A child is considered late for elementary school if he or she is not in the classroom when school begins.
- Work and/or instruction missed may be made up at recess and or after school.
- After 8th tardy – Letter home
- After 14th tardy – 2nd letter sent home and conference with the parent, building administrator and student
- After 20th tardy - May result in the child being referred to the Montgomery County Attorney.

Attendance Definitions – A student's absence will be recorded using a combination of the following four codes. These codes in addition to a comment section aid in describing the exact nature of the absence.

Excused Absence - The following absences will be identified as excused absences. However other additional circumstances may warrant an absence to be excused. Such circumstances are at the sole discretion of building administrators.

- a. School Suspensions (documented by school disciplinarians)
- b. School-sponsored Field Trips (documented by teachers/sponsors)
- c. Funerals (notification required from parent before the absence occurs)
- d. Doctor Visits (notification from parent and documentation required from doctor's office signed by office rep/Dr.)
- e. Planned Family Vacation (up to 3 school days and documented by parents at least 1 week ahead of the actual vacation)
- f. ***Parentally Excused Absences Due To Illness*** – Our elementary schools will accept a “parentally” excused absence for up to five days during a semester.
 - a. A parent must call to report an absence the day of the illness. If no contact is made the day of the illness, the absence will be recorded as truant.
 - b. Illness absences in excess of the five parentally excused absences will be recorded as “unexcused” until a doctor's note is received. This note must be brought to the office within 2 school days following the student's return to school.
 - c. Additionally, if a student has frequent parentally excused absences or prolonged absences, with no doctor's notices the district is advised to determine whether or not the student has a handicap or disability under the provisions of Section 504 of the Rehabilitation Act of 1973.

Verified Unexcused Absence – Any absence that is verified by the parent or guardian, but is not listed in the “Excused” category above would be considered a “Verified Unexcused Absence”. Verified unexcused absences can occur because of personal reasons and may include, but are not limited to:

- a. short notice family trips
- b. birthday parties
- c. non-school related competitions
- d. prom dress shopping
- e. graduations
- f. trips to the airport
- g. car problems
- h. planned family vacations in excess of 3 missed school days

Truancy - Any absence that occurs without notification from the student's parent/guardian will be classified as truant. Schools must be notified on, or before the day of the absence in order for the absence not to be classified as truancy.

Tardy – Not being in your assigned classroom when school begins.

Attendance Incentive Program:
Monthly Positive Support for Attendance

- **Individual Incentives:** At the first of each month students with 98% attendance and good student behavior for the prior month, will be entered into a drawing for incentive. One student's name from each grade level will be drawn. Prizes could include: movie tickets, restaurant gift cards, school apparel, etc.

Semester & Yearly Positive Support for Attendance

- **Individual Incentives:** All students with a combined attendance rate of 98% or better, and have achieved satisfactory grades for the year will be rewarded with a Tiger 98 Club Prize.

Whole Class Incentive: We will also monitor and post each grade's monthly attendance rate on our prominently displayed Attendance Board. At the end of each semester, the grade with the highest attendance percentage will be rewarded with a special lunch provided by the Red Oak Community School District. All administrators and students from in the entire grade level will be invited to attend.

ANIMALS (PETS)

School permission, teacher or principal, must be obtained to bring any animal, insects or reptiles to school. It is necessary that pets be brought to the classroom by a parent, who then waits and takes the animal home.

BEHAVIOR – TIGER BEHAVIOR PLAN

Expectations of Washington Intermediate Students:

- To be able to learn in a classroom free of disruptions.
- To be able to learn in a classroom free of putdowns and harassment.
- To be able to learn individually and within groups in a positive environment.
- To expect that all students will follow the rules of the classroom, school & community.

Although we believe the majority of our students "do the right thing" on a consistent basis, it is our belief that a building-wide behavior plan will support the best learning environment for all students. In addition to providing students with clear, consistent expectations, our staff believes every student at Washington Intermediate has the right to a classroom free of distractions, inappropriate behavior and disrespect. We also believe...

- All students are entitled to a safe and harassment free learning environment.
- Learning will increase when all students know that consistent expectations for behavior exist in their school.
- Student, parent and teacher frustration will decrease when a clear plan for behavior expectations and consequences has been outlined.
- High expectations for respect for self and others build character and develop strong future citizens.

We also know students respond much better when every adult a child encounters throughout the day is consistent with the other adults in the building. Every adult at Washington Intermediate will follow the disciplinary steps listed below when dealing with inappropriate behavior.

1. Warning – A single verbal warning will be given. The adult will identify the inappropriate behavior and explain the desired behavior to the student(s). If there is an opportunity to correct the behavior or practice the appropriate behavior, this will be done at this time.

2. Safe Seat – If the behavior continues, the student will be asked to move to the safe seat located within the classroom or gym. At recess, students will be asked to stand or sit along the wall. Students will complete a Think Sheet during this

time to allow themselves to identify what they did wrong and how they would change the behavior next time. The student is responsible for any class work and should continue to be a part of the classroom discussion/work. The teacher will process (practice the appropriate behavior) with the student when time allows. The Think Sheet will be signed by the student and taken home for a parent signature. The Think Sheet should be returned to the teacher the following day. Additional consequences may include: Loss of class activities or recess.

3. Buddy Room – If the behavior continues at the Safe Seat or the student displays additional inappropriate behavior, the student will be asked to take his/her Think Sheet and classroom work to an already identified Buddy Room (another classroom located in the building). The student will report to the Buddy Room, enter quietly and sit at the Safe Seat within the Buddy Room. The Think Sheet process stated above will be completed by the student. Students will need to process (practice) with the Buddy Room teacher when the teacher has time and then return to his/her classroom. The student will need to process with the classroom teacher. The Think Sheet will be signed by the student and taken home for a parent signature. Additional consequences could include: Making up lost instructional/classroom time with the teacher; loss of class activities and/or recess. More than one Buddy Room visit may result in attending a weekly Behavior Workshop after school.

4. Office – If the behavior continues in the Buddy Room or the student displays additional inappropriate behavior, the student will be asked to take his/her Think Sheet and classroom work to the office to meet with the principal, counselor or office staff. The adult in the office will assist the student in completing the Think Sheet and the parent(s) will be called. The student will be assigned to a weekly Behavior Workshop (45-60 minutes after school). After processing the Think Sheet with the adult in the office, the student will return to the Buddy Room teacher and then the classroom teacher to process the behavior. Additional consequences may include: after school detention or ISS (in-school suspension); make up class work and time; loss of activities or privileges (field trip, reading party, eating lunch in the gym, etc.)

Students are expected to govern their actions, taking into account the rights and welfare of others. It is the policy of Washington Intermediate School to require and expect responsible behavior from all students in their dealings with staff members, other students, and visitors. Therefore students are expected to: (a) respect the rights and property of others, (b) listen and follow staff directions without argument, (c) be courteous to others, (d) abide by all rules of the school, the school district, as well as the city of Red Oak ordinances, the Iowa Code including possession, use, or distribution of tobacco products, controlled substances, “look alike” drugs or equipment, and alcoholic beverages, and (e) participate responsibly in educational and extra-curricular activities. This policy and the rules related to it apply to students while on school premises, while attending school or participating in school sponsored events, and while on school buses.

BEHAVIORAL EXPECTATIONS AT HS FOOTBALL GAMES

K- 8 students need to be seated in the grandstands during the Varsity football games. At the end of each quarter and during half time, K-8 students may use the restrooms or concession stand and then return to their seats. Students are expected to remain seated while the game is in play so that other people around them can watch the game with minimal disruptions. The K-8 students are allowed to be in the small field north of the grandstand during the course of the game, but only when an administrative supervisor is present. Do not drop off children and leave without proper supervision arranged by the parent.

BICYCLES

Riding a bicycle to and from school is a privilege and not a right. Students who fail to follow these will have the privilege of bike riding to and from school terminated and may also be subject to additional discipline.

- Bicycles will be parked in the racks provided or in a designated area.
- Bicycles will be walked while on the sidewalks or school grounds.
- Bicycles will not be ridden or tampered with during the school day.
- Bicycle riders are expected to use bicycle safety rules. Such as: always yielding to pedestrians; riding single file in a straight line; using the proper hand signals; and obeying all traffic rules.

BIRTHDAYS: CELEBRATIONS, TREATS AND INVITATIONS

Birthdays and other celebrations are important and will be celebrated through activities that align with our school district's healthy living initiatives. The classroom teacher will coordinate with parents to plan the celebration. If a parent chooses to have a birthday party outside of the school day, the invitations for such a party are to be sent through the U.S. Mail or electronic methods. They are not to be passed out at school unless one is given to everyone in the student's classroom.

BOOK CHARGES

Students losing or damaging schoolbooks or library books beyond use will be expected to pay for them. The replacement cost of new and/or used books will be based on the costs obtained from new or used book catalog pricing information. Charges will be assessed for other misuse of books in relation to its severity.

BREAKFAST

Students eating breakfast at school may enter the building at 7:45 am and proceed to the lunchroom. Serving time for breakfast is from 7:45 am to 8:05 am. If students arrive after 8:10 am they will not be served (the exception will be for a late school bus). Breakfast is not served on late start days.

CELL PHONE POLICY

We recognize that cell phones have become a common tool for communication. However, they can also be a major distraction to the learning environment and are vulnerable to theft. We ask that you allow your child to carry a cell phone only if absolutely necessary. Students are allowed to carry cell phones to school. However, phones must be turned off and stored out of sight during school hours. Phones may not be used to talk, take pictures, play games, record or text during school hours, including recesses. Parent permission to carry a phone must be on file in the school office. If a student violates the cell phone policy, they will have the following consequences:

- First Infraction-Students will have their cell phone taken away by the teacher and returned at the end of the day.
- Second Infraction-Students will have their cell phone taken and locked up in the office until a parent can come to school to retrieve it.
- Third Infraction-Students will no longer be allowed to bring a cell phone to school until a parent conference with the principal is held.

We are not responsible for lost, damaged or stolen phones, CD players, iPods or electronic gaming devices, CD players, iPods or electronic gaming devices are not permitted at school.

CHILD CUSTODY

In most cases, when parents are divorced, one parent is designated by the court as the custodial parent. Student records will be shared with the non-custodial parent, if the non-custodial parent makes a request for information and provides the school with an address for sending the records. If, in the case of divorced or separated parents, there is a court order that limits any of the rights of one parent, a copy of the court order must be filed in the office.

CHILD SAFETY

If your child is going to have a change in their normal routine, we need a parent note stating what the child is to do. Without a note, your child will be instructed to do their normal routine: ride the bus home, walk to the sitter, be picked up, etc. It is very important for us to know this information for the welfare and safety of your child.

CLOTHING AND DRESS FOR SCHOOL

Student dress or personal grooming is not to interfere with the normal classroom educational process. Parents should be aware of what clothing students wear to school. Items of apparel, which are disruptive to the school or class routine, are not acceptable. Examples of unacceptable dress are: clothing which has profane or suggestive wording or drawings (pictures); midriff tops; clothing which is advocating or advertising the use of alcohol, tobacco or drugs; extremely dirty or tattered clothing, unhemmed or torn garments; or biker shorts (spandex) are not permitted. Students who are wearing questionable apparel will be referred to the principal. Students who are wearing unacceptable apparel may be sent home and/or be subject to disciplinary action.

In wet, muddy, and snowy weather children are encouraged to wear weather conditioned shoes or boots or overshoes to prevent wet feet. Overshoes or snow boots are not to be worn all day indoors; students are to wear regular shoes in the school building. During inclement weather adequate outer garments should be worn. Recess will continue to be outside unless the principal and staff determine the weather is inappropriate for all students to be outside. The students will be required to wear the clothing the parent has sent with them to school for recess. The recess supervising teacher may determine that coats and boots are not needed under certain conditions.

CONFERENCES

Parent Teacher conferences are scheduled for September and February. It is of utmost importance that parents meet with their child's teachers. Teachers and parents are encouraged to request additional conferences at any time during the year when there are questions or concerns about a child's progress. In addition to conferences, parents will receive written reports four times a year, at nine-week intervals. Parents should discuss the progress report with their child. If there are questions, contact your child's teacher.

DISCIPLINE

Effective discipline is necessary for quality education. In order to guarantee your child and all the students in the school the excellent learning climate they deserve, it is essential for the home and school to work closely together in promoting self-discipline, responsibility, and an appreciation of the rights of others. The teacher is responsible to maintain a quality learning environment and exercise classroom discipline to ensure that all students receive an appropriate education. Therefore, minor disciplinary offenses are the responsibility and obligation of the classroom teacher. When serious or persistent problems arise, discipline may become the joint responsibility of the principal, the guidance counselor, the teacher, and parent/guardian. The principal in accordance with Board Policy, State Statutes, and announced rules will select actions necessary to correct misbehavior. Student discipline may involve:

- Administrative conference
- Parent contact and conference
- Detention beyond school hours (3:15-4:00)
 - Parents will be notified prior to student serving the detention and in order for the parent to make appropriate transportation arrangements
- Suspensions of the student from the regular school program, either at home or at school for up to ten (10) school days.
- Referral to the Student Assistance Team
- Referral to non-school agencies and law enforcement
- Referral to the Board of Education
- Expulsion from school

EMERGENCY PLAN

Emergency Team

Gayle Allensworth, Principal

Amanda Hall, Secretary

Gary Fink, Maintenance Department

Sue Geer, Media Center Para

Sue Ann Crouse, Student Support Coordinator

Emergency Procedures for a Building Intruder

Intruder in School= If school is threatened by an intruder intending to cause physical harm to students or staff, every attempt will be made to inform students and staff of the intruders position within the building. Staff is trained to flee if possible and/or place as may barriers between themselves and the intruder. Announcements regarding intruder's location will be made as frequently as possible.

Evacuation Plans

Evacuation (Fire):

All students and staff will go to the grass area across Washington Street to the South of the school grounds. If students will be outside for an extended time, and the weather is not conducive to have children out, the Red Oak Greenhouse has graciously offered an area children could wait or be picked up by parents. Students would walk to that location. Before following the below directions, teachers need to check for smoke or heat coming from the hallway. If unsafe to enter hallway, teachers who have outside emergency doors would use them instead of the hallway.

Rooms 3104, 3201, 3202, 3204: Exit the North West doors using the North hallway. Proceed South to Washington, then East to the grass area on the South side of the street.

3213, 3212, 3211, Office: Exit the South West doors using the South hallway and proceed to Washington, then East to the grass area on the South side of the street.

3210, 3209, 3110, 3109, 3112, 3208: Exit the South East doors using the South hallway. Turn south and follow the sidewalk to the grass Music Room area on the south side of Washington Street.

3207, 3205, 3206: Exit the North East doors using the North hallway. Turn south outside and follow the sidewalk south to the grass area on the South side of Washington Street.

Tornado Drill:

3201, 2102, 3204:	Principal's Office
3205, 3206:	North SPED Room
3209, 3109, 3110:	South SPED Room
3213, 3212, 3211, 3210:	Media Center

If students are in Specials, teachers will escort the class that they have to the designated area. All areas have emergency lighting, and the administrator will have the emergency procedures bag with extra lights and all information.

FIELD TRIPS

The principal must give prior authorization for all field trips and/or excursions. Teachers will inform parents of field trips and/or excursions as they occur throughout the school year. At the time of registration, parents are asked to complete a permission slip allowing students to participate in field trips/excursions. Excursions are walking trips to the public library, middle school, and similar trips that are within Red Oak. Excursions may also include a school bus ride to the athletic fields and Red Oak city parks. If you desire that your child not participate in a particular field trip/excursion please notify your student's teacher in writing. Students not participating may receive a zero grade for the activity unless prior arrangements are made with the student's teacher for an alternate assignment.

HARASSMENT/VIOLENCE

Everyone at Washington Intermediate School has a right to feel respected and safe. Violence is a physical or verbal act of aggression toward individuals or property. Harassment may include name calling, unwelcome touches, and words or actions that make others uncomfortable. If any words or actions make a student uncomfortable or fearful, it immediately needs to be reported to the student's teacher, guidance counselor, activity supervisor, or the principal.

If a student feels like he/she is being harassed, the following steps should be taken:

- Talk to the person harassing you and tell them you expect it to stop. Ask a teacher, counselor or the principal to help you do this if you do not want to do it on your own.
- If it does not stop, tell a teacher, the counselor, or principal.
- You need to write down exactly what happened in your words and give it to the counselor.
- The counselor will look into the harassment and let the principal know what happened.

HOURS

The first bell rings at 8:15 a.m. and school concludes at 3:15 p.m. We encourage students to arrive at school after 7:45 a.m. at which time they will be seated in the gym until 8:00 a.m. Students will be expected to go to their lockers and enter their classrooms between 8:00 and 8:15. The school does not supervise the playground prior to the school day beginning at 8:15 and does not accept responsibility for accidents which may occur at this time. Breakfast will be served at 7:45 a.m. and will not be served after 8:05 a.m. unless we have a late bus. Breakfast will not be served on late start days.

If parents/guardians wish to pick up a student before dismissal times, they must stop by the office and inform the school of their plans. For the safety of the child, he/she will not be sent out of the building to meet the designated pick-up person. If an adult is not available to come in the building to get the child due to physical disability, special arrangements will need to be made with the principal. Students who walk to and from school should go directly to either destination. Many times school may be dismissed early due to inclement weather or staff development. Please develop and send written plan(s) to the teacher for what your child should do in case of planned and unplanned early dismissal.

LOST AND FOUND

Lost and found articles are placed across from the office or in the office. Parents and children are encouraged to check the box for lost items. Every effort will be made to return identifiable items. Articles that are not claimed by the end of the school year will be given to a charitable organization.

LUNCH

Students are not allowed to bring pop or any carbonated beverage to school in cold lunches unless the teacher gives the class permission for a special occasion. **Students will not be permitted to share/trade/sell food items provided by the school or brought from home.** Parents are welcome to come to school to eat lunch with their child. Parents that want to eat the school hot lunch are asked to call school prior to 9:00 a.m. in order for a hot lunch to be ordered. We ask parents who bring lunch to eat with their child not to bring pop also. Items sent in a cold lunch should be "child friendly". Your child should be able to open items sent in their lunch.

MONEY

Only money needed to conduct authorized sponsored activities should be brought to school. These might be hot lunch, insurance, book orders, school pictures, etc. Cash should be brought in a sealed envelope with the student's name, amount of money and what it is to be used for on the outside of the envelope. Students should pay amounts due upon arrival at school to eliminate the possibility of loss or theft. Washington Intermediate School and its staff are not responsible for money lost.

MULTICULTURAL/GENDER FAIR EDUCATION

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.

NON-DISCRIMINATION NOTIFICATION STATEMENT

The board will not discriminate in its educational activities on the basis of race, color, national origin, creed, religion, sex, disability, sexual orientation, gender identity or marital status. The board requires all persons, agencies, vendors, contractors and other persons and organizations doing business with or performing services for the school district to subscribe to all applicable federal and state laws, executive orders, rules and regulations pertaining to contract compliance and equal opportunity. The board is committed to the policy that no otherwise qualified person will be excluded from educational activities on the basis of race, color, national origin, creed, religion, sex, marital status, sexual orientation, gender identity or disability. Further, the board affirms the right of all students and staff to be treated with respect and to be protected from intimidation, discrimination, physical harm and harassment.

PARENT/TEACHER REQUESTS

We understand that every student is unique and special; therefore, every attempt will be made to meet each student's needs. The building principal and elementary teaching staff will take careful consideration in placing each child into a classroom that will best benefit the individual. The following procedures are used at Washington Intermediate School when parents desire to request a particular teacher for their child.

- All request are to be in writing to the school office no later than the last day of the school year.
- Parents must state the reason(s) for the request.
- First and second teacher preference must be stated.

The school values parent desires but can not guarantee that all requests can be honored. After the building principal and teaching staff creates and posts the class lists, no changes will be made unless there are extenuating circumstances.

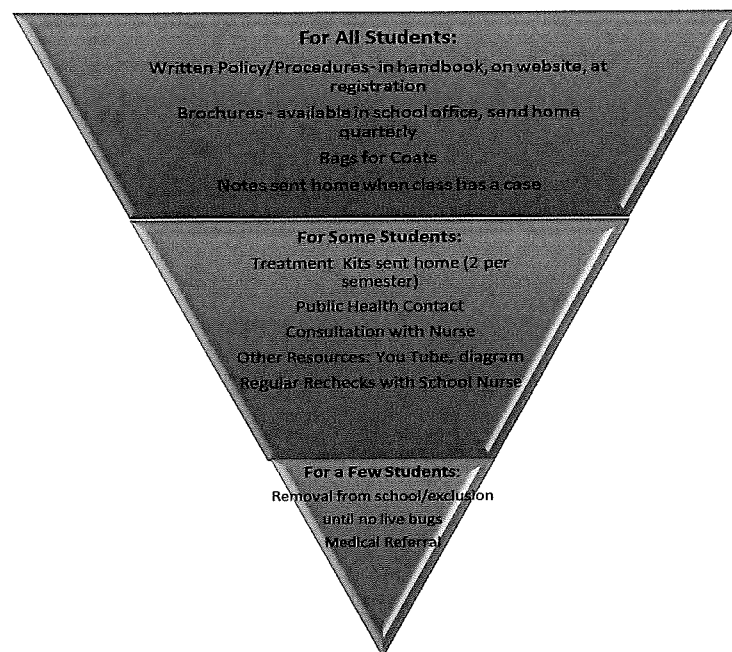
PARTIES

Parties are planned and organized in conjunction with the principal's office. Room parties are held to celebrate various occasions and also class successes, but no more than one per month in conjunction with the birthday celebration if they involve food. Arrangements for these parties will be made cooperatively between teacher, parents, and pupils as the situation permits.

Pediculosis (Lice) Management

School Role- Prevention:

1. Educate Staff, parent and student on ways to prevent headlice.
2. Keep mats, pillows and belongings separated. Coats will be kept in bags
3. Avoid stacking/piling or hanging coats on top of each other
4. Encourage students to keep hats scarves and coats in their sleeves.
5. Remind student not to share combs, brushes, hats and other hair assessories.
6. Avoid sharing earphones and helmets.
7. Watch for signs i.e.: frequent head scratching.
8. Remind parents to do careful weekly inspections of their child's hair
9. Notes will be sent home with students where a case has been found.
10. Encourage that long hair is pulled up in pony tail.



Identified Case Management

Children will not be excluded from school on the day that headlice is detected. Children can be excluded from school if live lice are observed after treatment, and the progression to remove nits is not evident. Readmittance of the child to school nurse, or other appointed school official will be at the discretion of the school school nurse and also after the child has been re-treated.

Exclusion from school is not punitive, but is intended to respect the right of an individual to be louse free, and for the learning environment to be free from interruptions for all students.

1. The school nurse will contact the child's family by phone. If unable to reach the family, a note will be sent home with the child, and a copy will be kept in the nurse's office. The school nurse or designated personnel will provide information for the family on the treatment and prevention of head lice.
2. A family may opt to take the student home to treat or, depending on the severity, a child may be sent home for immediate treatment and to prevent the spread of the head lice. This will count as an excused, medical absence. If the family has not received a lice treatment kit twice during the semester, one may be sent home with the child.
3. Upon return to school the next day, the child's hair will be checked. He/She may return to class if there are not any live louse present in the hair. If nits (eggs) are present hair will be rechecked frequently to ensure proper combing of hair at home. Signs of proper combing will result the reduction of nits (eggs). If, at any time, live lice are evident, the family may be asked to pick up the child and re-treat.
4. After 14 days, and the completion of the treatment plan (checklist), if there are still nits or louse present, a family may be asked to keep their child home at the school nurse's or administrative designee's discretion until hair is nit free.
5. A child's hair will be checked two weeks after they are nit free to ensure child is still free of lice.
6. In severe and reoccurring cases, a family may be given information related to a medical referral.

PERSONAL PROPERTY AT SCHOOL

Students are not allowed to bring toys or other objects from home unless the classroom teacher has given them permission. Items that are brought from home should be marked so that they can be easily identified. The school cannot assume responsibility for the loss or breakage of things brought from home. Radios, tape recorders, cell phones, electronic games and similar items are not permitted in school or on the busses. They are expensive and the school cannot guarantee their safety. If a student brings such items to school and it becomes disruptive, it will be confiscated and a parent will be asked to come pick it up.

PHYSICAL EDUCATION REQUIREMENTS

The physical education department request that appropriate shoes (no flip flops) be worn for physical education class. This is for safety as well as health reasons. Students should wear clothing that does not restrict movement on P.E. days. If a girl wants to wear a dress, she should wear shorts under her dress. If a student needs to be excused from participation in physical education for one class period due to injury or illness, a written parental request needs to be given to the P.E. teacher the day the student is to be excused. We encourage parents to write notes restricting only the types of activities that will aggravate the injury or illness rather than notes that eliminate the student from participating in all activities. If a student needs to be excused for two or more consecutive class periods, a written medical request from a doctor must be given to the P.E. teacher.

RECESS

Research studies have shown that taking a break from a task and moving around in order to get oxygen to the brain will increase one's readiness to learn. Our students go outside (weather permitting) in order to get fresh air and work off some of their energy. Recesses are part of the scheduled school day. All students are expected to participate in recess. Almost always, a child who is too sick to go out for recess is too sick to be in school. During winter months, students will go outside for recess unless the temperature or wind chill is below zero degrees. **Please dress students appropriately during the winter months.** We will be happy to honor a one-day request for a child to stay in from recess after an extended illness. However, a request from your family physician will be needed for a child to remain inside for an extended period.

RETENTION

The grade placement of any student at the end of the school year for the next school year will be based on the determination of what is best for each child. Parents, teachers, and the principal work together in order to ensure that students achieve to their maximum potential in their school work. In case of any conflict with placement, the principal will make the final decision.

RULES

The staff at Washington Intermediate School strives to provide an excellent learning climate for the students. Rules at school are a fact of life just as laws are in a civilized society. In general, students that respect others, respect themselves, demonstrate kindness with words and actions, listen carefully, follow directions, work quietly, not disturbing others who are working, respect school and personal property, and work hard to achieve their fullest potential have already learned to manage their behaviors and therefore will not have difficulty with school rules. Classroom teachers establish individual classroom rules. Building common area (restrooms, hallways, lunchroom, and playground) rules are posted throughout the building. Appropriate consequences will be chosen to address inappropriate behavior in order to nurture the student in what are acceptable behaviors in our society.

STUDENT ASSISTANCE TEAM

Washington Intermediate School recognizes that students can experience a number of personal, behavioral or medical problems, which can have an adverse affect on their behavior, conduct or academic performance in school. The Student Assistance Team (SAT) program is designed to provide assistance to students experiencing any of these problems. Our program has been designed to identify and utilize school, family, and community resources in assisting students to achieve their educational potential. The Student Intervention Team (SAT) will involve appropriate personnel to provide interventions at the earliest possible stage while maintaining the confidentiality of the student.

SCHOOL VISITATION

Parents, grandparents, and adult guests are always welcome to visit Washington Intermediate School. Visitors are required to report to the office first before going elsewhere in the school building or grounds. We encourage visitations except for the beginning and closing weeks and any day proceeding a vacation period. Visits should be arranged one day in advance of the intended visit. We are not able to accommodate students that may be on vacation from other schools.

SOLICITATION

Flyers for distribution to students or staff need prior approval of the principal. Distribution of the flyers is the responsibility of the organization.

TITLE I

A Title One class is available at Washington Intermediate School. This is a federally funded program designed to supplement regular instruction. Title One Classes are conducted both in the general classroom and/or as a small separate classroom with a certified teacher. The reading groups are kept small. Each student's needs are diagnosed and teaching is planned in accordance with these needs. These certified teachers will also aid with instruction in the regular classroom.

TITLE I PARENT INVOLVEMENT POLICY

It is the policy of the Red Oak Community School District that parents of participating children shall have the opportunity to be involved jointly in the development of the district plan and in the district's review process for the purpose of school improvement. Recognizing that parental involvement is the key to academic achievement, we seek to involve parents in an effective home-school partnership that will provide the best possible education for our students. The district provides coordination, technical assistance and other supports necessary to aid in the planning and implementation of parent involvement activities. The district encourages parent involvement and supports this partnership through providing information about standards and assessments; providing training and materials for parents to help their children, educating school personnel about involving parents and the value of parent contributions, and developing roles for community organizations and businesses to work with parents and schools.

1. This jointly developed and agreed upon written policy is distributed to parents of participating Title I children and all parents in targeted assisted buildings through the Parent Handbook, which is distributed to every family at the time of registration.

2. Two annual meetings are held, for all parents of participating children, both public and private. Additional meetings with flexible times shall be held throughout the year and be determined by parent suggestions. All K-5 elementary buildings will hold two annual meetings, one in the fall and one in the spring. Notification will be sent in the building newsletter.
3. Parents are given assistance in understanding the Title I requirements, standards and assessments through the annual meetings and/or parent-teacher conferences.
4. Parents receive and explanation of the school's performance profile, the forms of academic assessment used to measure student progress and the expected proficiency levels in the annual progress report submitted to the local newspaper for publication, through individual reports given to parents at conference time, and through progress reports.
5. Parents who have students in targeted assisted buildings are informed of and involved with their child's participation in the Title I program. They also are informed about the curriculum, instructional objectives and methods used in the program. This information is delivered through newsletters, conferences and the annual meetings.
6. Parent recommendations are encouraged and responded to in a timely manner. Verbal or written responses will be given for all recommendations.
7. Parents will be involved with the planning, review and improvement of the targeted assisted programs. The vehicle used will be the School Improvement Advisory Committee (SIAC) or the Parent Advisory Committee (PAC). If the Title I program is not satisfactory to the parents of participating children, they may submit comments to the building principal, SIAC or PAC.
8. A jointly developed school/parent compact outlines how parents, the entire school staff and students all share responsibility for improved student achievement. The compact also describes the means by which the school and parents will build and develop a partnership to help children achieve our local high standards. It is included in the parent handbook and is reviewed at the annual meeting.
9. The Title I program provides opportunities for parents to become partners with the school in promoting the education of their children both at home and at school. Parents are given help monitoring their student's progress and provided assistance on how to participate in decisions related to their student's education. The school also provides other reasonable support for parental involvement activities as requested by parents. Parents are encouraged to participate as volunteers in the school setting. Individual conferences will also be held upon request.
10. The school continues to coordinate and integrate, to the extent feasible and appropriate, the parent involvement policy and other programs and activities within the district. Transitional information for students moving from third grade to fourth grade and fifth grade to sixth grade will be provided to teachers, prior to the end of the current school year. An annual evaluation of this parental involvement policy shall be conducted to determine its effectiveness. Findings will be used to design strategies for school improvement and revision of policies. The annual spring meeting will serve as the site for the discussions of program adjustments.

Providing all Red Oak Community School District children with equal access to quality education is of primary purpose. It is crucial that all partners (students, parents, educators and community) have the opportunity to provide input and offer resources to meet this purpose. As these partnerships are mutually beneficial, developing cooperative efforts will ensure improved academic achievement for all students.

WALKING TO AND FROM SCHOOL:

Students are expected to walk on designated sidewalks throughout Red Oak in the most direct route to and from school. When crossing the highway or streets in high traffic areas near the school, it is expected that students use the crossing guards and follow the safety patrol's directions. Students need to go straight home from school or come straight to school so that parents and school authorities know where students are at all times.

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Red Oak Community School District
Staff Selection Recommendation

RECEIVED
AUG 9 8 2017
BY: SN

Date: August 8, 2017

Building: Admin HS MS WIS IPS ECC Trans
(Please Circle All That Apply)

Position: JH Volleyball 7th grade

Name: Deb Blomstedt

Certified: Extra Duty
Lane: _____

Step: _____

Salary: \$2345.63 (7.5%)

Classified:

Hourly Rate: _____

Hours Per Day: _____

Ruth R. Rios
Principal/Director

Please send form to Superintendent for Board Approval

Office Use Only

Background Check: _____

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Red Oak Community School District
Staff Selection Recommendation

Date: August 11, 2017

Building: Admin HS MS WIS IPS ECC Trans
(Please Circle All That Apply)

Position: Central Office Secretary

Name: Tammi Van Meter

Certified:

Lane: _____

Step: _____

Salary: ~~14.10~~ 14.10

Classified:

Hourly Rate: \$14.10

Hours Per Day: Full time


Principal/Director

Please send form to Superintendent for Board Approval

Office Use Only

Background Check: _____

200

Red Oak Community School District
Staff Selection Recommendation

RECEIVED
AUG 08 2017
BY: *W*

Date: August 8, 2017

Building: Admin (HS) MS WIS IPS ECC Trans
(Please Circle All That Apply)

Position: Fall Play Assistant Director

Name: Terra Brummett

Extra Duty
~~Certified:~~

~~Lane:~~ _____

~~Step:~~ _____

Salary: \$1251.00 (40%)

Classified:

Hourly Rate: _____

Hours Per Day: _____

Will R. Little
Principal/Director

Please send form to Superintendent for Board Approval

Office Use Only

Background Check: _____

201

Red Oak Community School District
Staff Selection Recommendation

Date: August 11, 2017

Building: Admin HS MS WIS IPS ECC Trans
(Please Circle All That Apply)

Position: MS FB coach

Name: Cole Darrow

Certified:

Lane: X

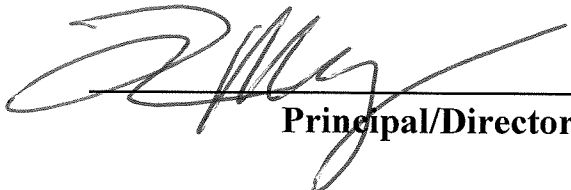
Step: X

Salary: \$2,345.63

Classified:

Hourly Rate: _____

Hours Per Day: _____



Principal/Director

Please send form to Superintendent for Board Approval

Office Use Only

Background Check: _____

202

**Red Oak Community School District
Staff Selection Recommendation**

Date: August 11, 2017

Building: Admin HS MS WIS IPS ECC Trans
(Please Circle All That Apply)

Position: MS EB

Name: Trista Johnson

Certified:

Lane: X

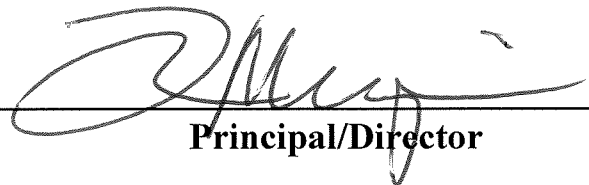
Step: X

Salary: \$ 2345.63

Classified:

Hourly Rate: _____

Hours Per Day: _____


Principal/Director

Please send form to Superintendent for Board Approval

Office Use Only

Background Check: _____

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