

# ***Red Oak Community School District***

***604 S Broadway***

***Red Oak, Iowa 51566***

***712.623.6600***

**[www.redoakschooldistrict.com](http://www.redoakschooldistrict.com)**

## **Regular Board of Directors Meeting**

Meeting Location: Red Oak Jr./Sr. Virtual Learning Center OR  
VIA Internet and Phone – visit website for information

**GoToMeeting Link: <https://meet.goto.com/406308413>**

Wednesday, July 16, 2025 – 5:30 p.m.

## **Agenda**

- 1.0 Call to Order – Board of Directors President Bret Blackman
- 2.0 Roll Call – Board of Directors Secretary Heidi Harris
- 3.0 Approval of the Agenda – President Bret Blackman
- 4.0 Communications
  - 4.1 Public Comment

The board invited members of the public to offer comments about items of interest or concern relating to the district. Public comments are limited to two (2) minutes. The Board will not respond to comments at this time, but may consider public input when the topic is raised on the agenda. Due to open meeting laws, the Board cannot discuss items not already on the agenda.
  - 4.2 Good News from Red Oak Schools
- 5.0 Consent Agenda
  - 5.1 Review and Approval of Minutes from June 18, 2025 Board Meeting.
  - 5.2 Review and Approval of Monthly Business Reports
  - 5.3 Personnel Considerations
    - 5.3.1 Hiring of Dillion Rocha as Jr High School Assistant Football Coach for the 2025-2026 School Year
    - 5.3.2 Hiring of Dillion Rocha as Jr High School Boys Basketball Coach for the 2025-2026 School Year
    - 5.3.3 Resignation of Alex Ruskell as Weight Training Sponsor for the 2025-2026 School Year
  - 5.4 Contract Renewals
    - 5.4.1 Renew Contract with NEW Cooperative Inc. for 1,000 Gallons of Propane for the 2025-2026 School Year (\$1,555.40)
  - 5.5 Service Agreements
    - 5.5.1 Agreement with Syncquip Mechanical Group to Provide Routine Maintenance of Building Mechanical Systems (\$13,209.95)
- 6.0 General Business for the Board of Directors

- 6.1 Old Business
  - 6.1.1 Discussion/Approval of Second Reading of Board Policy 506.5 and Accompanying Regulation 506.5R1(Graduation Requirements)
  - 6.1.2 Discussion/Approval of Third Reading of Board Policy 401.11 (Employee Use of Cell Phones)
- 6.2 New Business
  - 6.2.1 Discussion/Approval of First Reading of Board Policy 705.1 (Bidding)
  - 6.2.2 Discussion/Approval of First Reading of Board Policy 503.5 and 503.5R1 (Anti-Bullying/Harassment Policy)
  - 6.2.3 Discussion/Approval of 2025-2026 Teacher Handbook
  - 6.2.4 Discussion/Approval of 2025-2026 Red Oak Preschool Handbook
  - 6.2.5 Discussion/Approval of 2025-2026 Inman Elementary Handbook
  - 6.2.6 Discussion/Approval of 2025-2026 Red Oak Jr-Sr High Handbook
  - 6.2.7 Discussion/Approval of 2025-2026 Red Oak Online Learning Program Manual
  - 6.2.8 Discussion/Approval of Using Professional Development Funds to Purchase New Secondary (7-12) Science Curriculum (not to exceed \$70,000)
  - 6.2.9 Discussion/Approval of Increasing the Cost of 2025-2026 Adult Single and Couple Activity Passes
  - 6.2.10 Discussion/Approval of 2026 Legislative Priorities
- 7.0 Reports
  - 7.1 Administrative
  - 7.2 Future Conferences, Workshops, Seminars
  - 7.3 Other Announcements
  - 7.4 Board Member Requested Item(s) for Next Meeting Agenda
- 8.0 Next Board of Directors Meeting:
  - Wednesday, August 20, 2025 – 5:30 pm
  - Red Oak Virtual Learning Center
  - Red Oak Jr/Sr High
- 9.0 Adjournment

**Red Oak Community School District  
Regular Meeting of the Board of Directors  
Meeting Location: Virtual Classroom/ Phone/Internet  
Red Oak Junior Senior High School Campus  
June 18, 2025**

The regular board meeting of the Board of Directors of the Red Oak Community School District was called to order by Vice President Kathy Walker at 5:30 p.m. at the Red Oak Junior Senior High School Virtual Classroom.

**Present**

Directors: Kathy Walker, Bryce Johnson, Scott Bruce, Pastor Ricky Rohrig (virtually at 5:33 p.m.)

Superintendent Ron Lorenz, Board Secretary/Business Manager, Heidi Harris, Leanne Fluckey, Curriculum Coordinator

**Approval of Agenda**

Motion by Director Bruce, second by Director Johnson to approve the agenda with the order of agenda items at the discretion of the meeting chair. Motion carried unanimously.

**Public Hearing on the Conveyance of District Property to the Iowa Department of Transportation**

Director Walker opened the public hearing on the conveyance of District property to the Iowa Department of Transportation was opened at 5:36 p.m. Superintendent Ron Lorenz spoke of the Department of Transportation's acquisition of land for a future right of way for a public improvement project. There were no public comments. The public hearing was closed at 5:39 p.m.

**Good News**

Congratulations to the Red Oak Track team for distinguishing themselves in the Class 2A State Track meet. Jocelyn O'Neal placed 4<sup>th</sup> in the Long Jump and 10<sup>th</sup> in the 200m. The Red Oak boys placed 16<sup>th</sup> in the x400m race, while Emmanuel Grass (1600m in 4:27) and Reese Montgomery (800m in 2:01) achieved personal bests.

The Regional Planning Partnership DCAP Review Committee recently completed scoring our 2024-2025 DCAP submissions with excellent scores. Congratulations to Leanne Fluckey, our dedicated Counselors, and our outstanding CTE Teachers for their hard work and commitment to excellence.

Our District has been awarded a School-Centered Behavioral Health Grant from the Wellmark Foundation for the next three years. We plan to use the funds to offset the additional cost of increasing our Master Social Worker services through Green Hills AEA.

**Consent Agenda**

Motion by Director Johnson, second by Director Bruce to approve the consent agenda as presented including meeting minutes, business reports, contract renewals, personnel considerations, quotes, contract renewals, and service agreements. Motion carried unanimously.

**Board Policies 511 and 511.R1**

Motion by Director Johnson, second by Director Bruce to approve the third reading of Board  
**Continuation of June 18, 2025, minutes on Page 2**

Policies 511 and 511.R1 pursuant to the enactment of HF782 (i.e. restriction on student use of personal electronic devices during instructional time). Motion carried unanimously.

**Board Policy 401.11**

Motion by Director Bruce, second by Director Johnson to approve the second reading of Board Policy 401.11 (Employee use of cell phones). Motion carried unanimously.

**Board Policy 506.5 and Accompanying Regulation 506.5R1**

Motion by Director Johnson, second by Director Bruce to approve the first reading of board Policy 506.5 and accompanying Regulation 506.5R1. Motion carried unanimously.

**Resolution and Conveyance of Real Property**

Motion by Director Bruce, second by Director Johnson to approve the resolution for conveyance of real property to the Iowa Department of Transportation as a right of way for a public improvement project for \$2,576. Motion carried unanimously.

**Interscholastic Sharing Agreement**

Motion by Director Johnson, second by Director Bruce to approve the Interscholastic Activity Sharing Agreement for Dance Team with Stanton Community Schools for the 2025-2026 school year. Motion carried unanimously.

**Pest Control Bid for 2025-2026**

Motion by Director Bruce, second by Director Johnson to approve awarding the Pest Control bid to Pesky Pest for the 2025-2026 school year. Motion carried unanimously.

**Trash Removal Bid for 2025-2026**

Motion by Director Johnson, second by Director Bruce to approve awarding the trash removal services to Batten Sanitation for the 2025-2026 school year. Motion carried unanimously.

**Fuel and Diesel Bid for 2025-2026**

Motion by Director Bruce, second by Director Johnson to approve awarding the fuel and diesel bid to New Cooperative for the 2025-2026 school year. Motion carried unanimously.

**Snow Removal Bid for 2025-2026**

Motion by Director Bruce, second by Director Johnson to approve the awarding of the snow removal bid to The Green Tree Co. for the 2025-2026 school year. Motion carried unanimously.

**Property and Casualty Insurance**

Motion by Director Johnson, second by Director Rohrig to approve the renewal of the District's property and casualty insurance with United Group/EMC for the 2025-2026 school year for \$339,837. Motion carried unanimously.

**2024 Fiscal Audit**

Motion by Director Johnson, second by Director Bruce to approve the FY2024 Independent Audit. Motion carried unanimously.

**Superintendent's Contract Renewal**

Motion by Director Bruce, second by Director Johnson to approve extending the Superintendent's contract through the 2027-2028 school year. Motion carried unanimously.

**Discussion of Invitation to Joint the Western Iowa Conference**

**Adjournment**

Motion by Director Johnson, second by Director Rohrig, to adjourn the regular meeting at 7:37 p.m. Motion carried unanimously.

**Continuation of June 18, 2025, minutes on Page 3**

**Next Board of Directors Meeting**

Wednesday, July 16, 2025 – 5:30 p.m.

Virtual Classroom/Phone/Internet

Red Oak Junior Senior High School Campus

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Bret Blackman, President

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Heidi Harris, Board Secretary

June 2025 Reconciliation Report

RED OAK COMMUNITY SCHOOLS 2024	GENERAL FUND (10)	MANAGEMENT (22)	PHYSICAL PLANT AND EQUIPMENT LEVY (36)	DEBT SERVICE (40)	SAVE TAXES/REV BONDS (33)
Beg. Balance 6-01-2025	\$6,048,519.36	\$462,300.95	\$3,746,106.78	\$1,025,656.05	\$3,795,167.84
Revenue	\$1,064,304.28	\$7,327.92	\$30,917.63	\$95,042.98	\$101,117.60
Expenditure	\$1,503,327.23	\$-	\$6,169.94	\$839,034.00	\$82,156.16
Balance 6-30-2025	\$5,609,496.41	\$469,628.87	\$3,770,854.47	\$281,665.03	\$3,814,129.28

<b>Balance 6-30-2024</b>	\$5,498,706.76	\$990,148.63	\$3,229,303.35	\$234,472.40	\$3,299,585.63
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Checking Account .33%	Checking Account	\$6,120,111.28
	Bank Iowa	\$2,683,033.41
	IS/JIT	\$5,275,030.07
	Petty Cash	\$100.00
	Outstanding Checks	\$127,023.71
		<u>\$13,951,251.05</u>

	ACTIVITY FUND	NUTRITION FUND
Beg. Balance 6-01-2025	\$59,901.14	\$830,217.74
Revenue	\$13,229.60	\$42,624.88
Expenditure	\$17,584.62	\$37,652.39
Balance 6-30-2025	<u>\$55,546.12</u>	<u>\$835,190.23</u>

<b>Balance 6-30-2024</b>	\$61,620.55	\$723,683.67
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Checking Account .33%	\$55,546.12	\$835,190.23
Petty Cash Boxes	\$200.00	
Outstanding cks	\$2,561.98	\$191.39
	<u>\$53,184.14</u>	<u>\$834,998.84</u>

PHYSICAL PLANT AND EQUIPMENT LEVY

2021-2022	2022-2023	2023 - 2024	2024-2025
Beginning Balance (July 1)	Beginning Balance (July 1)	Beginning Balance (July 1)	Beginning Balance (July 1)
Add: Revenue Property Taxes \$ 130,392.46 Voted PPPEL \$ 446,694.67 Voted PPPEL Surtax \$ 174,559.79 Utility Replacement Tax \$ 3,566.87 Utility Replacement Tax (SAVE) \$ 16,751.07 Mobile Home Tax \$ 45.81 Voted PPPEL Mobile Home \$ 269.31 Military Credit \$ 31.27 Military Credit (SAVE) \$ 0.56 Commercial Industrial tax \$ 2,101.92 Commercial Ind. Voted PPPEL \$ 3,814.88 Interest \$ 5,991.65 Sale of Vacant Lot \$ 2,000.00	Add: Revenue Property Taxes \$ 174,097.05 Voted PPPEL \$ 420,024.91 Voted PPPEL Surtax \$ 45,787.95 Utility Replacement Tax \$ 3,776.43 Utility Replacement Tax (SAVE) \$ 13,371.56 Mobile Home Tax \$ 88.96 Voted PPPEL Mobile Home \$ 88.06 Military Credit \$ 27.29 Military Credit (SAVE) \$ 98.69 Commercial Industrial tax \$ 2,101.92 Commercial Ind. Voted PPPEL \$ 3,814.88 Interest \$ 5,991.65 School Bus Refunds \$ 17,061.65	Add: Revenue Property Taxes \$ 599,750.69 Voted PPPEL \$ 74,345.39 Voted PPPEL Surtax \$ 16,764.93 Utility Replacement Tax \$ 3,776.43 Utility Replacement Tax (SAVE) \$ 13,371.56 Mobile Home Tax \$ 88.96 Voted PPPEL Mobile Home \$ 88.06 Military Credit \$ 27.29 Military Credit (SAVE) \$ 98.69 Commercial Industrial tax \$ 2,101.92 Commercial Ind. Voted PPPEL \$ 3,814.88 Interest \$ 5,991.65 Sale of Real Property/Computers \$ 7594.5	Add: Revenue Property Taxes \$ 668,751.44 Voted PPPEL \$ 19,812.75 Voted PPPEL Surtax \$ 60,487.46 Utility Replacement Tax \$ 16,355.18 Utility Replacement Tax (SAVE) \$ 125.51 Mobile Home Tax \$ 14.45 Voted PPPEL Mobile Home \$ 14.45 Military Credit \$ 113.50 Military Credit (SAVE) \$ 113.50 Commercial Industrial tax \$ 8,314.30 Commercial Ind. Voted PPPEL \$ 200,012.90 Interest \$ 7594.5
Subtotal	Subtotal	Subtotal	Subtotal
TOTAL AVAILABLE	TOTAL AVAILABLE	TOTAL AVAILABLE	TOTAL AVAILABLE
LESS: Expenditures	LESS: Expenditures	LESS: Expenditures	LESS: Expenditures
Frontline License Renewals \$ 17,052.94 US Bank-Chromebook Lease Paymen \$ 84,897.28 Forecast5 \$ 14,426.00 Software Unlimited \$ 8,195.00 Heartland Insulators \$ 5,120.00 Bus Lease \$ 61,602.40 Rent Council Bluffs Sp Ed \$ 259.08 Rent Council Bluffs Sp Ed \$ 2,202.60 Track Resurfacing \$ 4,000.00	LESS: Expenditures Chrome Book Lease (Double Payment) \$ 169,794.56 Frontline/SUI Software \$ 41,560.28 FY22 Expenses Paid in FY23 \$ 18,715.00 Boiler Construction Documents \$ 7,000.00 Portable Rental \$ 34,356.02 Bus Lease \$ 61,602.40 Garage Doors-Bus Barn \$ 11,608.00 Chrome Book Lease (Double Pymt Refu \$ 84,897.28 Portable Rental \$ 3,015.34 Press Box Chairs \$ 419.93 Truck Resurfacing \$ 82,000.00 Portable Rental \$ 2,978.20 US Bank-Chromebook Lease Paymen \$ 3,500.00 Portable Rental \$ 2,968.20 Rent Council Bluffs Sp Ed \$ 2,484.44 Portable Rental \$ 2,968.20 Lunch Van \$ 57,186.00 Gym Floor Resurfacing \$ 5,678.50 Portable Rental \$ 2,968.20 Rent Council Bluffs Sp Ed \$ 2,272.87 Portable Rental \$ 2,968.20 HS Boiler \$ 178,070.00 Software Subscription \$ 3,100.00 Rent Council Bluffs Sp Ed \$ 1,947.40 Portable Rental \$ 2,968.20 K-12 Docs \$ 1,435.00 Gym Floor Resurfacing \$ 3,920.00 Rent Council Bluffs Sp Ed \$ 2,003.36 Portable Rental \$ 2,958.20 Architect Svcs \$ 6,000.00 Rent Council Bluffs Sp Ed \$ 7,112.92 Architect Svcs \$ 9,042.55 Portable Rental \$ 2,958.20 Rent Council Bluffs Sp Ed	LESS: Expenditures Chrome Book Lease \$ 84,897.28 Frontline/SUI Software \$ 36,310.83 Portable Rental/Apex Rent \$ 2,958.20 Boiler Construction Documents \$ 1,322.04 FY23 Expenses Paid in FY24 \$ 4,655.00 HS Gym Floor \$ 2,958.20 Portable Rental \$ 137,764.80 Bus Lease \$ 77,184.00 New Bus Lease Advance \$ 18,318.56 Correction from FY23 \$ 12,590.23 Frontline Software \$ 2,958.20 Portable Rental \$ 2,958.20 Maintenance Van \$ 7,900.00 Gas Piping - IES \$ 1,259.17 IES Re-Roofing Project \$ 195,505.00 Rent Council Bluffs SpEd \$ 5,520.92 Architectural Svcs \$ 100.00 ISFIS Software \$ 2,000.00 Portable Rental \$ 4,370.36 Portable Rental/Apex Rent \$ 7,134.80 SW Iowa Parking Lot \$ 23,073.00 Inman Roof \$ 2,958.20 Inman Roof Construction \$ 12,150.00 Micro Bus \$ 105,800.00 Portable Rental/Apex Rent \$ 5,347.90 Portable Rental/Apex Rent \$ 3,130.10 Portable Rental/Apex Rent \$ 3,135.00 Portable Rental/Apex Rent \$ 4,161.08 Portable Rental/Apex Rent \$ 3,125.78 Gundewalde/ETI Engineering \$ 151,983.90 Interconnect IES Door Replacement \$ 1,223.50 CAR Adjustments \$ 77,184.00	LESS: Expenditures Chrome Book Lease \$ 80,485.64 Frontline/SUI Software Renewal \$ 52,471.62 Portable Rental/Apex Rent \$ 3,118.76 Portable Rental/Apex Rent \$ 5,916.40 Cap San Gym Floor Wax \$ 4,465.00 Gundewalde/Boiler Repair \$ 56,400.52 Gundewalde/Boiler Repair \$ 63,106.43 Portable Rental/Apex Rent \$ 2,958.20 Boiler/Construction Docs \$ 11,794.25 Portable Rental/Apex Rent \$ 2,958.20 Software Subscription - ISFIS \$ 2,000.00 Building Repair/Svcs \$ 8,270.00 Portable Rental/Apex Rent \$ 2,958.20 Grundwalde/Boiler \$ 30,683.90 Jr/Sr HS Audio Equipment \$ 10,623.90 Portable Rental/Apex Rent \$ 3,965.45 Audio System - Secondary Gym \$ 5,633.10 Timeclock Repair \$ 735.00 Portable Rental/Apex Rent \$ 2,958.20 Carter Surveying - Land Survey \$ 4,520.00 Portable Rental/Apex Rent \$ 4,498.20 Grainger/Door Stops \$ 1,676.96 GoTo Meeting Renewal \$ 192.00 Portable Rental/Apex Rent \$ 2,958.20 Tech Disposal \$ 375.00 Portable Rental/Apex Rent \$ 8,800.90 Portable Rental/Apex Rent \$ 6,169.94
Subtotal	Subtotal	Subtotal	Subtotal
Cash Balance	Cash Balance	Cash Balance	Cash Balance
Cash Balance	Cash Balance	Cash Balance	Cash Balance

# Capital Projects Fund

	2021-2022	2022-2023	2023-2024	2024-2025
Beg Balance (July 1)	\$1,830,921	\$2,264,484	\$2,815,738	\$ 3,299,759
Add: Revenue				
1c Sales Tax	\$1,247,814	\$1,447,127	\$1,341,320	\$ 1,290,656.06
Interest	\$4,218	\$14,279	\$31,323	\$ 178,285.79
Subtotal	\$3,082,954	\$3,725,890	\$4,188,381	\$4,768,700
LESS: Expenditures				
Chromebook Lease	\$10,097	\$73,612	\$73,803	\$ 73,955.67
Record FB/BB Fields Deed	\$22	\$3,500	\$173	\$ 73,955.67
Revenue Bond Payment	\$73,807	\$73,612	\$73,803	\$ 73,955.67
Revenue Bond Payment	\$73,807	\$73,612	\$73,803	\$ 73,955.67
Revenue Bond Payment	\$73,807	\$73,612	\$2,983	\$ 73,955.67
District Signage	\$9,895	\$9,717	\$73,803	\$ 73,955.67
Revenue Bond Payment	\$73,807	\$6,000	\$73,803	\$ 73,955.67
Revenue Bond Payment	\$73,807	\$73,612	\$73,803	\$ 73,955.67
Revenue Bond Payment	\$73,807	\$7,596	\$73,803	\$ 14,715.00
Revenue Bond Payment	\$73,807	\$73,612	\$73,803	\$ 36,530.00
Revenue Bond Payment	\$73,807	\$73,612	\$73,803	\$ 73,955.66
Revenue Bond Payment	\$73,807	\$73,612	\$73,803	\$ 7,657.70
Revenue Bond Payment	\$73,807	\$73,612	\$73,803	\$ 73,955.66
Track Incorrectly Coded	-\$3,500	\$73,612	\$73,803	\$ 73,955.66
		\$73,612		\$ 8,200.50
Subtotal	\$828,387	\$910,152	\$888,796	\$954,571
Fund Balance	\$2,254,567	\$2,815,738	\$3,299,585	\$3,814,129



Vendor Name	Invoice Number	Amount	
Account Number	Detail Description		Amount
Checking Account ID 1	Fund Number 10	OPERATING FUND	
AMAZON CAPITAL SERVICES, INC.	17m4-dvnq-t6rv	374.98	
10 0418 1000 100 0000 618	3rd grade supplies 25-26		374.98
AMAZON CAPITAL SERVICES, INC.	19vd-mxdn-fxrf	98.83	
10 0418 1000 100 0000 618	1st grade supplies 25-26		98.83
AMAZON CAPITAL SERVICES, INC.	19Y4-TL7L-G4YX	269.55	
10 0418 1000 100 0000 618	4th grade - Desktop nameplates		104.97
10 0445 1000 100 0000 618	PK - Manilla envelopes		38.94
10 0418 2410 000 0000 611	Inman office supplies - Manilla folders,		125.64
AMAZON CAPITAL SERVICES, INC.	1p9q-tjp7-trnx	129.88	
10 0418 1200 431 4501 618	Title Supplies 25-26		129.88
AMAZON CAPITAL SERVICES, INC.	1qw9-767g-cnnq	187.41	
10 0418 1000 100 0000 618	Kindergarten supplies 25-26		187.41
AMAZON CAPITAL SERVICES, INC.	1WRM-QTX4-YLXH	117.98	
10 0418 1000 100 0000 618	6th grade supplies 25-26(grey tubs)		117.98
AMAZON CAPITAL SERVICES, INC.	1WYC-FRPL-G4HX	117.86	
10 0418 1000 100 0000 618	2nd grade supplies 25-26		117.86
AMAZON CAPITAL SERVICES, INC.	1y7j-qkfq-rm9g	122.39	
10 9010 2620 000 0000 618	Office Supplies		122.39
Vendor Name	AMAZON CAPITAL SERVICES, INC.		1,418.88
ATS FACILITY SERVICES, LLC	3179	33,370.00	
10 9010 2630 000 0000 340	July 2025 Janitorial		33,370.00
Vendor Name	ATS FACILITY SERVICES, LLC		33,370.00
CAMBLIN MECHANICAL INC	42942	295.00	
10 0445 2620 000 0000 432	RTU - Gym		295.00
CAMBLIN MECHANICAL INC	42943	255.00	
10 0445 2620 000 0000 432	Unit Fuses		255.00
CAMBLIN MECHANICAL INC	42960	340.00	
10 0445 2620 000 0000 432	ROECC Cooling Unit		340.00
Vendor Name	CAMBLIN MECHANICAL INC		890.00
CAPITAL SANITARY SUPPLY CO.	088632/088633	2,125.07	
10 9010 2620 000 0000 618	District Supplies - Trash Bags & Soap		169.92
10 9010 2620 000 0000 618	District Supplies - Trash Bags, Paper To		1,955.15
Vendor Name	CAPITAL SANITARY SUPPLY CO.		2,125.07
CHEMSEARCH	9168103	972.95	
10 0109 2620 000 0000 618	water tower chemical controller		972.95
CHEMSEARCH	9218463	510.55	
10 0109 2640 000 0000 433	HS Boiler		510.55
CHEMSEARCH	9221597	531.93	

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
10 0418 2640 000 0000 433	IES BOILER	531.93
Vendor Name	CHEMSEARCH	2,015.43
DICKEL DUIT OUTDOOR POWER, INC.	20250708	396.11
10 9010 2620 000 0000 432	mower repair	396.11
Vendor Name	DICKEL DUIT OUTDOOR POWER, INC.	396.11
ENERGY ASSOCIATION OF IOWA SCHOOLS	1761	500.00
10 9010 2670 000 0000 490	Radon Training	500.00
Vendor Name	ENERGY ASSOCIATION OF IOWA SCHOOLS	500.00
FIRST BANKCARD - HH	20250714-0001	1,031.30
10 0109 1000 100 8017 641	Norton Field Guide of Writing for Comp I	1,031.30
FIRST BANKCARD - HH	20250714-0002	99.98
10 0418 1000 100 8001 612	PTO - Soccer flags (recess)	99.98
FIRST BANKCARD - HH	20250714-0003	231.62
10 0418 1000 100 8001 612	PTO - A Nelson - Mail center, magnets	231.62
FIRST BANKCARD - HH	20250714-0004	191.69
10 0109 2640 000 0000 618	Water Filters	129.65
10 0109 2640 000 0000 618	Water Valve	62.04
Vendor Name	FIRST BANKCARD - HH	1,554.59
FIRST BANKCARD - OFFICE CARD 1	20250714-0003	33.96
10 9010 2630 000 0000 424	Chemical	33.96
Vendor Name	FIRST BANKCARD - OFFICE CARD 1	33.96
FIRST BANKCARD - OFFICE CARD 4	20250714	1,704.90
10 0418 2620 000 0000 618	blinds	1,704.90
Vendor Name	FIRST BANKCARD - OFFICE CARD 4	1,704.90
IOWA ASSOCIATION OF SCHOOL BOARDS	IASBMBR008990	4,115.00
10 9010 2310 000 0000 810	IASB Membershi-p Dues 25-26	4,115.00
IOWA ASSOCIATION OF SCHOOL BOARDS	ROLREF003758	800.00
10 9010 2310 000 0000 340	Policies Reference Subscription 25-26	800.00
Vendor Name	IOWA ASSOCIATION OF SCHOOL BOARDS	4,915.00
ISFIS, INC.	FY2025-26	2,272.40
10 9010 2310 000 0000 810	ISFIS Renewal 25-26	2,272.40
Vendor Name	ISFIS, INC.	2,272.40
JOHNSON CONTROLS FIRE PROTECTION LP	24834844	402.00
10 0445 2620 000 0000 432	Monitoring Services Agreement	402.00
Vendor Name	JOHNSON CONTROLS FIRE PROTECTION LP	402.00
LAKESHORE LEARNING CO.	91127489	55.57

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
10 0445 1000 420 3233 612	PK supplies for 25-26	55.57
LAKESHORE LEARNING CO.	91127490	85.44
10 0418 1000 100 8001 612	Kindergarten 25-26 supplies	85.44
LAKESHORE LEARNING CO.	91165223	521.55
10 0418 1000 100 8001 612	PTO - Rug	521.55
LAKESHORE LEARNING CO.	91175517	202.30
10 0418 1000 100 8001 612	PTO - Supplies	78.83
10 0445 1000 100 8002 618	PTO - Supplies	123.47
Vendor Name LAKESHORE LEARNING CO.		864.86
LEADING EDGE LAMINATING	62237	420.60
10 0418 2410 000 0000 611	Lamination for Inman	420.60
Vendor Name LEADING EDGE LAMINATING		420.60
MASTER TEACHER	116808571	122.95
10 9010 2321 000 0000 618	Retiree Clock	122.95
Vendor Name MASTER TEACHER		122.95
NEW COOPERATIVE INC	6979954	6.99
10 0109 1300 370 0000 612	Black spray paint	6.99
Vendor Name NEW COOPERATIVE INC		6.99
ONESOURCE THE BACKGROUND CHECK COMPANY	20250703	49.00
10 9010 2310 000 0000 340	OneSource Bill	49.00
Vendor Name ONESOURCE THE BACKGROUND CHECK COMPANY		49.00
PESKY PEST CONTROL, LLC	7037	300.00
10 9010 2620 000 0000 425	Pest Control	300.00
Vendor Name PESKY PEST CONTROL, LLC		300.00
PLUMB SUPPLY/RIBACK SUPPLY	20250708	4.54
10 9010 2620 000 0000 618	plumbing tape	4.54
Vendor Name PLUMB SUPPLY/RIBACK SUPPLY		4.54
QUILL LLC	44730573	407.60
10 0418 2410 000 0000 611	Inman Office supplies 25-26	407.60
QUILL LLC	44830208	44.10
10 0418 1000 100 8001 612	PTO- Vannausdle - Book tubs	31.78
10 0418 1000 100 8001 612	PTO-A Nelson - name plates	12.32
Vendor Name QUILL LLC		451.70
RIVERSIDE TECHNOLOGIES, INC	RC0003783	920.00
10 9010 2235 000 0000 359	Managed Services	920.00
RIVERSIDE TECHNOLOGIES, INC	RC0003833	12.00
10 9010 2235 000 0000 359	DUO MFA	12.00
Vendor Name RIVERSIDE TECHNOLOGIES, INC		932.00
RURAL SCHOOL ADVOCATES OF IOWA	RSAI2025-26	750.00
10 9010 2310 000 0000 810	RSAI District Membership 25-26	750.00
Vendor Name RURAL SCHOOL ADVOCATES OF IOWA		750.00

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
SCHOOL ADMINISTRATORS OF IOWA	16421	865.00
10 0109 2410 000 0000 810	SG Membership Dues	865.00
Vendor Name SCHOOL ADMINISTRATORS OF IOWA		865.00
SCHOOL SPECIALTY LATTA DIV.	308104715245	815.88
10 0418 1000 100 8001 612	sixth grade supplies 25-26	815.88
Vendor Name SCHOOL SPECIALTY LATTA DIV.		815.88
SoprisApps LLC dba SchoolBlocks	4838	3,900.00
10 9010 2235 000 0000 358	School Blocks website hosting 1st annual	3,900.00
Vendor Name SoprisApps LLC dba SchoolBlocks		3,900.00
STEWART-PETERSON, INC. dba AgEdNet.com	20250710	465.00
10 0109 1300 310 0000 612	AgEdNet subscription for online lessons	465.00
Vendor Name STEWART-PETERSON, INC. dba AgEdNet.com		465.00
SWANK MOVIE LICENSING	3980036	1,632.00
10 9010 2235 000 0000 358	Swank Movie Licensing for 3 buildings	1,632.00
Vendor Name SWANK MOVIE LICENSING		1,632.00
SYNCQUIP LLC	1366	1,738.50
10 0109 2620 000 0000 432	Cooling Tower Repair	1,738.50
Vendor Name SYNCQUIP LLC		1,738.50
VISUAL EDGE IT dba COUNSEL	24AR2775862	249.48
10 0109 1000 100 0000 359	JrSr High Copier Clicks	46.19
10 0418 1000 100 0000 359	IES Copier Clicks	38.94
10 0445 1000 100 0000 359	ROECC Copier Clicks	100.79
10 9010 2520 000 0000 618	Admin Copier Clicks	50.57
10 9010 2520 000 0000 618	Steady Serve	12.99
Vendor Name VISUAL EDGE IT dba COUNSEL		249.48
Fund Number 10		65,166.84
Checking Account ID 1	Fund Number 22	MANAGEMENT FUND
IOWA LOCAL GOVERNMENT RISK POOL COMMISSION	LGRP2026	82,855.94
22 9010 2620 000 0000 621	Energy Program Renewal 25-26	82,855.94
Vendor Name IOWA LOCAL GOVERNMENT RISK POOL COMMISSION		82,855.94
SPECIALTY UNDERWRITERS LLC	SW4534-1	16,547.00
22 9010 2310 000 0000 520	Qiarterly Premium	16,547.00
Vendor Name SPECIALTY UNDERWRITERS LLC		16,547.00
STORM PROTECTION FUND	REDOA-2025	27,804.00
22 9010 2620 000 0000 521	Storm Protection Fund	27,804.00
Vendor Name STORM PROTECTION FUND		27,804.00
UNITED GROUP INSURANCE	1008	361,062.19
22 9010 2620 000 0000 524	Business Auto	39,002.00
22 9010 2620 000 0000 260	Workmans Comp	73,759.00

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
22 9010 2620 000 0000 521	Comm Property	174,974.00
22 9010 2620 000 0000 521	Comm Cyber	5,260.86
22 9010 2310 000 0000 525	Crime & Burg	1,191.00
22 9010 2310 000 0000 525	Comm in Marine	2,103.00
22 9010 2310 000 0000 525	Umbrella	5,522.00
22 9010 2620 000 0000 523	Misc Comm	27,544.00
22 9010 2620 000 0000 523	Gen Liab	937.00
22 9010 2620 000 0000 523	General Liab	14,795.00
22 9010 2620 000 0000 523	Misc Comm	15,974.33
Vendor Name	UNITED GROUP INSURANCE	361,062.19

Fund Number	22	488,269.13
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Checking Account ID	1	Fund Number	36	PHYSICAL PLANT & EQUIPMENT
COMPUTER INFORMATION CONCEPTS, INC		PSI40571		28,521.00
36 9010 2235 000 0000 358		Infinite Cmapus Renewal 25-26		28,521.00
Vendor Name	COMPUTER INFORMATION CONCEPTS, INC			28,521.00

FRONTLINE EDUCATION	INVUS226866	18,295.55
36 9010 2235 000 0000 653	Forecast 5/Analytics/Budget Management	18,295.55
FRONTLINE EDUCATION	INVUS226872	7,548.12
36 9010 2235 000 0000 653	Absence & Substitute Management	7,548.12
FRONTLINE EDUCATION	INVUS226892	14,079.02
36 9010 2235 000 0000 653	Frontline Central/ Time & Attendance	14,079.02
Vendor Name	FRONTLINE EDUCATION	39,922.69

SOFTWARE UNLIMITED	20250428-0584	13,100.00
36 9010 2510 000 0000 358	Accounting Software Renewal 25-26	13,100.00
Vendor Name	SOFTWARE UNLIMITED	13,100.00

UMB BANK N.A.	558068979	80,485.64
36 9010 2235 000 0000 358	Chrombook Lease	80,485.64
Vendor Name	UMB BANK N.A.	80,485.64

Fund Number	36	162,029.33
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Checking Account ID	1	715,465.30
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Checking Account ID	3	Fund Number	21	STUDENT ACTIVITY FUND
BRUCK, JAMES		BRUCK070325		190.00
21 0109 1400 920 6730 340		JV/V BSB OFFICIAL		190.00
Vendor Name	BRUCK, JAMES			190.00

CIRCLE C SIGNS	17663	60.00
21 0109 1400 950 7407 618	FFA Shirts	60.00
Vendor Name	CIRCLE C SIGNS	60.00

DANIELS, MAT	DANIELS070125	190.00
21 0109 1400 920 6730 340	JV/V BSB OFFICIAL	190.00
DANIELS, MAT	DANIELS070325	190.00

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
21 0109 1400 920 6730 340	JV/V BSB OFFICIAL	190.00
Vendor Name DANIELS, MAT		380.00
HOOGESTRAAT, JD	HOOGESTRAAT0 70125	140.00
21 0109 1400 920 6835 340	V SB OFFICIAL	140.00
Vendor Name HOOGESTRAAT, JD		140.00
METZGER, CHAD	METZGER07012 5	190.00
21 0109 1400 920 6730 340	JV/V BSB OFFICIAL	190.00
Vendor Name METZGER, CHAD		190.00
NICKLAUS, TROY	NICHOLAUS070 125	140.00
21 0109 1400 920 6835 340	OFFICIANT	140.00
Vendor Name NICKLAUS, TROY		140.00
STUDENT ASSURANCE SERVICES INC	2025-2026	550.00
21 9010 1400 920 6600 320	Student Assurance Premium	550.00
Vendor Name STUDENT ASSURANCE SERVICES INC		550.00
Fund Number 21		1,650.00
Checking Account ID 3		1,650.00

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
Checking Account ID 1	Fund Number 10	OPERATING FUND
AHLERS & COONEY	894325	827.00
10 9010 2310 000 0000 342	Professional Services	827.00
Vendor Name AHLERS & COONEY		827.00
AHLHELM, JAMES	895410	50.00
10 9010 2310 000 0000 342	Professional Services	50.00
Vendor Name AHLHELM, JAMES		50.00
AMAZON CAPITAL SERVICES, INC.	1X1F-MFLC-9L9J	67.96
10 9010 2620 000 0000 618	drill bits	67.96
Vendor Name AMAZON CAPITAL SERVICES, INC.		67.96
BATTEN SANITATION SERVICE	TrashJune2025	5,615.00
10 0109 2630 000 0000 421	HS Trash	1,890.00
10 0418 2630 000 0000 421	IES Trash	1,830.00
10 0445 2630 000 0000 421	ROECC Trash	1,800.00
10 9010 2630 000 0000 421	Admin Office/BBF/FBF Trash	95.00
Vendor Name BATTEN SANITATION SERVICE		5,615.00
CAM COMMUNITY SCHOOL DISTRICT	OE-SEM2-2425	5,366.88
10 9010 1000 130 3116 567	TLC	411.60
10 9010 1000 100 0000 567	OE	4,782.80
10 9010 1000 100 3376 567	PD	82.32
10 9010 1000 100 3216 567	EIC	90.16
Vendor Name CAM COMMUNITY SCHOOL DISTRICT		5,366.88
CAMBIUM ASSESMENT, INC	20250710	918.00
10 9010 2240 100 0000 325	ELL Assessments	918.00
Vendor Name CAMBIUM ASSESMENT, INC		918.00
CASEY'S BUSINESS MASTERCARD	June-Fuel2425	48.92
10 9010 2700 000 0000 626	Activities Fuel	48.92
Vendor Name CASEY'S BUSINESS MASTERCARD		48.92
CDW GOVERNMENT, INC.	ZR00526859	1,100.00
10 9010 1000 100 0000 358	Gopher for Chrome	1,100.00
Vendor Name CDW GOVERNMENT, INC.		1,100.00
CHOICE CHARTER SCHOOL	Sped-Sem2-2425	3,600.97
10 9010 1200 211 3301 567	Sped LvL 1 OE Out	3,600.97
Vendor Name CHOICE CHARTER SCHOOL		3,600.97
CITY OF RED OAK	Water-June2025	2,544.16
10 0109 2620 000 0000 411	JRSR High Water	966.08
10 0418 2620 000 0000 411	IES Water	646.33
10 0445 2620 000 0000 411	ROECC Water	651.06
10 9010 2620 000 0000 411	Admin/BusBarn/BB/FBF	280.69
Vendor Name CITY OF RED OAK		2,544.16

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
CLAYTON RIDGE COMMUNITY SCHOOL DISTRICT	OE-SEM2-2425	16,742.92
10 9010 1000 100 0000 567	OE	15,652.00
10 9010 1000 130 3116 567	TLC	768.08
10 9010 1000 100 3216 567	EIC	168.32
10 9010 1000 100 3376 567	PD	154.52
CLAYTON RIDGE COMMUNITY SCHOOL DISTRICT	Sped-SEM2-2425	409.92
10 9010 1200 211 3301 567	Sped LvL 1	409.92
Vendor Name CLAYTON RIDGE COMMUNITY SCHOOL DISTRICT		17,152.84
COLLEGE COMM SCHOOLS	2250	3,217.52
10 9010 1000 420 1119 561	At Risk - Sem2-2425	3,217.52
COLLEGE COMM SCHOOLS	OE-SEM2-2425	3,569.72
10 9010 1200 214 3302 567	Sped LvL 2 OE	3,569.72
Vendor Name COLLEGE COMM SCHOOLS		6,787.24
COUNCIL BLUFFS COMM SCHOOLS	20250684	4,063.14
10 9010 1000 100 0000 567	OE	3,802.46
10 9010 1000 100 3216 567	TLC	183.53
10 9010 1000 100 3216 567	EIC	40.22
10 9010 1000 100 3376 567	PD	36.93
COUNCIL BLUFFS COMM SCHOOLS	20250715	20,144.25
10 9010 1200 217 3303 567	Sped LvL 3	20,144.25
Vendor Name COUNCIL BLUFFS COMM SCHOOLS		24,207.39
CREXENDO BUSINESS SOLUTIONS, INC	263972	1,445.27
10 9010 2510 000 0000 532	Internet Phone	1,445.27
Vendor Name CREXENDO BUSINESS SOLUTIONS, INC		1,445.27
DHS CASHIER 1ST FLOOR	10151439	7,456.29
10 9010 4634 219 4634	Medicaid	7,456.29
Vendor Name DHS CASHIER 1ST FLOOR		7,456.29
DOORS INC.	362645	47.88
10 0109 2620 000 0000 618	door lock parts	47.88
Vendor Name DOORS INC.		47.88
EMC INSURANCE	1878647	1,500.00
10 9010 2310 000 0000 342	Linebacker Deductible	1,500.00
Vendor Name EMC INSURANCE		1,500.00
ESSEX COMMUNITY SCHOOL DIST.	OE-SEM2-2425	27,549.94
10 9010 1000 100 0000 567	OE	25,782.44
10 9010 1000 130 3116 567	TLC	1,244.52
10 9010 1000 100 3376 567	PD	250.26
10 9010 1000 100 3216 567	EIC	272.72
Vendor Name ESSEX COMMUNITY SCHOOL DIST.		27,549.94
FIRST BANKCARD - HH	20250714	295.22
10 0109 2620 000 0000 618	cold patch and roof ladder	295.22
FIRST BANKCARD - HH	Interest	15.06
10 9010 2321 000 0000 810	Interest Charge	15.06



Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
Vendor Name FIRST BANKCARD - HH		310.28
FIRST BANKCARD - OFFICE CARD 1	20250714	9.68
10 9010 2321 000 0000 618	IRS Mail	9.68
FIRST BANKCARD - OFFICE CARD 1	20250714-0001	9.68
10 9010 2321 000 0000 531	Certified Mail IRS	9.68
Vendor Name FIRST BANKCARD - OFFICE CARD 1		19.36
FIRST BANKCARD - OFFICE CARD 3	20250714	119.98
10 9010 2630 000 0000 618	Weed chemical	119.98
Vendor Name FIRST BANKCARD - OFFICE CARD 3		119.98
FIRST BANKCARD - OFFICE CARD 4	20250714-0002	255.95
10 9010 2235 000 0000 358	Renewal of redoakschools.org (5Year)	255.95
Vendor Name FIRST BANKCARD - OFFICE CARD 4		255.95
FIRST BANKCARD BUSINESS MANAGER	20250714	178.08
10 9010 2310 000 0000 580	Gateway Hotel - 1 night	178.08
Vendor Name FIRST BANKCARD BUSINESS MANAGER		178.08
GLENWOOD COMMUNITY SCHOOLS	OE-SEM2-2425	8,362.52
10 9010 1000 100 0000 567	OE	7,826.00
10 9010 1000 100 3376 567	PD	76.00
10 9010 1000 100 3216 567	EIC	82.78
10 9010 1000 100 3116 567	TLC	377.74
Vendor Name GLENWOOD COMMUNITY SCHOOLS		8,362.52
GREEN HILLS AEA	5343	162,310.80
10 0418 1200 217 3303 561	Rising Hope	162,310.80
Vendor Name GREEN HILLS AEA		162,310.80
HALEY'S ELECTRIC	11170	85.00
10 0418 2620 000 0000 432	repair on breaker	85.00
HALEY'S ELECTRIC	11186	654.94
10 0109 2620 000 0000 432	repair on heat loop pumps	654.94
Vendor Name HALEY'S ELECTRIC		739.94
HEALTHY TURF LANDSCAPING, INC	12900	145.00
10 9010 2630 000 0000 435	Late Spring Weed Control	145.00
Vendor Name HEALTHY TURF LANDSCAPING, INC		145.00
HERRICK, KEVIN	MILEAGEJUNE2025	42.07
10 9010 2235 000 0000 580	Mileage Reimbursement June	42.07
Vendor Name HERRICK, KEVIN		42.07
IOWA TESTING PROGRAM	252236	3,207.50
10 9010 2240 100 0000 325	ISASP assessments - remaining balance fo	3,207.50
Vendor Name IOWA TESTING PROGRAM		3,207.50

Vendor Name	Invoice Number	Amount	
Account Number	Detail Description		Amount
IOWA WESTERN COMMUNITY COLLEGE	20250626	1,200.00	
10 9010 2700 000 0000 340	ELDT Class & testing for Barb Lombard-		1,200.00
Vendor Name	IOWA WESTERN COMMUNITY COLLEGE		1,200.00
JOHNSON CONTROLS FIRE PROTECTION LP	24825008	440.00	
10 0418 2620 000 0000 432	IES Repair		440.00
JOHNSON CONTROLS FIRE PROTECTION LP	41832412	7,428.96	
10 0445 2670 000 0000 490	Final Payment		7,428.96
Vendor Name	JOHNSON CONTROLS FIRE PROTECTION LP		7,868.96
JOSTENS	37307900	25.70	
10 0109 2410 000 0000 618	REPLACEMENT DIPLOMA COVER FOR BREANNA NE		9.75
10 0109 2410 000 0000 618	PACKAGING, HANDLING & DELIVERY.		15.95
Vendor Name	JOSTENS		25.70
MEDIACOM	0648 JUNE	305.33	
10 9010 2236 000 0000 536	District Internet		305.33
MEDIACOM	1909 JUNE 2025	346.90	
10 9010 2236 000 0000 536	Interenet		346.90
MEDIACOM	2692 JUNE	1,550.00	
10 9010 2236 000 0000 536	District Internet		1,550.00
Vendor Name	MEDIACOM		2,202.23
MIDAMERICAN ENERGY	267812459	48.33	
10 9010 2620 000 0000 622	FBF Electric		48.33
MIDAMERICAN ENERGY	567805640	308.79	
10 0109 2620 000 0000 622	Feild House Electric		308.79
MIDAMERICAN ENERGY	567812189	2,176.70	
10 0445 2620 000 0000 622	ROECC Electric		2,176.70
MIDAMERICAN ENERGY	567812864	8,938.85	
10 0418 2620 000 0000 622	IES Electric		8,938.85
MIDAMERICAN ENERGY	567813136	14,828.71	
10 0109 2620 000 0000 622	HS Electric		14,828.71
MIDAMERICAN ENERGY	567822744	356.02	
10 9010 2620 000 0000 622	Bus Barn Electric		356.02
MIDAMERICAN ENERGY	5678829429	425.13	
10 9010 2620 000 0000 622	Sports Complex Electric		425.13
Vendor Name	MIDAMERICAN ENERGY		27,082.53
NEBRASKA AIR FILTER, INC.	11105	1,868.09	
10 9010 2620 000 0000 618	air filters		1,868.09
Vendor Name	NEBRASKA AIR FILTER, INC.		1,868.09
NEW COOPERATIVE INC	20250714	2,781.91	
10 9010 2630 000 0000 618	Weed Chemical		90.31
10 9010 2700 000 0000 623	Propane		1,014.00
10 9010 2700 217 3303 626	Sped Gas		622.50
10 9010 2700 217 3303 627	Sped Diesel		60.06
10 9010 2700 000 0000 626	Gas/Ethanol		827.65
10 9010 2700 000 0000 626	Maintenance Gas		167.39
NEW COOPERATIVE INC	7021929	20.98	

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
10 0109 1300 370 0000 612	Butcher Block Oil For Projects	11.99
10 0109 1300 370 0000 612	Cocking for shed project	8.99
Vendor Name NEW COOPERATIVE INC		2,802.89

QUADIENT	refilljune2025	1,000.00
10 9010 2321 000 0000 531	Postage Refill	1,000.00
Vendor Name QUADIENT		1,000.00

REA, CHRISTY	MILEAGEJUNE2025	42.00
10 9010 2235 000 0000 580	Mileage Reimbursement June	42.00
Vendor Name REA, CHRISTY		42.00

SHENANDOAH COMMUNITY SCHOOLS	OE-SEM2-2425	102,736.40
10 9010 1000 100 0000 567	OE	95,043.88
10 9010 1000 130 3116 567	TLC	5,417.63
10 9010 1000 100 3376 567	PD	1,187.07
10 9010 1000 100 3216 567	EIC	1,087.82
Vendor Name SHENANDOAH COMMUNITY SCHOOLS		102,736.40

SIDNEY COMMUNITY SCHOOLS	OE-SEM2-2425	8,497.04
10 9010 2700 000 0000 591	Shared Transportation	8,497.04
Vendor Name SIDNEY COMMUNITY SCHOOLS		8,497.04

SYNCQUIP LLC	1293	2,266.00
10 0109 2620 000 0000 432	HS HVAC Repair	2,266.00
SYNCQUIP LLC	1332	683.05
10 0109 2620 000 0000 432	Compressor Repair	683.05
SYNCQUIP LLC	1333	48.97
10 0109 2620 000 0000 432	RTU-HVAC Repair	48.97
SYNCQUIP LLC	1347	613.97
10 0109 2620 000 0000 432	Water Valve & HP Switches	613.97
Vendor Name SYNCQUIP LLC		3,611.99

TIMBERLINE BILLING SERVICE LLC	31984	1,026.65
10 9010 2510 217 3303 359	June Medicaid Billing	1,026.65
Vendor Name TIMBERLINE BILLING SERVICE LLC		1,026.65

US CELLULAR	0736014415	644.47
10 9010 2490 000 0000 530	Bus Barn	46.25
10 9010 2490 000 0000 530	Nurse	46.25
10 9010 2490 000 0000 532	Maintenance	138.75
10 9010 2490 000 0000 532	Technology	46.25
10 9010 2510 000 0000 532	FBF/BBF/MiFi	228.22
10 0109 2410 000 0000 532	Principal	138.75
Vendor Name US CELLULAR		644.47

WELLS FARGO LEASING	5034750158	1,215.50
10 9010 2520 000 0000 618	Admin Copier Lease	110.50
10 0445 1000 100 0000 359	ROECC Copier Lease	221.30
10 0109 1000 100 0000 359	HS Copier Lease	552.20
10 0418 1000 100 0000 359	IES Copier Lease	331.50

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
Vendor Name	WELLS FARGO LEASING	1,215.50
WESTLAKE ACE HARDWARE	2868287	371.45
10 0109 2620 000 0000 618	HS Supplies	114.55
10 0418 2620 000 0000 618	IES Supplies	10.12
10 0445 2620 000 0000 618	ROECC Supplies	118.48
10 9010 2620 000 0000 618	District Supplies	128.30
Vendor Name	WESTLAKE ACE HARDWARE	371.45
Fund Number	10	444,173.12
Checking Account ID	1	Fund Number 33
ALLEY, POYNER, MACCHIETTO, ARCHITECTURE, INC	24077-6	CAPITAL PROJECTS - LOST
33 9010 2620 000 0000 490	IES Remodel	43,708.30
Vendor Name	ALLEY, POYNER, MACCHIETTO, ARCHITECTURE, INC	43,708.30
Fund Number	33	43,708.30
Checking Account ID	1	Fund Number 36
WILLIAMS SCOTSMAN INC	9024093104	PHYSICAL PLANT & EQUIPMENT
36 9010 2620 000 0000 441	Portable Expenses & Damage	11,792.81
Vendor Name	WILLIAMS SCOTSMAN INC	11,792.81
Fund Number	36	11,792.81
Checking Account ID	1	Fund Number 40
UMB BANK N.A.	1015230	DEBT SERVICES FUND
40 9010 5000 000 0000 349	Agent Fee	416.67
Vendor Name	UMB BANK N.A.	416.67
Fund Number	40	416.67
Checking Account ID	1	500,090.90
Checking Account ID	3	Fund Number 21
BRUCK, JAMES	BRUCK061925	STUDENT ACTIVITY FUND
21 0109 1400 920 6730 340	JV/V BSB OFFICIAL	190.00
BRUCK, JAMES	BRUCK062325	190.00
21 0109 1400 920 6730 340	V/V BSB OFFICIAL	200.00
BRUCK, JAMES	BRUCK062825	200.00
21 0109 1400 920 6835 340	V SB Tourn OFFICIAL	170.00
Vendor Name	BRUCK, JAMES	170.00
BUSCH, SCOTT	BUSCH062025	560.00
21 0109 1400 920 6730 340	V BSB OFFICIAL	125.00
Vendor Name	BUSCH, SCOTT	125.00
FIRST BANKCARD - OFFICE CARD 1	20250714-0002	78.39
21 0109 1400 910 6210 618	Sheet Music Shipping	78.39
Vendor Name	FIRST BANKCARD - OFFICE CARD 1	78.39
FIRST BANKCARD - OFFICE CARD 2	20250714	35.00
21 0109 1400 920 6730 810	IHSBCA 25-26	35.00
Vendor Name	FIRST BANKCARD - OFFICE CARD 2	35.00
FIRST BANKCARD - OFFICE CARD 4	20250714-	378.56

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
	0001	
21 0109 1400 950 7407 618	FFA Hotel	378.56
Vendor Name FIRST BANKCARD - OFFICE CARD 4		378.56
IA HIGH SCHOOL ATHLETIC ASSOC	7483	25.00
21 0109 1400 920 6845 618	Bowling Plaque	25.00
Vendor Name IA HIGH SCHOOL ATHLETIC ASSOC		25.00
IOWA HIGH SCHOOL MUSIC ASSOC	1178	180.00
21 0109 1400 910 6220 810	Solo/Sm Ensemble Band	180.00
Vendor Name IOWA HIGH SCHOOL MUSIC ASSOC		180.00
JOHNSON, NOAH	JOHNSON062825	170.00
21 0109 1400 920 6835 340	V SB Tourn OFFICIAL	170.00
Vendor Name JOHNSON, NOAH		170.00
LEINEN, BEN	LEINEN061925	190.00
21 0109 1400 920 6730 340	JV/V BSB OFFICIAL	190.00
Vendor Name LEINEN, BEN		190.00
MCDERMOTT, MIKE	MCDERMOTT061925	160.00
21 0109 1400 920 6835 340	V/JV SB OFFICIAL	160.00
MCDERMOTT, MIKE	MCDERMOTT062325	180.00
21 0109 1400 920 6835 340	V SB DH OFFICIAL	180.00
Vendor Name MCDERMOTT, MIKE		340.00
MCGRUDER, JASON	MCGRUDER061725	190.00
21 0109 1400 920 6730 340	JV/V BSB OFFICIAL	190.00
Vendor Name MCGRUDER, JASON		190.00
MILLER, GERRY	MILLER062525	175.00
21 0109 1400 920 6730 340	V BSB OFFICIAL	175.00
Vendor Name MILLER, GERRY		175.00
PACE, RICK	PACE062825	170.00
21 0109 1400 920 6835 340	V SB Tourn OFFICIAL	170.00
PACE, RICK	PACE063025	180.00
21 0109 1400 920 6835 340	V SB DH OFFICIAL	180.00
Vendor Name PACE, RICK		350.00
PERKINS, JOSH	PERKINS061925	160.00
21 0109 1400 920 6835 340	V/JV SB OFFICIAL	160.00
PERKINS, JOSH	PERKINS062325	180.00
21 0109 1400 920 6835 340	V SB DH OFFICIAL	180.00
PERKINS, JOSH	PERKINS062825	170.00
21 0109 1400 920 6835 340	V SB Tourn OFFICIAL	170.00
Vendor Name PERKINS, JOSH		510.00

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
REISS, CHARLIE	REISS063025	200.00
21 0109 1400 920 6730 340	V DH BSB OFFICIAL	200.00
Vendor Name REISS, CHARLIE		200.00
REISS, TYLER	REISS063025	200.00
21 0109 1400 920 6730 340	V BSB DH OFFICIAL	200.00
Vendor Name REISS, TYLER		200.00
RIDDELL ALL AMERICAN SPORTS CORP	20250630	219.64
21 0109 1400 920 6600 618	Helmet Repainting	219.64
Vendor Name RIDDELL ALL AMERICAN SPORTS CORP		219.64
SHANTZ, STEVE	SHANTZ062025	125.00
21 0109 1400 920 6730 340	V BSB OFFICIAL	125.00
Vendor Name SHANTZ, STEVE		125.00
SWEENEY, BOB	SWEENEY062525	175.00
21 0109 1400 920 6730 340	V DH BSB OFFICIAL	175.00
Vendor Name SWEENEY, BOB		175.00
THOLEN, MARK	THOLEN061725	160.00
21 0109 1400 920 6835 340	V/JV SB OFFICIAL	160.00
Vendor Name THOLEN, MARK		160.00
VOSS, RORY	VOSS061725	190.00
21 0109 1400 920 6730 340	JV/V BSB OFFICIAL	190.00
Vendor Name VOSS, RORY		190.00
WEINRICH, JON	WEINRICH062325	200.00
21 0109 1400 920 6730 340	V BSB DH OFFICIAL	200.00
Vendor Name WEINRICH, JON		200.00
WIEGEL, SHANE	WIEGEL062825	170.00
21 0109 1400 920 6835 340	V SB Tourn OFFICIAL	170.00
WIEGEL, SHANE	WIEGEL061725	160.00
21 0109 1400 920 6835 340	V/JV SB OFFICIAL	160.00
Vendor Name WIEGEL, SHANE		330.00
Fund Number 21		5,106.59
Checking Account ID 3		5,106.59



June 28, 2025

Red Oak Community School Distr  
% Administrative Office  
604 S Broadway St  
Red Oak, IA 51566

We appreciate your propane business and now is the time to prepare for the next heating season! The current propane market offers a good pricing opportunity, and we recommend that you secure pricing for 2025-2026. We have attached a contract for the next heating season for you to sign and send back. The gallons listed on the contract are based off your usage from September 2024 through March 2025. If you want to make any changes, please let us know so we can revise and resend the contract.

Please review the contract carefully, check the box next to the type of contract you would like, sign it and send the contract and applicable payment back to us as soon as possible to lock in current price levels. **The contract is NOT valid unless we receive it within 10 days.** You will find two copies of the same contract. Please sign one copy and keep the other copy for your records. Prices may change and could be different if you choose not to contract at this time.

To order propane and for more information, please contact **Energy Central** at [NEWFuel@newcoop.com](mailto:NEWFuel@newcoop.com) or call:

Northern Iowa 515.200.1362  
Western Iowa 712.206.4472  
Southern Iowa 641.347.9403

We value your business and hope to be your propane partner for many years to come!

Sincerely,

NEW Coop Energy Team



2626 1<sup>st</sup> AVE S  
P.O. Box 818  
Fort Dodge, IA 50501

## Propane Contract

Northern Iowa 515.200.1362  
Western Iowa 712.206.4472  
Southern Iowa 641.347.9403  
www.newcoop.com

### Customer Information

Account #: 406091

Red Oak Community School Distr  
% Administrative Office  
604 S Broadway St  
Red Oak, IA 51566

## 2025-2026 PROPANE CONTRACT

**CONTRACTED GALLONS: 1000**

### PLEASE SELECT YOUR CONTRACT TYPE:



#### PREPAID CONTRACT

PRICE PER GALLON: \$1.54

TOTAL AMOUNT DUE: \$1555.40

(Amount due includes any applicable taxes)



#### \$.10 DEPOSIT CONTRACT

PRICE PER GALLON: \$1.59

AMOUNT DUE NOW: \$100.00



#### BUDGET BILL CONTRACT

PRICE PER GALLON: \$1.57

MONTHLY PAYMENT: \$130.83

Budget bill contract spread payments over 12 months.

(First payment due July 15, 2025)

Budget bill contracts require ACH for monthly payments

No other Discounts apply.

Customer tanks, with credit privileges, that are associated with a contract will be placed on scheduled delivery.

NEW Cooperative, Inc.

By: Chad Besch

Date: 6-28-2025

Contract # \_\_\_\_\_

Please complete, sign, and return this Propane Contract.

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

REQUIRED

Customer Signature: \_\_\_\_\_



**Agreement Prepared for****Service Location**

Red Oak School District  
Roger Vannausdle  
1901 N Broadway St Suite A  
Red Oak, Iowa, 51566-4482  
(712) 623-6600  
vannausdler@redoakschools.org

Red Oak School District  
Roger Vannausdle  
High & Middle School  
1901 N Broadway St Suite A  
Red Oak, Iowa, 51566-4482

**Terms & Conditions**

1. Maintenances shall be performed as scheduled by Syncquip LLC (DBA as Syncquip Mechanical Group) according to agreement specifics.
2. Non - maintenance, unscheduled emergency service is not included under this agreement and shall be invoiced at prevailing rates.
3. Syncquip LLC (DBA as Syncquip Mechanical Group) agrees to provide all other replacement parts (except obsolete parts with no updated equivalent), materials, and specialized tools to maintain the operation of systems and invoice customers at prevailing rates.
4. This agreement shall be transferrable in the event of a merger, acquisition, or sale of the customer and/or Syncquip LLC (DBA as Syncquip Mechanical Group).
5. Red Oak School District agrees that either party shall, at least thirty days prior to the expiration date hereof, notify the other in writing of its desire to terminate this agreement on such date. This agreement shall continue for a period of one year and thereafter from year to year unless terminated as herein provided.
6. Service and repair on equipment damaged by fire, water, lightning, storms, wind, hail, earthquake, theft, misuse, vandalism, or any cause beyond our control are EXCLUDED.
7. Service is required because of loss or damage resulting from other "external causes" such as, but not limited to, defective or inadequate plumbing, water supply, natural gas supply, electrical power supply (brownout, phase loss, etc.), ductwork, and equipment application are EXCLUDED.
8. Service, alterations, and/or documentation made mandatory by changes of federal, state, or local government bodies or agencies are EXCLUDED.
9. Repairs or upgrades required as a prerequisite to the initiation of this Maintenance agreement are EXCLUDED.
10. Reimbursement or credit for expenses incurred from services performed on equipment by "other" firms or individuals without prior written authorization from Syncquip LLC (DBA as Syncquip Mechanical Group) are EXCLUDED.
11. ACCEPTANCE OF PROPOSAL: The prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above. I hereby personally guarantee to Syncquip LLC (DBA as Syncquip Mechanical Group) the payment of any obligation of the Company and I hereby agree to bind myself to pay Syncquip LLC (DBA as Syncquip Mechanical Group) on demand any sum which may become due to Syncquip LLC (DBA as Syncquip Mechanical Group) by the Company whenever the Company shall fail to pay the same. It is understood that this guarantee shall be a continuing and irrevocable guarantee and indemnity for such indebtedness of the Company. I do hereby waive notice of default, nonpayment, and notice thereof and consent to any modification or renewal of the credit agreement hereby guaranteed.

**AUTHORIZATION****Annual Estimate Total****\$13,209.95****Service Visit Frequency**

Semiannual

**Billing Frequency**

Semiannual

**CLIENT SIGNATURE****SYNCQUIP SIGNATURE**

EST\_1062886490

## 506.5 – Graduation Requirements

### Graduation Requirements

Students must successfully complete the courses required by the board and Iowa Department of Education in order to graduate.

It is the responsibility of the superintendent to ensure that students complete grades one through twelve and that high school students complete the required total credits prior to graduation. The following credits will be required:

#### Tiered Graduation Pathways

Courses	Distinguished Diploma	Achievement Diploma	Core Diploma	Requirements
English Language Arts	8	8	8	Language Arts 9 and Language Arts 10
Mathematics	6	6	6	Algebra I and Geometry: Student seeking a “Distinguished” Diploma must also complete Algebra II
Science	8	6	6	Biology and Physical Science: Effective 2026, students seeking a “Distinguished” Diploma must also complete Chemistry or Physics
Social Studies	6	6	6	U.S. History I & II and Government: <b>Students must pass a civics exam with a minimum score of 60% in order to graduate, effective July 1, 2026.</b>
Physical Education*	8	8	8	Required each semester unless exempted in accordance with Iowa law.*
World Language	4	0	0	Effective in 2026, Students seeking a “Distinguished Diploma” must complete Spanish I and Spanish II

Career Technical Education/ Work-Based Learning	1	5 <sup>1</sup>	0
Fine Arts	1	0	0
Electives	10	8 <sup>12</sup>	8
Total	52	47	42

\*Students shall be excused by the principal of the school if their parent or guardian requests in writing they be excused from the physical education requirement. A student who wishes to be excused from the physical education requirement must:

1. be seeking to do so in order to enroll in academic courses not otherwise available to the student;
2. be enrolled in a work-based learning program or other educational program authorized by the school which requires the student to leave the school premises for specified periods of time during the school day; or
3. participate in a school sponsored extracurricular activity which requires at least as much physical activity per week as one-eight unit of physical education.

To be granted a waiver, parents must indicate the activities students will participate in to complete at least 120 minutes of physical activity each week, as required by the *Healthy Kids Act*.

Graduation requirements for special education students will be in accordance with state-required standards and the prescribed course of study as described in the students' Individualized Education Program (IEP). In order to obtain a diploma, the student must meet current state-required standards including; four units (years) of English, three units (years) of math, three units (years) of social studies, and three units (years) of science (4-3-3-3). An IEP team cannot excuse or waive the state's graduation requirements. An IEP team may waive local district graduation requirements based on the student's needs and abilities. An IEP team must demonstrate reasonable cause for waiving local district graduation requirements.

An entitled student who is not able to meet the requirements for a regular high school diploma will be granted a certificate of completion if they fulfill the course requirements and expectations outlined in their IEP.

All students must complete a CPR course provided by the school.

Students who complete a regular session in the Legislative Page Program of the general assembly at the state capitol will be credited ½ credit of social studies.

Prior to graduation, the district will advise students on how to successfully complete the free application for federal student aid (FAFSA).

The Board shall have complete discretion to determine extraordinary circumstances that may permit variances from the above.

The required courses of study will be reviewed by the Board as needed.

Approved August 27, 2018

Reviewed December 13, 2023

Revised January 24, 2024

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## 506.5R1- Graduation Requirement Regulation

### GRADUATION REQUIREMENTS REGULATION

#### Classification of Students

Students in the Red Oak Community High School shall be classified at the beginning of each year as follows:

- Freshman      Those entering their first year of high school.
- Sophomore    Those entering their second year of high school.
- Junior        Those entering their third year of high school.
- Senior        Those entering their fourth or more year(s) of high school.

### COURSE REQUIREMENTS

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

9th

Language Arts 9

Biology

US History I

Algebra I

Physical Education\*\*

10th

Language Arts 10  
Physical Science  
US History II  
Geometry  
Physical Education\*\*

#### 11th

Language Arts Elective  
Earth & Space Science  
Government\* (Students must pass a civics exam with a minimum score of 60% in order to graduate, effective July 1, 2026.)  
Social Studies Elective\*  
Algebra II or Math Elective  
Physical Education\*\*

#### 12th

Language Arts Elective  
Government\*  
Social Studies Elective\*  
Physical Education\*\*

\*Required as a junior or senior.

**\*\*Students shall be excused by the principal of the school if their parent or guardian requests in writing they be excused from the physical education requirement. Students who wish to be excused from physical education must:**

1. be seeking to do so in order to enroll in academic courses not otherwise available to the student;
2. be enrolled in a work-based learning program or other educational program authorized by the school which requires the student to leave the school premises for specified periods of time during the school day; or
3. participate in a school sponsored extracurricular activity which requires at least as much physical activity per week as one-eight unit of physical education.

To be granted a waiver, parents must indicate the activities students will participate in to complete at least 120 minutes of physical activity each week, as required by the Healthy Kids Act.

Students seeking a “distinguished diploma” must complete Algebra II, Chemistry or Physics, and two years of a world language.

Making up courses that have been failed: Whenever a student fails 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 or 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.

Duplicating Courses: 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. Written permission from the principal and teacher is required to duplicate any course and it should be a part of the student’s 4-year plan.

Approved August 27, 2018

Reviewed ~~February 21, 2024~~ **June 18, 2025**

Revised February 21, 2024

#### 401.11 Employee Use of Cell Phones

The use of cell phones and other communication devices may be appropriate to provide for the effective and efficient operation of the school district and to help ensure safety and security of people and property while on school district property or engaged in school sponsored activities.

Employees may possess and use cell phones during the school day as outlined in this policy and as provided in the administrative regulation.

Employees are prohibited from using cell phones or personal electronic devices during instructional time and other duty times, including student supervision periods, staff development, and parent-teacher conferences, except in the case of an emergency or prior administrative approval for educational purposes. Employees may use cell phones or personal electronic devices during non-instructional times such as planning periods, lunch, or breaks, provided it does not disrupt the school environment.

Cell phones are not to be used for conversations involving confidential student or employee information.

Employees are prohibited from using cell phone or personal electronic devices while driving district vehicles or transporting students, except in the case of an emergency and any such use must comply with applicable state and federal law and district policies and regulations.

School bus drivers are prohibited from using any communication device while operating the bus except in the case of an emergency, or to call for assistance, after the vehicle has been stopped. Any such use must comply with applicable state and federal law and district policies and regulations.

Employees violating the policy will be subject to discipline, up to and including, discharge. It is the responsibility of the superintendent to develop administrative regulations regarding this policy.

Approved:

Reviewed:

Revised:

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## 401.11R1 Employee Use of Cell Phones Regulation

### Cell phone Usage

1. Cell phones shall be used in a manner that does not disrupt instruction and should not be used during school-sponsored programs, meetings, in-services, or other events where there exists a reasonable expectation of quiet attentiveness unless there is a reason of personal health or safety involved.
2. Cell phones should not be used to transmit confidential student or personal information either verbally or written.
3. Employees are prohibited from using a cell phone while driving as part of their work duties, unless in the case of an emergency, unless the vehicle has come to a complete stop and the gear is in park.

## 705.1 - Purchasing and Bidding

The board supports economic development in Iowa, particularly in the school district community. As permitted by law, purchasing preference will be given to Iowa goods and services from locally-owned businesses located within the school district or Iowa based companies if the cost and other considerations are relatively equal and meet the required specifications. However, when spending federal Child Nutrition Funds, geographical preference is allowed only for unprocessed agricultural food items as a part of response evaluation. Other statutory purchasing preferences will be applied as provided by law, including goals and reporting with regard to procurement from certified targeted small businesses, minority-owned businesses, and female-owned businesses.

~~Prior to August 15 of each year and after analyzing the school district's anticipated procurement level for the current fiscal year, the school board will set a goal of ten percent of the anticipated procurement level to be purchased from certified targeted small businesses. In determining the procurement level, the cost of utilities (heat, electricity, telephone and natural gas) and employees' costs will not be included. After the goal has been established, the superintendent will file the required Targeted Small Business Procurement form with the Department of Education by August 15.~~

~~By July 31 of each year, the superintendent will file a report with the Department of Education outlining purchases of goods and services from targeted small businesses for the previous fiscal year.~~

~~The school board and superintendent will encourage targeted small businesses that are not certified with the Department of Inspections and Appeals to become certified targeted small businesses.~~

### Goods and Services

**The board shall enter into goods and services contract(s) as the board deems to be in the best interest of the school district.** It is the responsibility of the superintendent to approve purchases, except those authorized by or requiring direct board action or **approval as described below or as provided by in law.** The superintendent may coordinate and combine purchases with other governmental bodies to take advantage of volume price breaks. Joint purchases with other political subdivisions will be considered in the purchase of equipment, accessories, or attachments with an estimated cost of \$50,000 or more.

**Purchases for goods and services shall conform to the following:**

- The superintendent shall have the authority to authorize purchases without prior board approval and without competitive request for proposals, quotations, or bids for goods and services up to \$10,000**

- For goods and services costing at least \$10,001 and up to \$100,000 the superintendent shall receive proposals, quotations, or bids for the goods and services to be purchased prior to board approval. The quotation process may be informal, and include written or unwritten quotations.
- For goods and services exceeding, \$100,000 the competitive request for proposal (RFP) or competitive bid process shall be used and received prior to board approval. RFPs and bids are formal, written submissions via sealed process.

#### All Projects

~~It is the responsibility of the superintendent to approve purchases, except those authorized by or requiring direct board action.~~

~~The superintendent will have the authority to authorize purchases without competitive bids for goods and services costing under \$5,000 without prior board approval. For goods and services costing more than \$5,000, the superintendent will receive, at a minimum, quotes of the goods and services to be purchased prior to approval of the board.~~

In the event that only one quotation or bid is submitted, the board may proceed if the quotation or bid meets the contract award specifications.

The contract award may be based on several cost considerations including, but not limited to the following:

- The cost of the goods and services being purchased;
- Availability of service and/or repair;
- The targeted small business procurement goal and other statutory purchasing preferences; and
- Other factors deemed relevant by the board.

When using federal Child Nutrition funds to purchase goods and services, dollars spent annually must be estimated. It is acceptable to categorize (e.g. groceries, milk, produce, small equipment, large equipment, supplies, and chemicals). A formal sealed bid procurement process is required when annual spending in the category exceeds **\$101,000** annually. An informal process is used for all other purchases under the threshold annually. Documentation of informal procurement activity is kept on file.

**The board may elect to exempt certain professional services contracts from the thresholds and procedures outlined above.**

**The thresholds and procedures related to purchases of goods and services do not apply to public improvement projects.**

#### Public Improvement Projects

The board shall enter into public improvement contract(s) as the board deems to be in the best interest of the school district. 'Public improvement' means "a building or construction work which is constructed under the control of a governmental entity and for which either of the following applies: (1) has been paid for in whole or in part with funds of the governmental entity; (2) a commitment has been made prior to construction by the governmental entity to pay for the building or construction work in whole or in part with funds of the governmental entity. This includes a building or improvement constructed or operated jointly with any public or private agency."

The district shall follow all requirements, timelines, and processes detailed in Iowa law related to public improvement projects. The thresholds regarding when competitive bidding or competitive quotations is required will be followed. Competitive bidding is required for public improvement contracts exceeding the minimum threshold stated in law. Competitive quotations are required for public improvement projects that exceed the minimum threshold amount stated in law, but do not exceed the minimum set for competitive bidding. The board shall approve competitive bids and competitive quotes. If the total cost of the public improvement does not warrant either competitive bidding or competitive quotations, the district may nevertheless proceed with either of these processes, if it so chooses.

For goods and services utilized in public improvement projects, as defined under Iowa law, costing \$81,000 (or as outlined by law) or less, the superintendent shall receive quotes of the goods and services to be purchased prior to approval by the superintendent or the board.

For goods and services utilized in public improvement projects, as defined under Iowa law, costing more than \$81,000 (or as outlined by law) and less than \$196,000, the superintendent shall receive competitive quotations of the goods and services to be purchased prior to approval by the board. The purchase will be made from the party submitting the lowest responsive, responsible quotation based upon total cost considerations including, but not limited to, the cost of the goods and services being purchased, availability of service and/or repair, delivery date, and other factors deemed relevant by the board.

For goods and services utilized in public improvement projects, as defined under Iowa law, costing more than \$196,000 (or as outlined by law), the superintendent shall receive competitive sealed bids of the goods and services to be purchased prior to approval of the board. The purchase will be made from the party submitting the lowest responsive, responsible bid based upon total cost considerations including, but not limited to, the cost of the goods and services being purchased, availability of service and/or repair, delivery date, and other factors deemed relevant by the board.

The board and the superintendent will have the right to reject any or all bids, or any part thereof, and to re-advertise. If it is determined that a targeted small business which bid on the project may be unable to perform the contract, the superintendent will notify the Department of Economic Development. The board will enter into such contract or contracts as the board deems in the best interests of the school district.

The district shall comply with all federal and state laws and regulations required for procurement, including the selection and evaluation of contractors. The superintendent or designee is responsible for developing an administrative process to implement this policy, including, but not limited to, procedures related to suspension and debarment for transactions subject to those requirements.

Approved November 26, 2018

Reviewed ~~May 17, 2023~~

Revised ~~June 21, 2023~~

## 503.5 - Anti-Bullying/Harassment Policy

The Community School District is committed to providing all students, employees, and volunteers with a safe and civil school environment in which all members of the school community are treated with dignity and respect. Bullying and/or harassing behavior can seriously disrupt the ability of school employees to maintain a safe and civil environment, and the ability of students to learn and succeed.

Harassment and bullying of students 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 other 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, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.~~

Accordingly, school employees, volunteers, and students shall not engage in bullying or harassing behavior while on school property, while on school-owned or school-operated vehicles, while attending or participating in school- sponsored or sanctioned activities, and while away from school grounds if the conduct materially interferes with the orderly operation of the educational environment or is likely to do so.

~~This policy is in effect while students 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.~~

Complaints may be filed with the superintendent or superintendent's designee pursuant to the regulation accompanying this policy. The superintendent is responsible for implementation of this policy and all accompanying procedures. Complaints will be investigated within a reasonable time frame. Within 24 hours of receiving a report that a student may have been the victim of conduct that constitutes bullying and/or harassment, the district will notify the parent or guardian of the student.

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.

A school employee, volunteer, or student, or a student's parent or guardian who promptly, reasonably, and in good faith reports an incident of bullying or harassment, in compliance with the procedures in the regulation, to the appropriate school official designated by the school district, shall be immune from civil or criminal liability relating to such report and to participation in any administrative or judicial proceeding resulting from or relating to the report.

Individuals who knowingly file false bullying or harassment complaints and any person who gives false statements in an investigation may be subject to discipline by appropriate measures.

### **Retaliation Prohibited**

Retaliation against any person because the person has filed a bullying or harassment complaint or assisted or participated in an investigation is prohibited.

Any student found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, removal from service and exclusion from school grounds.

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

### **Definitions**

For the purposes of this policy, the defined words shall have the following meaning:

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

- “Harassment” and “bullying” mean any repeated and targeted electronic, written, verbal, or physical act or conduct toward an individual that creates an objectively hostile school environment that meets one or more of the following conditions:
  1. Places the student in reasonable fear of harm to the student’s person or property;
  2. Has a substantially detrimental effect on the student’s physical or mental health;
  3. Has the effect of substantially interfering with the student’s academic performance; or
  4. 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.
- “Volunteer” means an individual who has regular, significant contact with students

~~“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.~~

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 of a student by an employee 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.~~

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. The superintendent shall report to the board on the progress of reducing bullying and harassment.~~

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, 604 S Broadway, Red Oak, IA 51566.

Approved August 27, 2018

Reviewed April 16, 2025

Revised April 16, 2025

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## 503.5R1 - Anti-Bullying/Harassment Investigation Procedures

### **Filing a Complaint**

An individual who believes that the individual has been harassed or bullied may file a complaint with the superintendent or superintendent's designee. The complaint form is available on the district website. If the complainant is a school employee, after filing the complaint with the superintendent or superintendent's designee, the employee may separately notify the parent or guardian of the student alleged to have been harassed or bullied.

An alternate investigator will be designated in the event it is claimed that the superintendent or superintendent's designee committed the alleged bullying or harassment or some other conflict of interest exists. Complaints shall be filed within *[state number of days - 180]* of the event giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence. The Complainant will state the nature of the complaint and the remedy requested. The Complainant shall receive assistance as needed.

### **Investigation**

The school district will promptly and reasonably investigate allegations of bullying or harassment upon receipt of a written complaint. The superintendent or the superintendent's designee (hereinafter "Investigator") will be responsible for handling all complaints alleging bullying or harassment.

The investigation may include, but is not limited to the following:

- Interviews with the Complainant and the individual named in the complaint ("Respondent")
- A request for the Complainant to provide a written statement regarding the nature of the complaint;
- A request for the Respondent to provide a written statement;
- Interviews with witnesses identified during the course of the investigation;
- A request for witnesses identified during the course of the investigation to provide a written statement; and
- Review and collection of documentation or information deemed relevant to the investigation.

The Investigator shall consider the totality of circumstances presented in determining whether conduct objectively constitutes bullying or harassment as defined in Board policy. Upon completion of the investigation, the Investigator shall issue a report with respect to the findings, and provide a copy of the report to the appropriate building principal or Superintendent if the investigation involved the building principal

The complaint and identity of the Complainant, Respondent, or witnesses will only be disclosed as reasonably necessary in connection with the investigation or as required by law or policy. Similarly, evidence uncovered in the investigation shall be kept confidential to the extent reasonably possible.

Additional suggestions for administrative procedures regarding this policy include:

- Organizing training programs for students, school employees, and volunteers regarding how to recognize bullying and harassing behavior and what to do if this behavior is witnessed; and
- Developing a process for evaluating the effectiveness of this policy in reducing bullying and harassing behavior.

## **Decision**

The investigator, building principal or superintendent, depending on the individuals involved, shall inform the Complainant and the accused about the outcome of the investigation. If, after an investigation, a student is found to be in violation of the policy,

the student shall be disciplined by appropriate measures, which may include 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, which may include 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, which may include exclusion from school grounds.

Individuals who knowingly file false bullying and/or harassment complaints and any person who gives false statements in an investigation may 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.

## ~~I. General Procedures~~

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

- ~~1. Communicate to the harasser that the student expects the behavior to stop, if the student is comfortable doing so. If the student wants assistance communicating with the harasser, the student should ask a teacher, counselor, principal or another appropriate school employee to help.~~
- ~~2. If the harassment does not stop, or the student does not feel comfortable confronting the harasser, the student should:~~
  - ~~● tell a teacher, counselor, principal or another appropriate school employee; and~~
  - ~~● write down exactly what happened, keep a copy and give another copy to the teacher, counselor, principal or another appropriate school employee 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.~~

## ~~II. Complaint Procedure~~

~~A student who believes that the individual has been harassed or bullied will notify the appropriate building principal or designee, who will be the designated Level 1 Investigator.~~

~~The alternate investigator shall be a building principal from another building within the district. The investigator may request that the student 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.~~

~~The investigator has the authority to initiate an investigation in the absence of a written complaint.~~

### ~~III. — 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 superintendent. The investigator will provide a copy of the findings of the investigation to the superintendent.~~

~~Remember the following points:~~

- ~~● 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;~~  
~~and~~
- ~~● Retaliators will be disciplined up to and including suspension and expulsion.~~

### ~~IV. — Conflicts with Investigation~~

~~If the Level 1 Investigator is a witness to the incident, the alternate investigator shall investigate.~~

### ~~V. — Resolution of the Complaint~~

~~Following receipt of the investigator's report, the superintendent 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 superintendent may, at the superintendent's discretion, interview the complainant and the alleged harasser. The 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 superintendent will maintain a log of information necessary to comply with Iowa Department of Education reporting procedures.

## ANTI-BULLYING/HARASSMENT HANDBOOK PROVISION

### I. — 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.

Harassment and bullying may include, but are not limited to, the following behaviors and circumstances:

- Verbal, nonverbal, physical or written harassment, bullying, hazing, or other victimization that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Repeated remarks of a demeaning nature that have the purpose or effect of causing 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 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 injury, discomfort, fear, or suffering to the victim; and/or
- Unreasonable interference with a student's performance or creation of an 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.

Harassment and bullying includes 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.

## II.—Procedures

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

- 1.—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, principal or another appropriate school employee to help.
- 2.—If the harassment does not stop, or the individual does not feel comfortable confronting the harasser, the individual should:
  - tell a teacher, counselor, principal or another appropriate school employee; and

- write down exactly what happened, keep a copy and give another copy to the teacher, counselor, principal or another appropriate school employee 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.
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# Red Oak

## Community School District Teacher Handbook



2025-2026

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The Red Oak Board of Education approved this handbook to clarify expectations and define rules to ensure the orderly and efficient operation of its schools and protect the rights and safety of all employees. The Board will review and update this handbook on an annual basis and according to the needs of the district. Employees will be notified of any changes to this handbook prior to the adoption of any changes and issuance of contracts and/or letters of assignment.

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 of race, color, national origin, religion, creed, sex, disability, sexual orientation, age (for employment), genetic information (for employment) socioeconomic status (for programs), or marital status (for programs) in its educational programs and employment practices. (Board Policy #102) The school district does not discriminate on the basis of age (except students), race, color, religion, national origin, sex, disability, sexual orientation, socioeconomic status, creed or marital status in admission or access to, or treatment in, its hiring and employment practices. 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:

Steven Green, 504/Equity Coordinator  
Red Oak Community School District  
604 S Broadway  
Red Oak, IA 51566  
(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 (2007).

# OPENING STATEMENT

## Welcome Letter

Teachers,

Regardless of the content area or grade level you serve, you play an essential role in fulfilling our mission of preparing students for various jobs and careers, inspiring them to be active and responsible citizens, and empowering them to lead full and rewarding lives enriched by learning. Every teacher is a leader, role model, and ambassador for the Red Oak CSD. All of us perform our duties in the service of the district's vision: "Excellence for All...Whatever It Takes!"

This teacher handbook serves as a resource for all of Red Oak CSD certified staff. It describes the policies and procedures that guide our work and provides important information for employees. No handbook can address every possible question or scenario, but these policies and procedures represent the district's general work rules. The district also operates in accordance with Iowa Code ([www.legis.iowa.gov](http://www.legis.iowa.gov)), Red Oak School Board policy (<https://redoak.iowaschoolfinance.com/policy/board-policies>), and applicable federal laws. If you have questions that are not answered in this handbook, please contact your building principal or central office administrator, observing the appropriate chain of command.

I hope you have an outstanding school year and thank you in advance for serving students and families as part of one of the best staff anywhere.

Respectfully,

Ron Lorenz

## Definitions

- "The district" means the Red Oak Community School District (RED OAK CSD).
- "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.
- "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.
- "School facilities" includes school district buildings and vehicles.
- "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.

*This handbook is a general source of information and may not include every possible situation that could arise. It is not intended, and does not constitute a contract between the school district and employees. It is the employee's responsibility to refer to the district policies and/or administrative procedures for further information. Whenever the provisions of this handbook are in conflict with those of a board-adopted policy, an applicable collective bargaining agreement, or any other formal employment contract, the terms of the policy, collective bargaining agreement, and/or employment contract shall govern.*

## Vision, Beliefs, and Values

The Red Oak CSD's Vision:

Excellence for All...Whatever It Takes!

The Red Oak CSD's Belief Statement:

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 Red Oak CSD's Values:

- 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.

## Federal Section 504 Policy (Board Policy 102.E1)

The Red Oak CSD does not discriminate in its educational programs and activities on the basis of a student's disability. If your child has been determined to have a qualifying disability for which accommodations may need to be made to meet his or her individual needs as adequately as the needs of other students, the district will provide these accommodations in accordance with Section 504 of the Rehabilitation Act of 1973. As a parent, you have the right to the following:

- participation of your child in school district programs and activities, including extracurricular programs and activities, to the maximum extent appropriate, free of discrimination based upon the student's disability and at the same level as students without disabilities;
- receipt of free educational services to the extent they are provided students without disabilities;
- receipt of information about your child and your child's educational programs and activities in your native language;
- notice of identification of your child as having a qualifying disability for which accommodations may need to be made, notice prior to evaluation and placement of your child, and the right to periodically request a re-evaluation;
- inspection and review of your child's educational records, including a right to copy those records for a reasonable fee; you also have a right to ask the school district to amend your child's educational records if you feel the information in the records is misleading or inaccurate; should the school district refuse to amend the records, you have a right to a hearing and to place an explanatory letter in your child's file explaining why you feel the records are misleading or inaccurate;



- a hearing before an impartial hearing officer if you disagree with your child's evaluation or placement; you have a right to counsel at the hearing and to have the decision of the impartial hearing officer reviewed.

Inquiries concerning the school district's compliance with the regulations implementing Title VI, Title IX, the Americans with Disabilities Act (ADA), §504 or Iowa Code §280.3 should be directed to:

504 Coordinator, Red Oak Community School District  
604 S Broadway  
Red Oak, IA 50125  
(712) 623-6600

who has been designated by the school district to coordinate the district's efforts to comply with the regulations implementing Title VI, Title IX, the ADA, §504 and Iowa Code 280.3 (2005).  
(School Board Policy 102E4)

The Family Educational Rights and Privacy Act (FERPA) also specifies rights related to education records. The Act gives the parent/guardian the following rights:

1. Inspect and review his/her child's educational records.
2. Make copies of those records.
3. Receive a list of the individuals having access to those records.
4. Ask for an explanation of any item in the records.
5. Ask for an amendment to any report on the grounds that it is inaccurate, misleading, or violates the child's rights.
6. Request a hearing on the issue if the school refuses to make the amendment.

If there are questions, please contact Superintendent Ron Lorenz, Section 504/ADA Compliance Coordinator for the Red Oak School District, (712) 623-6600, or [lorenzr@redoakschool.org](mailto:lorenzr@redoakschool.org)

## Equal Opportunity Employment

The Red Oak CSD will provide equal opportunity to employees and applicants for employment in accordance with applicable equal opportunity and affirmative action laws, directives and regulations of federal, state and local governing bodies. The district does not discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age, sexual orientation in its employment and personnel practices. Opportunity to all employees and applicants for employment includes hiring, placement, promotion, transfer or demotion, recruitment, advertising or solicitation for employment, treatment during employment, rates of pay or other forms of compensation, and layoff or termination. The school district will take affirmative action in major job categories where women, men, minorities and persons with disabilities are underrepresented. Employees will support and comply with the district's established equal employment opportunity and affirmative action policies. Employees will be given notice of this policy annually.

The board will appoint an affirmative action coordinator. The affirmative action coordinator will have the responsibility for drafting the affirmative action plan. The affirmative action plan will be reviewed by the board at least every two years. A copy of the affirmative action plan can be obtained at the district's central administrative office.

Advertisements and notices for vacancies within the district will contain the following statement: *"The district is an EEO/AA employer."* The statement will also appear on application forms.

Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, will be directed to the Affirmative Action Coordinator by writing to the Affirmative Action Coordinator, Red Oak Community School District, 604 S. Broadway St., Red Oak, IA 51566 or by phone at (712) 623-6600.

Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, may also be directed in writing to the Equal Employment Opportunity Commission, Milwaukee Area Office, Reuss Federal Plaza, 310 West Wisconsin Ave., Suite 800, Milwaukee, WI., 53203-2292, 1-800-669-4000 or TTY 1-800-669-6820, [www.eeoc.gov/field/milwaukee/index.cfm](http://www.eeoc.gov/field/milwaukee/index.cfm) or the Iowa Civil Rights Commission, 400 E. 14th Street, Des Moines, IA 50319, (800) 457-4416, [www.state.ia.us/government/crc/index.html](http://www.state.ia.us/government/crc/index.html). This inquiry or complaint to the federal office may be done instead of, or in addition to, an inquiry or complaint at the local level.

Further information and copies of the procedures for filing a complaint are available in the school district's central administrative office and the administrative office in each attendance center.

## **Non-Discrimination Policy**

The Red Oak CSD recognizes and respects the dignity and diversity of all individuals. Students, parents, employees, and others doing business with or performing services for the Red Oak CSD are hereby notified that this school district does not discriminate on the basis of age (except students), race, color, religion, national origin, sex, disability, sexual orientation, socioeconomic status, creed or marital status in admission or access to, or treatment in, its programs and activities.

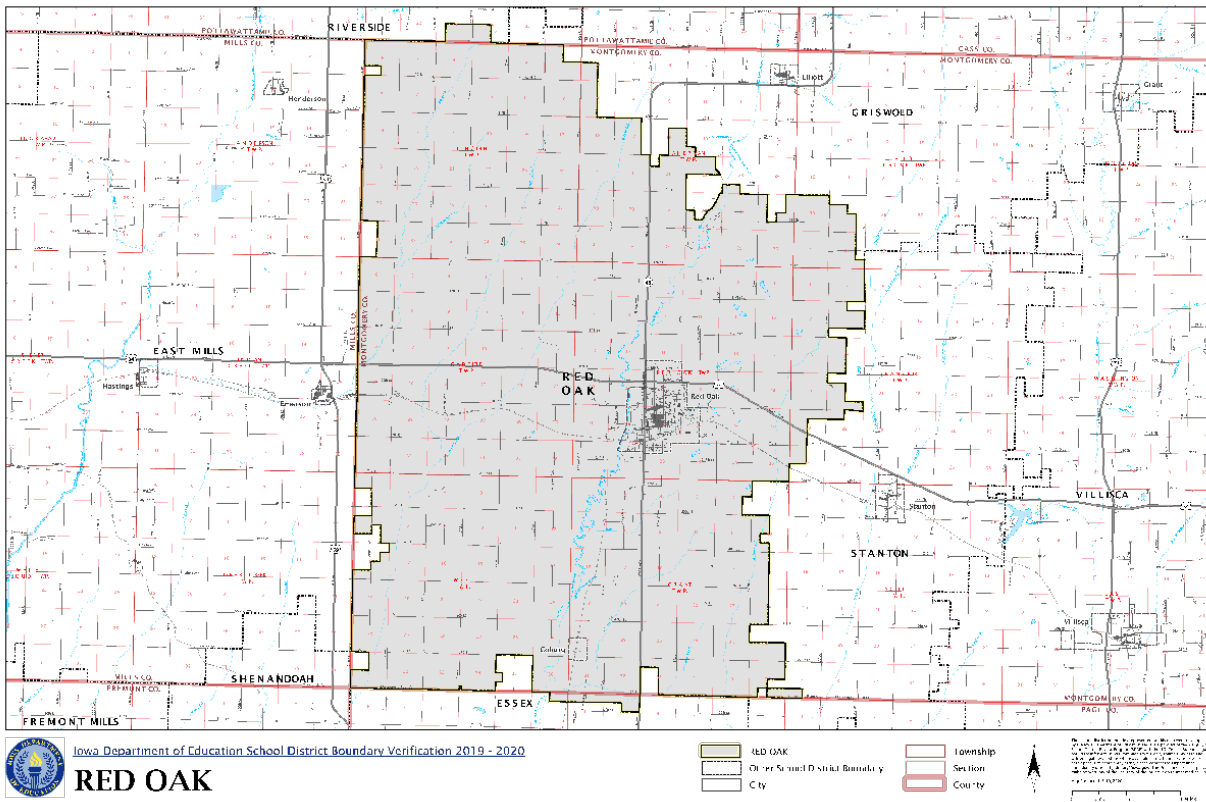
The school district does not discriminate on the basis of age (except students), race, color, religion, national origin, sex, disability, sexual orientation, socioeconomic status, creed or marital status in admission or access to, or treatment in, its hiring and employment practices. Any person having 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:

Steven Green, 504/Equity Coordinator  
Red Oak Community School District  
604 S Broadway  
Red Oak, IA 51566  
(712) 623-6600

who has been designated by the school district to coordinate the district's efforts to comply with the regulations implementing Title VI, Title VII, Title IX, the ADA, §504 and Iowa Code 280.3 (2007).(School Board Policy 102E1)

## **Map of School District**

The Red Oak Community School District encompasses nearly 200 square miles and serves over 6,500 residents. It is bordered by the Riverside and Griswold school districts to the north, the Stanton CSD to the east, the East Mills CSD to the west, and the Essex CSD to the south. The district includes the communities of Red Oak, Coburg, Stennett, and Wales.



## School Calendar

The district operates a school calendar that includes at least 1080 hours of instruction for students and 190 teacher work days. The calendar includes an additional 25 hours or 3.8 instructional days to hedge against cancellations, postponements and/or early dismissals due to inclement weather. Any additional instructional time that is missed will be made up at the end of the regular school year. The school year will not be cut short if no cancellations, postponements, or early dismissals are required.

## Red Oak CSD 2025-2026 Calendar

Start: Aug 21 – Finish: May 22

### Summary of Calendar

Days in classroom

- 1<sup>st</sup> Semester: 82 days
- 2<sup>nd</sup> Semester: 92 days
- 1<sup>st</sup> Quarter: 40 days
- 2<sup>nd</sup> Quarter: 42 days
- 3<sup>rd</sup> Quarter: 49 days
- 4<sup>th</sup> Quarter: 43 days

TOTAL CALENDAR DAYS: 174  
TEACHER WORKDAYS: 190

### CALENDAR LEGEND

Preservice Days	
Begin Semester	
End Quarter	
Holidays	
Vacation Days	
Workday/PD	
PD- 90 min. Early Dismissal	
P/T Conferences	

### HOLIDAYS:

Labor Day	(9/2)
Thanksgiving Day	(11/27)
Christmas Day	(12/25)
New Year's Day	(1/1)
Good Friday	(4/3)

### Min. Instructional Day = 6.58 hrs.

Approximately 8:00 a.m. to 3:00 p.m.  
6.58 hours/395 minutes  
(not including 25 minute lunch)

### Collaboration/PD Day = 5.08 hrs.

Approximately 8:00 a.m. to 1:30 p.m.  
4.58 hours/305 minutes  
(not including 25 minute lunch)

M	T	W	Th	F	Days/Hours
<b>August (2025)</b>					
11	12	13	14	15	
18	19	20	21	22	13.16
25	26	27	28	29	44.56
<b>September (2025)</b>					
1*	2	3	4	5	69.38
8	9	10	11	12	100.78
15	16	17	18	19	127.10
22	23	24	25	26	158.50
29	30				171.66
<b>October (2025)</b>					
29	30	1	2	3	189.90
6	7	8	9	10	221.30
13	14	15	16	17	254.20
20	21	22	23	24	285.60
27	28	29	30	31	317.00
<b>November (2025)</b>					
3	4	5	6	7	348.40
10	11	12	13	14	379.80
17	18	19	20	21	411.20
24	25	26	27*	28	424.36
<b>December (2025)</b>					
1	2	3	4	5	455.76
8	9	10	11	12	487.16
15	16	17	18	19	518.56
22	23	24	25*	26	518.56
29	30	31			518.56
<b>January (2026)</b>					
29	30	31	1*	2	518.56
5	6	7	8	9	549.96
12	13	14	15	16	581.36
19	20	21	22	23	606.18
26	27	28	29	30	637.58
<b>February (2026)</b>					
2	3	4	5	6	668.98
9	10	11	12	13	701.88
16	17	18	19	20	733.28
23	24	25	26	27	764.68
<b>March (2026)</b>					
2	3	4	5	6	796.08
9	10	11	12	13	827.48
16	17	18	19	20	827.48
23	24	25	26	27	858.88
30	31				872.04
<b>April (2026)</b>					
30	31	1	2	3*	885.20
6	7	8	9	10	910.02
13	14	15	16	17	941.42
20	21	22	23	24	972.82
27	28	29	30		999.14
<b>May (2026)</b>					
27	28	29	30	1	1004.22
4	5	6	7	8	1035.62
11	12	13	14	15	1067.02
18	19	20	21	22	1098.34
25	26	27	28	29	
<b>June (2026)</b>					
1	2	3	4	5	
8	9	10	11	12	
15	16	17	18	19	

\* Additional Paid Teacher Contract Day

### Date Events

Aug. 14-20	Preservice Days
Aug. 25	Begin 1 <sup>st</sup> Semester
Sept. 1	Labor Day: No School
Sept. 19	No School: Teacher PD
Sept.	Homecoming TBD
Oct. 15	Parent/Teacher Conferences
Oct. 15	End 1 <sup>st</sup> Quarter (40 days)
Oct. 16	No School: P/T Conferences
Oct. 17	No School
Oct. 20	Begin 2 <sup>nd</sup> Quarter
Nov. 26-28	No School: Thanksgiving Break
Nov. 27	No School: Thanksgiving
Dec. 19	End 2 <sup>nd</sup> Quarter (42 days)
Dec. 22	No School: Teacher Workday
Dec. 22 - Jan. 2	Christmas Break
Dec. 25	Christmas
Jan. 1	New Years
Jan. 5	Begin 3 <sup>rd</sup> Quarter/2 <sup>nd</sup> Semester
Jan. 19	No School: MLK Day/Teacher PD
Feb. 11	Parent/Teacher Conferences
Feb. 12	No School: P/T Conferences
Feb. 13	No School
Mar. 6	End 3 <sup>rd</sup> Quarter (49 days)
Mar. 9-13	No School: Spring Break
Mar. 16	Begin 4 <sup>th</sup> Quarter
Apr. 3	No School: Good Friday
Apr. 6	No School: Teacher PD
May 15	Seniors' Last Day
May 17	Graduation
May 22	End 4 <sup>th</sup> Quarter (43 days)
May 22	11:00 Early Dismissal/Last Day
May 25	Memorial Day
May 26	Teacher's Last Day

<b>Central Office</b> <b>604 S. Broadway St</b>		<b>Office Phone: (712) 623-6600</b>
<b>Contact</b>	<b>Role</b>	<b>Extension</b>
Jessie Brunning	Administrative Assistant/Payroll	1001
Heidi Harris	School Business Official	1002
Leanne Fluckey	TLC/Curriculum Coordinator	1003
Lisa Joint	Accounts Payable/Receivable	1004
Barb Lombard	Transportation Supervisor	1009
Ron Lorenz	Superintendent	1000
Roger Vannausdle	Maintenance Lead	1007
<b>Information Technology Department</b> <b>2011 N 8th St</b>		<b>Office Phone: (712) 623-6610</b>
Kevin Herrick	Technology Director	4407
Christy Rea	IT Support Specialist	4406
<b>Red Oak Early Childhood Center</b> <b>400 W 2nd</b>		<b>Office Phone: (712) 623-6630</b>
Josie Starlin	District Nurse	2005
Dr. Jane Chaillie	PK Principal	3000
Gayle Allensworth	Director	3100
Val Tracy	Secretary	3001
Laurel Dmasi	Assistant Director	3102
<b>Inman Elementary</b> <b>900 Inman Dr</b>		<b>Office Phone: (712) 623-6635</b>
Josie Starlin	District Nurse	2005
Dr. Jane Chaillie	Principal	2000
Amy McClintock	Counselor	2007
Steve Ferree	School Based Interventionist	2140
Elaine Pelzer	Secretary	2003
Jamie Sherley	Assistant Principal	2001
Lori Vanderhoof	Secretary	2002
<b>Jr/Sr High School</b> <b>2011 N 8th St</b>		<b>Office Phone: (712) 623-6610</b>
Josie Starlin	District Nurse	2005
Madison Wingfield	Secretary	4003
Felisha Wingfield	Secretary	4002
Mark Erickson	Activities Director	4007
Steven Green	Assistant Principal	4001
Steve Ferree	School Based Interventionist	4008
Kelsey Mangold	Student Support Coordinator	4512
Nate Perrien	Principal	4000
Tracy Vannausdle	Counselor	4103
<b>Food Service</b> <b>900 Inman Dr</b>		<b>Office Phone: (712) 623-6635</b>
Liz Jones	Director	2008

## **Board Policies**

Board policies are established for the success, safety, and protection of all school employees in the performance of their job duties. Board policies are available at <https://redoak.iowaschoolfinance.com/policy/board-policies>. Employees are expected to know existing board policies and know to refer to the policies when necessary.

If you have questions about board policies, please contact Ron Lorenz at extension 1000.

## **Handbook Subject to Change**

Although every effort will be made to update the handbook on an annual basis, the district reserves the right, and has the sole discretion, to change any policies, procedures, benefits, and terms of employment except as may be required by contractual agreements and law. The district reserves the right, and has the sole discretion, to modify or change any portion of this handbook at any time. However, employees will be notified of such changes prior to their adoption and issuance of contracts and letters of assignment.

## COMPENSATION AND BENEFITS

### Licensure

An employee required to hold a license, authorization or certification for his/her position is solely responsible for ensuring it is current. Failure to do so could, and likely will, result in termination because by law the district cannot pay an employee who does not have a current license, authorization, or certification. Specific information regarding an employee's license, authorization, or certification may be obtained from the Iowa Board of Educational Examiners (BOEE). The BOEE may be contacted by calling (515) 281-3245 or by visiting their website, located at [www.boee.iowa.gov/](http://www.boee.iowa.gov/).

The district does not pay for licensure renewal or reimburse staff for coursework required for professional licensure.

### Compensation

Teachers who are new to the district and have fewer than twelve years of experience are assigned a starting salary of \$50,000 plus an additional \$500 per year of teaching or related experience in an accredited school. Teachers who are new to the district and have completed twelve or more years of experience are assigned a starting salary of \$62,000 plus \$500 per year of service beyond twelve in an accredited school. Each subsequent year, teachers receive a defined salary increase based on the negotiated settlement between the employee's collective bargaining unit and the school district. All teachers are paid the corresponding salary amount, in twelve equal monthly installments.

Teachers who earn approved graduate credits receive additional defined supplemental amounts as follows:

BA+15	BA+30	MA	MA+15	MA+30
+\$2,000	+\$2,000	+\$2,000	+\$2,000	+\$2,000
(total of \$2,000)	(total of \$4,000)	(total of \$6,000)	(total of \$8,000)	(total of \$10,000)

To be eligible for salary advancement these additional credits must be part of a Master's degree program or approved course of study (i.e., Individual Career Development Plan or SMART Goal). Additional credits applied toward the completion of a Master's degree program may not also be used to salary advancement after the Master's degree has been conferred.

In rare and unusual circumstances, the district may accept approved undergraduate credits for salary advancement only when such credits are earned to obtain licensure or endorsement to teach courses in difficult to hire subject areas or grade levels, as determined by the district. Teachers seeking to use additional undergraduate credits for salary advancement must be willing to obtain a conditional or Class B endorsement and teach course(s) in shortage areas while working toward full certification. The application of undergraduate courses for salary advancement must be approved in advance by the Superintendent and shall be limited to those required by the Iowa Board of Educational Examiners (BOEE) for endorsement in the pre-approved licensure pathway.

Salaries are paid on the tenth (10<sup>th</sup>) day of each month, unless the 10<sup>th</sup> falls on a Saturday, Sunday, or holiday, in which case salaries will be paid on the preceding school day. Paychecks will be deposited electronically into employee's bank accounts (i.e., Direct Deposit). Employees must provide the district with the name of their bank, their account number, and the bank's routing number to facilitate this process. Employees may simply provide a voided check that contains this same information.

Teachers who are new to the profession may request up to 50% of the first monthly salary installment from the regular salary schedule after completion of the first workday of employment. If the Superintendent grants such requests, the Business Manager will issue such payment within five (5) days.

## **Compensation for Extra-Curricular Supervision**

Teachers may volunteer to supervise or work at extra-curricular events outside of the regular workday. If the employee volunteers to work at least three (3) events, they will be given an Activities Pass for the employee and guest to attend regularly-scheduled district activities.

## **Compensation for Extra Duty**

An employee may volunteer or be required, depending on a given situation, to take on an extra duty, with the extra duty being secondary to the major responsibility of the employee.

Teachers may be required to cover other classes during their planning period when volunteers cannot be found. Any teacher who covers a class for another teacher during their “special” or planning periods will be compensated at the following rates:

30-45 minutes—\$20.00  
46-60 minutes—\$26.65  
61-75 minutes—\$33.32

A teacher who agrees to teach an additional class during their designated planning period, before school, or after school, will be compensated for the additional time based on their standard per diem rate.

Teachers who engage in approved work beyond their contracted number of days will receive supplemental pay in the amount of \$25 per hour.

To receive approved supplemental pay, employees must submit signed documentation of the actual time worked and the nature of the work performed.

Licensed employees who resign from an extracurricular contract may be required to continue in the role for only the subsequent school year when the district has made a good faith effort to find a replacement and the licensed employee continues to be employed by the district.

## **Continued Education Credit**

Teachers can advance their salaries by completing additional course work in their respective fields. To be applied for salary advancement, all courses must be approved in advance by the Superintendent. They must be graduate level courses within an approved course of study (i.e., advanced degree program, Individual Career Development Plan/SMART Goal, or other district endorsed graduate courses). These courses should be within or pertinent to the employee’s teaching assignment. Courses relating to an employee’s coaching or extracurricular assignment(s) may not be considered for lane advancement. Credit may be given for graduate courses outside an employee’s assigned teaching area for salary advancement at the sole discretion of the Superintendent or designee.

In rare and unusual circumstances, the district may accept approved undergraduate credits for



salary advancement only when such credits are earned to obtain licensure or endorsement to teach courses in difficult to hire subject areas or grade levels, as determined by the district. Teachers seeking to use additional undergraduate credits for salary advancement must be willing to obtain a conditional or Class B endorsement and teach course(s) in shortage areas while working toward full certification. The application of undergraduate courses for salary advancement must be approved in advance by the Superintendent and shall be limited to those required by the Iowa Board of Educational Examiners (BOEE) for endorsement in the pre-approved licensure pathway.

An employee seeking salary advancement must file a grade report or a statement signed by the employee that the course has been completed with the Superintendent no later than the first day of the school year, and an official transcript of the approved educational credit shall be filed no later than forty-five (45) days after the beginning of the school year. Pay adjustments shall be retroactive to the beginning of the same school year.

## **Group Insurance Benefits**

The district provides a defined contribution to full-time staff to purchase medical insurance, long-term disability (LTD) insurance, life insurance, and other supplemental coverage. Temporary and/or part-time employees may request a defined contribution toward insurance coverage based on a prorated amount. The district does not pay employees cash in lieu of health insurance. Doing so would make the defined contribution taxable benefit that would impact the tax liability of all other employees.

Documents detailing the insurance plan design and enrollment period will be provided to all eligible employees prior to their effective start date. New employees should make arrangements to meet with the district's benefits specialist immediately following board approval of their hiring. Benefits begin on the first of the month following the employee's effective start date (e.g. September 1). Questions regarding insurance benefits should be directed to Jessie Brunning at (712) 623-6600, extension 1004 or [brunningj@redoakschools.org](mailto:brunningj@redoakschools.org)

## **Group Health Continuation (COBRA)**

The Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) requires that your group health plan allow Qualified Beneficiaries to continue group health coverage after it would otherwise end. The term "group health" includes any medical, dental, vision care, and prescription drug coverage that are included in the group health plan. COBRA qualifying events are any of the following that cause a covered employee or qualified beneficiary to lose coverage:

- death of a covered employee;
- termination, voluntary or involuntary (other than for gross misconduct), of the covered employee's employment;
- loss of eligibility due to a reduction in hours of the covered employee's employment;
- divorce or legal separation of the covered employee from the employee's spouse;
- the covered employee becomes entitled to benefits under Title XVIII of the Social Security Act;
- a dependent child ceasing to be a dependent under the generally applicable requirements of the plan; or
- bankruptcy reorganization under Title 11 for persons with retiree coverage if it causes a substantial loss of coverage within one year before or after filing.

Employees must notify the administration office of an event that changes the coverage status of members. Employees should notify the administration office within 60 days in case of the following events:

- A birth, adoption or placement for adoption.
- You lose eligibility for coverage under Medicaid or the Hawk-I plan.
- You become eligible for premium assistance under Medicaid or Hawk-I.

For all other events, employees must notify the administration office within 31 days of the event:

- Marriage
- Exhaustion of COBRA coverage
- You or your spouse or dependent loses eligibility for creditable coverage or his or her employer or group sponsor ceases contribution to creditable coverage
- Spouse loses coverage through his or her employer
- Dependent child resumes status as a full-time student
- Addition of a natural child by court order
- Appointment as a child's legal guardian
- Placement of a foster child in your home by an approved agency
- Death of an enrolled family member
- Divorce or annulment (legal separation may result in removal from coverage)
- Medicare eligibility

If employees do not provide timely notification of an event that requires them to remove an affected family member, their coverage may be terminated. If employees do not provide timely notification of a coverage enrollment event, the individual affected by the event is subject to the 18 month pre-existing condition exclusion period.

## **Iowa Public Employees' Retirement System**

The district participates in the Iowa Public Employees' Retirement System (IPERS). This defined benefit plan provides a lifetime retirement benefit to you upon retirement in accordance with a formula based on your age, years of service and the average of your highest five years of wages. For additional information, please contact IPERS at 1-800-622-3849 or visit the IPERS website at [www.ipers.org/index.html](http://www.ipers.org/index.html).

## **Payroll Deductions**

The district will make payroll deductions for federal income tax withholdings, Iowa income tax withholdings, social security, and the Iowa Public Employee's Retirement System. Employees may elect to have payments withheld for district related and mutually agreed upon group insurance coverage and/or tax sheltered annuity programs. All payroll deductions require written authorization. (Board Policy 706.2)

Federal income tax, social security (OASDI and Medicare), state and local taxes, deductions for various benefit coverages and any other deductions will be itemized on the payroll stub.

The district is required to withhold tax from employee paychecks and to report taxable income according to the requirements of federal, state and local government agencies, and the Social Security Administration. All employees are required to complete the appropriate tax withholding forms prior to being placed in the payroll system. Revised tax forms are also required whenever the employee's tax status or number of allowable exemptions changes. W-4 withholding forms are available at the District Administrative Center. Current and cumulative year-to-date tax totals withheld are displayed on payroll check stubs.

## Travel Compensation – Inside the District

Employees required to travel in their personal vehicle between school district buildings to carry out the duties of their position will be reimbursed at the current IRS standard mileage rate of ~~65.5~~ 67 cents per mile and must have the travel pre-approved by the Superintendent or designee.

## Travel Compensation – Outside the District

Employees traveling on behalf of the district and performing approved school district business are required to use school vehicles when available. When school vehicles are not available, employees will be reimbursed for their actual and necessary expenses for using their personal vehicles. Actual and necessary travel expenses will include, but not be limited to, transportation and/or mileage costs, lodging expenses, meal expenses and registration costs.

Travel outside of the school district must be pre-approved. Pre-approval will include an evaluation of the necessity of the travel, the reason for the travel, and an estimate of the cost of the travel to qualify as approved school district business. Travel outside the school district by employees, other than the superintendent, is approved by the superintendent. All out-of-state travel must be approved by the Board of Education.

Reimbursement for actual and necessary expenses will be allowed for travel outside the school district if the employee received pre-approval for the travel. Prior to reimbursement of actual and necessary expenses, the employee must provide the school district with a *detailed* receipt, indicating the date, purpose, and nature of the expense for each claim item. Employees will not be reimbursed for expense claims that are not accompanied by a receipt. Expense claims will be reimbursed following the next board meetings.

Reimbursement for actual and necessary expenses for travel outside the school district will be limited to the pre-approved expenses. Pre-approved expenses for registration are limited to the actual cost of the registration. A daily allowance is provided for meals and incidentals that occur during out-of-state travel requiring an overnight stay. (Meals are not reimbursed unless an overnight stay is required.) This allowance is the equivalent of the city specific per diem rates established by the U.S. General Services Administration (GSA).

## Worker's Compensation

In accordance with Iowa Code 280.21A, an employee who, in the course of employment, suffers a personal injury causing temporary total disability, or a permanent partial or total disability, resulting from an episode of violence toward that employee, for which workers' compensation is payable, shall be entitled to receive workers' compensation, which the school district may supplement in order for the employee to receive full salary and benefits for the shortest of:

1. one year from the date of disability; or
2. the period during which the employee is disabled and incapable of employment.

During this period, the employee has the option whether or not to use accumulated sick leave to supplement the worker's compensation provided. The district may request that the employee provide medical certification justifying the leave, and stating its nature and duration. This language is drawn from the Iowa Code §280.12A, as adopted in 1994.

## **EMPLOYEE RELATIONS**

### **Background Checks**

Effective July 1, 2023, school districts are required to conduct a review of a potential employee's employment history by contacting previous employers and checking BOEE license information to determine if there are potential employment issues, cases pending, licensure sanctions. Districts must maintain reference information on employees and respond to requests from potential employers.

Subsequent to their employment, all district employees are subject to criminal, dependent adult abuse and child abuse background checks at least every five years as part of their licensure renewal.

Purchased services providers, such as accompanists, choreographers, clinicians, or other contractors who work directly with students and are not already employed by the school district, must undergo a comprehensive background check. Teachers/sponsors must ensure these background checks are completed before allowing purchased service providers to work with students. These individuals must complete a release of information authorizing the school district to conduct a background check. Background checks may take 1-2 weeks to complete, so authorization must be submitted well in advance. The cost of each background check will be borne by the school district.

### **Conflict of Interest**

No employee may use his or her position to obtain financial gain or anything of substantial value for the private benefit of himself or herself or his or her immediate family, or for an organization with which he or she is associated (Board Policy 402.1). Such actions may subject the employee to disciplinary action, up to and including termination.

Employees will not act as an agent or dealer for the sale of textbooks or other school supplies to the school district. Employees will not participate for personal financial remuneration in outside activities wherein their position on the staff is used to sell goods or services to students or parents. Employees will not engage in outside work or activities where the source of information concerning the customer, client or employer originates from information obtained because of the employee's position in the school district.

Since employees have access to information and a captive audience that could present a conflict of interest, employees may only solicit other employees or students for personal or financial gain with the prior, advance approval of the superintendent. If the approval of the superintendent is given, the employee must conduct the solicitations within the conditions set by the superintendent. Further, the superintendent may, upon five days' notice, require the employee to cease approved solicitations as a condition of continued employment.

### **Employee Orientation**

Employees must know their roles and duties. New employees will participate in an orientation program. The employee's immediate supervisor should provide the new employee with a review of the employee's responsibilities and duties. Payroll procedures and employee benefit programs and accompanying forms will be explained by Central Office Staff.

## **Employee Records**

The district will maintain personnel records on employees. The records are important for the daily administration of the educational program, for implementing board policy, for budget and financial planning, and for meeting state and federal requirements.

The records will include, but not be limited to, records necessary for the daily administration of the school district, salary records, evaluations, application for employment, references, and other items needed to carry out board policy. Employee personnel files are school district records and are generally considered confidential records and therefore are not open to public inspection or accessibility. Only in certain limited instances, when the employee has given a signed consent or non-confidential records such as an employee's salary, an employee's individual contract, or if the employee resigned in lieu of termination and the documented reasons why, will employee personnel records be accessible to individuals other than the employee or authorized school officials.

Employees may have access to their personnel files, with the exception of letters of reference, and copy items from their personnel files at a time mutually agreed upon between the superintendent and the employee. The school district may charge a reasonable fee for each copy made.

## **Employee Searches**

Employees should have no expectation of privacy in their classrooms, desks, computers, or other school district provided space or equipment. The school district may look into these items when needed. Anything on the school district's computers, server, website, etc. and in school district files, etc. are considered a public record and open to public inspection. If the school district conducts an examination or inspection under the terms of this policy, there will be at least two individuals present at the time of the examination or inspection. Should the school district get a request to see this information, at that time, a determination will be made whether the information can be withheld as confidential information.

Employees retain their right to privacy of personal items that are brought into the workplace but do not become part of the workplace (e.g., purses, backpacks, etc.). Such items are not subject to search without the consent of the employee.

The school district assumes no responsibility or liability for any items of personal property which are placed in the desk or workspace which is assigned to employees.

## **Evaluation/Performance Review**

Evaluation of employees on their skills, abilities and competences is an ongoing process supervised by the building principals and conducted by approved evaluators. The goal of the formal evaluation process is to improve the education program, to maintain employees who meet or exceed the board's standards of performance, to clarify the 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 Red Oak CSD's teacher performance review process is closely aligned with the Iowa Teaching Standards (Appendix A). These standards include specific criteria which reflect the knowledge, skills, attitudes, and behaviors that represent effective pedagogy. The performance review process and individual professional development plans must reflect each teacher's level of mastery of the Iowa Teaching Standards.

The performance review process is not intended to be punitive or prescriptive. On the contrary, it is a collaborative effort between administrators and teachers, aimed at providing teachers differentiated opportunities to enhance their instructional practice. Emphasis is placed on formative assessment measures that demonstrate a teacher's growth or professional development over time.

The Red Oak CSD utilizes a three-tiered performance review process. The first tier relates to beginning teacher evaluation. The purpose of this initial evaluation phase is to compile sufficient evidence to support an administrative recommendation for a standard teaching license and advancement from beginning teacher to career teacher status. This phase of the evaluation process should promote self-reflection, the importance of continuous professional development, and an operational understanding of the Iowa Teaching Standards.

The second tier of the performance review process is the most common strand of the teacher evaluation system. It applies to career teachers who are not in need of intensive assistance. This tier promotes continuous professional development and allows for the ongoing assessment of career teachers' mastery of the Iowa Teaching Standards and provision of effective instruction. Tier II of the performance review process hinges on the Individual Career Development Plan. Each teacher must work collaboratively with their administrator to develop a plan that is aligned with district priorities and school improvement efforts; promotes reflection and continuous professional growth; and has a positive impact on student achievement.

Tier III, or the *Intensive Assistance* component, of the performance review process is intended to provide structured support and specific assistance to career teachers who are not meeting the Iowa Teaching Standards. The decision to move to Tier III (i.e., *Intensive Assistance*) may be collaborative or directive. Tier III of the performance review process includes an *awareness phase* and an *assistance phase*. Concerns should always be resolved in the least obtrusive manner possible. Teachers are entitled to representation during both the Awareness and Intensive Assistance Phases.

At the beginning of the *awareness phase*, the administrator will make the teacher aware of problems or concerns relating to the Iowa Teaching Standards that are characteristic of a teacher's performance. The administrator contacts the teacher and makes them aware of the concern. The administrator and teacher discuss the issue and collaboratively develop an informal (i.e. unwritten) plan to resolve the problem. They also schedule a time to review the outcome of this plan.

While the teacher and administrator are working to resolve the problem, the teacher remains on Tier II of the performance review process. If the problem is resolved within the agreed upon timeframe, the teacher is removed from the *awareness phase* and continues to work within Tier II. If the problem is not resolved to the administrator's satisfaction, the teacher is notified in writing and placed in the *assistance phase* of the performance review process.

Once a teacher is notified they have been placed in the *assistance phase*, they must schedule a conference with their administrator to develop a formal *Assistance Plan*. This *Assistance Plan* must include a specific statement of problems relating to one or more of the Iowa Teaching Standards as well as measurable, action-oriented, realistic, and time-limited goals. The plan should include strategies to achieve prescribed goals, timelines for implementing specific actions, and criteria for evaluating the successful completion of the plan. The elements and outcomes of the Assistance Plan should be included in the teacher's summative evaluation.

At the end of the designated timeframe, the administrator will determine the extent to which the teacher successfully addressed the concerns. If the problem is resolved, the teacher is removed from the Assistance Plan and placed back in Tier II of the performance review process. If concerns persist but progress has been noted, the duration of the Assistance Plan is extended (for no more than twelve months) and the teacher remains on Tier III of the performance review process. If the

teacher fails to complete the intensive assistance program or continues to fail to meet the applicable Iowa teaching standards, the Board may:

- a. Terminate the teacher's contract immediately pursuant to Iowa Code § 279.27.
- b. Terminate the teacher's contract at the end of the school year pursuant Iowa Code § 279.15.
- c. Continue the teacher's contract for a period not to exceed one year...the contract shall not be renewed and shall not be subject to Iowa Code § 279.15

It is important to note that, pursuant to Iowa Code § 284.8, a teacher who has previously participated in an intensive assistance program may not participate in another intensive assistance plan relating to the same standard or criteria addressed previously.

## **Performance Review Based on Career Status**

### Beginning Teachers

Any teacher serving on an initial license issued by the Board of Educational Examiners is considered a "beginning teacher". Beginning teachers are required to participate in at least two formative evaluations, including pre-observation conferences, classroom/instructional observations, and post-observation conferences, at least twice each year of their initial license period (i.e., three-year probationary period). Beginning teachers will be subject to a comprehensive summative evaluation conference each year of their initial license period.

Summative evaluations will verify the beginning teacher's competence relative to the Iowa Teaching Standards, and be used as the basis for recommending the beginning teacher for a standard teaching license. Beginning teachers will be required to collect relevant artifacts and information (i.e. lesson plans, student achievement data, communications, reflections, etc.) demonstrating their proficiency with the Iowa Teaching Standards. Their summative evaluation will be based on formative teacher observations (i.e. pre-observation conferences, classroom/instructional observations, and post-observation conferences) and their professional portfolio, teaching artifacts, or other supporting documentation. Beginning teachers will be evaluated using the instrument provided by the Department of Education.

### Career Teachers New to the District (i.e. Probationary Teachers)

Career teachers (i.e., teachers who have completed a minimum two or potentially three-year probationary period in another district) who are new to the Red Oak CSD must complete a two-year probationary period. These individuals must participate in at least two formative observations, including pre-observation conferences, classroom/instructional observations, and post-observation conferences, at least twice during their first two years of employment (i.e. two-year probationary period).

Career teachers new to the district will be subject to a comprehensive summative evaluation conference during their first two years of employment. All career teachers are required to develop and implement *Individual Career Development Plans*. Career teachers new to the district are also encouraged to collect relevant artifacts and information (i.e. lesson plans, student achievement data, communications, reflections, etc.) demonstrating their mastery of the Iowa Teaching Standards. Summative evaluations will reflect formative teacher observations (i.e. pre-observation conferences, classroom/instructional observations, and post-observation conferences), progress on the *Individual Career Development Plan*, and a review of the Iowa Teaching Standards based on the teacher's professional portfolio, teaching artifacts, or other supporting documentation.

Once a career teacher new to the district has completed their two-year probationary period, career teachers will participate in a formal evaluation at least once every three years. Any teacher may request a performance review at any time.

### Career Teachers

Career teachers must participate in a formal summative performance evaluation at least once every three years. All career teachers are required to develop and implement *Individual Career Development Plans*. They are also encouraged to collect relevant artifacts and information (i.e. lesson plans, student achievement data, communications, reflections, etc.) demonstrating their mastery of the Iowa Teaching Standards.

Performance evaluations will consist of formal classroom observation(s), including pre-observation conference(s), classroom/instructional observation(s), and post-observation conference(s), and a summative evaluation conference. The summative evaluation will reflect formative teacher observations (i.e. pre-observation conferences, classroom/instructional observations, and post-observation conferences), progress on the *Individual Career Development Plan*, and a review of the Iowa Teaching Standards based on the teacher's professional portfolio, teaching artifacts, or other supporting documentation.

### **Individual Career Development Plans (ICDP)**

In accordance with Iowa Code 284.6(4), all career teachers are required to implement Individual Career Development Plans each school year. These plans must be developed in collaboration with the teacher's building administrator. Individual Career Development Plans are intended:

- To support professional development and growth of teachers.
- To focus teacher growth and instruction using student achievement data.
- To encourage risk-taking (learning and using new methods) and reflection on best practice.
- To show how teacher effort aligns with district and building goals.
- To encourage learning by collaboration.
- To support growth in mastery of the Iowa Teaching Standards.
- To provide supportive structure for teacher learning.

The ICDP "shall be based, at minimum, on the needs of the teacher, the Iowa teaching standards, and the student achievement goals of the attendance center and the school district as outlined in the comprehensive school improvement plan."

### Individual Career Development Plan Process

1. Individual Career Development Plans are to be drafted and submitted by October 1.
2. The principal or evaluator will meet with teacher(s) to review the plan, jointly modify as needed, establish timelines and deadlines, and approve the plan by October 30. Both the teacher and principal will maintain a copy of the ICDP.
3. A mid-year reflection meeting will occur once during the year, no later than January 15. The purpose of the meeting is to review progress in meeting the goals in the plan, to review collaborative work with other staff on student achievement goals, and to modify the plan as necessary. The teacher must provide the principal with a copy of the "Reflection and Update" prior to the meeting. Conferences with teachers working on a joint plan may be held individually or collectively.
4. End of Year reports on the Individual Career Development Plan will be provided as part of the Performance Review. Both the teacher and administrator will have a copy of the



“End of Plan Report.”

5. As part of the Individual Career Development Plan, the teacher has the option to collect the data for the performance review such as “supporting documentation from other evaluators, teachers, parents, and students” that is required by law.

## **Performance Review Procedures**

### **I. Notification of Evaluation**

- A. At the beginning of each school year (i.e., during the first two weeks), the building principal will meet with each teacher under his or her supervision, either collectively or individually, to explain/review the performance review process. Principals will clarify the elements of Individual Career Development Plans, classroom walkthroughs, the formative and summative components of the performance review process, and the relevant timelines for both.
  - 1) New employees or employees reassigned after the beginning of the school year will be notified by the appropriate principal within six weeks of the date they are hired/reassigned.
  - 2) Employees who serve in more than one building will be assigned a primary principal/evaluator based on their primary assignment. Multiple evaluators may be used.
- B. Within four (4) weeks after the beginning of the school year, each principal/evaluator will meet with each of their individual teachers scheduled to participate in performance reviews to:
  - 1) reiterate general timelines;
  - 2) begin collaborative work between the teacher and evaluator that results in a schedule that includes dates for observations and discusses topics that might be addressed in the process;
  - 3) explain expectations of the teacher relative to the performance review process; and
  - 4) provide an opportunity for the teacher to ask questions.

### **II. Individual Career Development Plans**

- A. ICDPs must be submitted by October 1, and approved by October 30.
- B. A mid-year reflection/review meeting between the teacher(s) and principal must occur prior to January 15.
- C. An end-of-year report reflecting the fulfillment of the ICDP must be submitted prior to the end of the school year. Teachers being formally evaluated must submit an end-of-year report prior to their summative evaluation conference.

### **III. Formal Observation Procedures**

- A. A pre-observation conference will be mutually planned and held between the teacher and the principal prior to the first formal observation. This will allow the evaluator to be apprised of the objectives, methods, and materials planned for the performance situation to be evaluated. If a meeting cannot be mutually scheduled, the teacher will provide the principal with written information concerning the performance situation to be evaluated.
- B. The evaluator must have a meeting with the teacher within five (5) school days following each observation. If both the teacher and administrator agree, the deadline for convening a post-observation conference may be extended to ten (10) days. The observation will be discussed and a copy signed by both parties shall be given to the teacher when requested. The teacher's signature does not necessarily indicate agreement with the comments, but rather awareness of the contents.

#### IV. Formal Performance Review Conference (i.e. Summative Evaluation Conference)

- A. The evaluator and teacher must participate in a formal Performance Review that includes:
  - 1. results from the Individual Career Development Plan;
  - 2. information from the formal observation(s);
  - 3. the Iowa Teaching Standards Review;
  - 4. the results of the Performance Review are recorded on the Iowa Teaching Standards Review form by the end of the contract year.
- B. If the teacher feels the formal performance review is incomplete, inaccurate, or contains mischaracterizations:
  - 1. The objections may be put in writing and they will be attached to the evaluation report and signed by both parties to indicate awareness of the contents.
  - 2. The teacher may request an evaluation of his/her work by a team approach. The team shall be composed of two administrators mutually agreed upon by the teacher and the evaluator. If agreement on the team cannot be reached, the superintendent shall appoint the team.
- C. All formal evaluations of classroom teaching performance shall be conducted openly and with full knowledge of the teacher.
  - 1. The teacher shall be given an opportunity to sign, date, and respond to any evaluative or disciplinary material that is to be placed in the employee's personnel file.
  - 2. This material shall be given to the employee before it is placed in the file.

#### VI. Intensive Assistance Program

- A. If, at any time, an administrator/evaluator determines that a teacher is not consistently meeting the standards or criteria prescribed by The Iowa Teaching Standards (Standard 8 may not be the sole basis for determining a teacher is not meeting district standards) or other district expectations set forth in board policy or the master contract, the administrator may require the teacher to participate in an *Intensive Assistance Program*.
  - 1. The administrator must contact the teacher in writing to make them aware of the problem.
  - 2. The teacher must be notified that they are not meeting expectations and may be placed in an *Intensive Assistance Program* if the problem is not resolved.
- B. Awareness Phase
  - 1. The administrator must contact the teacher in writing to make them aware of the concern regarding their performance and schedule a meeting to discuss the issue.
  - 2. The administrator and teacher must collaboratively develop an "informal" plan to resolve the problem and schedule a time (not to exceed three months) to discuss its resolution. This plan need not be in writing so long as both the teacher and administrator have a clear and common understanding of action steps, outcomes, and deadlines.
  - 3. At the conclusion of the agreed upon timeframe, the administrator will assess the teacher's progress and determine next steps.
    - a. If the problem is resolved, the teacher is removed from the Awareness Phase.
    - b. If the problem is not resolved, the administrator notifies the teacher in writing they are being placed in the Assistance Phase.
      - a. Activities directed toward the teacher's Individual Career Development Plan may be suspended.
      - b. Additional or different professional development activities may be prescribed.
- C. Assistance Phase
  - 1. If the problem or concern is not resolved in the *Awareness Phase*, the administrator will notify the teacher, in writing, they are being placed on *Intensive*

*Assistance.*

- a. A copy of this notification must also be sent to the Director of Student and Staff Services.
- b. This copy will be maintained in the teacher's personnel file.
2. A conference will be held between the administrator and teacher to develop a formal plan of assistance.
3. This plan of assistance must include:
  - a. a specific statement of problems related to one or more of the Iowa Teaching Standards (Standards 1 – 7) and/or district expectations set forth in board policy or the master contract;
  - b. specific professional development goals that are measurable, action-oriented, realistic, and time-bound;
  - c. specific action steps, learning activities, or strategies aimed at achieving prescribed professional development goals;
  - d. specific timelines for achieving action steps, learning activities, or strategies aimed at achieving prescribed professional development goals; and
  - e. specific criteria for evaluating the successful completion of the assistance plan.
4. The problems, professional development goals, action steps, outcomes, and sustainability of the assistance plan should be noted in the teacher's summative evaluation.
5. At the designated conclusion of the assistance plan, one of three recommendations should be included in the teacher's summative evaluation:
  - a. The problem was resolved; the staff member is removed from the Assistance Plan;
  - b. Progress was made but the problem persists: the duration of the assistance plan is extended (not to exceed twelve months by Iowa law) and work continues in the assistance phase; or
  - c. The problem is not resolved and little to no progress was made; the administrator should move towards a recommendation for non-renewal of contract.

## **Handbook Complaints**

Complaints alleging the misinterpretation or misapplication of the district employee handbook are addressed in this section. Handbook complaint procedures are a means of internal dispute resolution by which an employee may have their complaints addressed. The goal of the handbook complaint process is to, at the lowest level possible, secure equitable solutions to problems that arise. Employees are entitled to representation in resolving grievances or handbook complaints.

This section addresses complaints to the employee handbook. Other employee complaint procedures should be in accordance with the district's board policy.

### *Step One*

Within **5** days after the alleged misinterpretation or misapplication of the handbook, an employee with a complaint shall privately discuss the complaint with their immediate supervisor and attempt to find a resolution. The immediate supervisor will respond within **5** days.

### *Step Two*

If the complaint is not resolved at Step One, the employee alleging the complaint may submit a formal complaint with the immediate supervisor. The formal complaint must be submitted to the immediate supervisor within **5** days after the receipt of the immediate supervisor's Level One response.

The formal complaint must contain a clear and concise statement of the alleged misinterpretation or misapplication of the handbook, including the facts upon which the complaint is based, the issues involved, the provisions of the handbook involved, the claimed basis for the alleged misinterpretation or misapplication and the resolution that is sought.

The immediate supervisor will provide a written answer to the formal complaint within **5** days.

### *Step Three*

If the complaint is not resolved at Step Two, the employee alleging the complaint shall submit the formal complaint to the superintendent within **5** days. The superintendent will provide a written answer to the formal complaint within **10** days. The superintendent's decision will be final.

## **Mandatory Cooperation in Workplace Investigations**

Any workplace investigation conducted by administrative staff or their designee will receive complete cooperation of all employees. Employees may be disciplined, up to and including termination, for making any untrue statement or providing information that is dishonest, misleading, inaccurate or incomplete during the course of the investigation and related procedures. Employees may also be disciplined, up to and including termination, for impeding, obstructing or failing to cooperate with the investigation and related procedures. (Board Policy 405.5)

## **Mandatory Reporting of Post-Employment Arrests and Convictions**

Any employee who is arrested or convicted shall report such to the district administration. Failure to do so shall incur discipline, up to and including termination.

## **Nepotism**

More than one family member may be an employee of the school district. No district employee shall be involved in hiring a family member. The employment of more than one individual in a family is on the basis of their qualifications, credentials and records.

No district employee shall serve in a supervisory capacity over one of their family members who is a contracted employee of the district. No district employee shall attempt to influence the evaluation or conditions of employment of the employee's family member with anyone who serves in a supervisory capacity over that family member. (Board Policy 402.2)

## **Probationary Status**

The first three years of a newly licensed employee's contract is a probationary period unless the employee has already successfully completed the three-year probationary period in an Iowa school district. Newly licensed employees who have successfully completed a probationary period in a previous Iowa school district will serve a two-year probationary period.

## Qualifications, Recruitment and Selections

Job applicants for all 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.

All job openings shall be submitted to the [Teach Iowa website](#). A link to all job postings will be included on the district homepage, [redoakschooldistrict.com](#), under “careers.” Whenever possible, the preliminary screening of applicants will be conducted by the administrator who will be directly supervising and overseeing the person being hired.

## Release of Credit Information

The following information will be released to an entity with whom an employee has applied for credit or has obtained credit: title of position, income and number of years employed. This information will be released without prior written notice to the employee as it is all public information. Confidential information about the employee will be released to an inquiring creditor with a written authorization from the employee.

## Transfers

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

Notice of vacancies will be sent electronically to all employees. Employees must submit an application or statement indicating their desire to be considered for the position. All qualified employees who file a request to be considered will be granted an interview or meeting with the building principal. The selection of the individual to fill the vacancy shall be at the sole discretion of the district. When filling a vacancy, the district will consider the applicant’s education, related experience, previous evaluations, and years in the district. Teachers who were recently hired or transferred may be denied subsequent transfers for up to five years.

Involuntary transfers of employees may be made by the district when transfers are necessary for the efficient operation of the district. When determining which employees will be transferred, the district will consider:

- The educational needs of the district
- The employee’s academic background
- The financial needs of the district
- The applicable laws, rules, and regulations, and
- The number of years the employee has worked for the district

Employees who are transferred will be notified, in writing, of the involuntary transfer and the reasons why at least seven days before the transfer goes into effect. The employee may request a conference with the superintendent to discuss the reasons for transfer.

When subject to an involuntary transfer, employees will be granted an additional paid day to move their classroom and prepare for their new assignment.

Teachers shall not be involuntarily transferred into a teacher leader and compensation position (TLC).

## Work Day

Workday procedures are used to ensure that students will begin and end their day at a consistent time. Parents rely on consistent school work day procedures when preparing their family schedules.

The workday may vary by position and begins at a time established by the district. Generally, the workday shall be from 7:45 a.m. to 3:45 p.m. The maximum normal shift day is 8 hours, and includes a twenty-five (25) minute duty-free lunch. On Fridays and on days immediately preceding holidays and recess periods, and on days when students are dismissed early for inclement weather, the employee's day shall end ten (10) minutes after the students at the last building have been dismissed.

With the exception of lunch, employees are expected to be in their assigned building during the workday. Advance approval to be absent from the school building should be obtained from the principal or supervisor whenever an employee must leave the school building during the workday.

Employees may be required to attend up to two (2) professional meetings before or after the regular workday, per month, without additional compensation. Such meetings shall begin no earlier than 7:30 a.m. or end no later than 4:15 p.m.

## DISTRICT PROCEDURES AND GUIDELINES

### Cash Handling

Whenever possible, cash collections should be received directly by a Building Secretary or the Activities Director who will issue the student or parent a receipt. A copy of these receipts must also be forwarded to the district business office. If other employees collect money from students for any purpose, these proceeds must be turned in to the Building Secretary who will issue a receipt to the employee and forward a copy to the business office. If an employee collects money, a log or spreadsheet must be kept listing at a minimum the student names, amounts received, and check numbers or amounts of cash received. These funds must be taken to the main office the same day they are collected. Money should never be kept overnight in a desk drawer or file cabinet. Money must be locked at all times. The Building Secretary will deposit funds within two days and forward a copy of the deposit summary and slip to the business office.

### Child Labor

The district complies with both state and federal child labor laws. Under Iowa Child Labor laws, Iowa Code Chapter 92, minors under the age of 18 are prohibited from working in certain occupations, performing certain duties and from using certain equipment. For more information on federal child labor laws, contact the U.S. Department of Labor, Wage and Hour Division, in Des Moines at (515) 284-4625 or visit [www.iowadivisionoflabor.gov/child-labor](http://www.iowadivisionoflabor.gov/child-labor).

### Committees

The district may use committees to research and/or address matters that are important to employees and the district (e.g., benefits advisory committee). Committee members may be appointed or volunteer to participate. In some cases, an application process may be utilized to select committee members. The role of committee members is generally to provide input and perspective on issues. When asked to make recommendations, committee members are expected to support the majority decision of the group.

### Copyright

Copyright is a form of intellectual property that protects original works of authorship including literary, dramatic, musical, and artistic works. The copyright laws of the United States make it illegal for anyone to duplicate copyrighted materials without permission. Severe penalties are provided for unauthorized copying of all materials covered by the act unless the copying falls within the bounds of the “fair use” doctrine. Any duplication of copyrighted materials by district employees must be done with permission of the copyright holder or within the bounds of “fair use.”

Additional information regarding copyright and fair use can be found at the “*Frequently Asked Questions about Copyright*” section of the United States Copyright Office located at [copyright.gov/help/faq/index.html](http://copyright.gov/help/faq/index.html).

### Credit Cards

Employees may use school district credit cards for actual and necessary expenses incurred in the performance of work-related duties. Employees who use a district credit card must submit a

detailed receipt indicating the date, purpose and nature of the expense for each item within ten (10) days of the purchase. Employees who do not provide a receipt will be liable for the expense. Employees who lose receipts are responsible for contacting the vendor and obtaining a copy of the receipt.

## **Employee Discipline**

Employee violations of board policy and work rules may result in discipline, up to and including termination. Employees whose employment is terminated will be given the appropriate level of due process as required by law. The district will give the employee notice of the charges against them and a meaningful opportunity to respond, investigate the matter thoroughly and fairly, make a decision based on a preponderance of evidence, and notify the employee of its decision.

The district uses progressive discipline procedures to prevent and correct undesirable employee behavioral issues and ensure employees are treated in a fair manner. In most cases, the district will follow the steps below. However, the district may combine or skip steps depending on the facts of each situation and the nature of the offense.

### *Step One – Verbal Warning*

The employee and the principal or immediate supervisor shall meet to bring attention to the existing conduct issue. The principal or immediate supervisor shall discuss the nature of the problem and clearly describe district policies and procedures. The principal or immediate supervisor shall document this meeting. Employees in Step One shall be placed on the awareness phase of an intensive assistance plan.

### *Step Two – Written Warning*

If the issue in Step One is not corrected, the employee and the principal or immediate supervisor shall meet to review the existing behavioral issue and any additional incidents. The principal or immediate supervisor shall outline the consequences for failing to meet conduct expectations to the employee. Employees in Step Two shall be placed on the assistance phase of an intensive assistance plan. Both the written warning and intensive assistance plan will cite the specific conduct which must be corrected and the time period in which the employee must do so.

The principal or immediate supervisor shall document the Step Two meeting and give a copy of the documentation to the employee. The original copy shall be placed in the employee's personnel file.

### *Step Three – Letter of Reprimand (Final Written Warning)*

When employee misconduct is habitual or egregious a letter of reprimand will be issued by the district administration. This letter serves as a final warning that if the employee misconduct is not corrected immediately the district will pursue further disciplinary action up to and including termination. The letter of reprimand will cite the employee's wrongful actions, the local work rule(s), board policies or state mandates that have been violated, pending consequences and future disciplinary implications. The superintendent or designee will meet with the employee to discuss the misconduct and clarify expectations for continued employment with the district.

### *Step Four – Suspension*



When the issue in step three is not resolved the employee may be placed on paid or unpaid administrative leave or suspension as a punitive measure or pending a recommendation for dismissal. Suspension may also be imposed when there is a need to protect the health, safety or welfare of other while an investigation is conducted.

#### *Recommendation for Termination of Employment*

If the issue in Steps Three or Four are not corrected, the employee may be subject to the termination procedures as outlined in Iowa Code and in board policy. The assistant superintendent will discuss the appropriate action with the superintendent. The superintendent has the authority to recommend the termination of an employee to the Board.

## **Email Retention**

The district provides employees with email to communicate and conduct the business of the district. The district expects employees to manage and protect records resulting from email communications. Such email may include, but is not limited to, correspondence and attachments, calendar schedules, forms, and other data transmitted electronically. Email retention guidelines are implemented to comply with the Federal Rules of Civil Procedure, E-Discovery, and the Public Records Act. Staff should be aware that email messages are likely public records when they are created, sent, or stored through the district's email system - this includes any emails that are of personal nature that pass through the email system. It will be the practice of the district to utilize an auto-archiving system to retain all emails and other records covered by this policy for a period of no more than five years. While the district will employ the technical resources to retain email, it is the responsibility of each staff member to maintain any copies of emails and other records covered by this policy that he/she has been made aware of that are part of an outstanding public record request, and/or any litigation hold notices and/or reasonably anticipated litigation. Staff shall retain such records until notified by administration that the request has been closed and/or litigation is finally concluded. Emails or other records covered by this policy that also fall within the scope of such laws or policies which specifically address retention of District records should be treated in accordance with the requirements of those laws and policies. This policy applies to the extent not preempted by federal, state, or local policies, laws or regulations.

## **Employee Recognition**

The district recognizes and appreciates the services of its employees. Employees who retire or resign may be honored by the board, administration, and staff in an appropriate manner.

If the form of honor deemed appropriate by the administration and employees involves unusual expense to the school district, the superintendent will seek prior approval from the board.

## **Employee Publication or Creation of Materials**

Materials created by employees and/or the financial gain therefrom are the property of the school district if school materials and/or time were used in their creation and/or such materials were created in the scope of the employee's employment unless prior arrangements are made. The employee must seek prior written approval of the superintendent concerning such activities.

## Gift Law

Iowa Code Chapter 68B prohibits administrators, teachers, coaches, and members of their immediate families from accepting or receiving, either directly or indirectly, gifts valued at more than three dollars from restricted donors. A restricted donor is defined as any person or company who is currently or is seeking to be a party to a sale, purchase, lease, or other type of contract with the school district.

An employee who knowingly and intentionally violates the gift law may be punished in ALL of the following ways:

- Both the donor and recipient are guilty of a serious misdemeanor. Serious misdemeanors are punishable by up to one-year incarceration and a fine between \$250 and \$1,500, plus a 30% surcharge and court costs.
- The gift law specifically gives the public employer permission to fire the employee who takes a gift in violation of this law.
- Finally, violation of the gift law is a violation of the Board of Educational Examiner's Code of Ethics. Therefore, the public employee who is also licensed by the BoEE could lose his or her license.

School personnel who are offered such gifts must decline them. Employees who unknowingly accept such a gift should turn it in to the school immediately.

## Parent-Teacher Organizations

The district encourages parent involvement and invites parents and community members to partner with school personnel to enhance the educational experience of all students. Parent-Teacher Organizations (PTOs) support the educational programs and extracurricular activities of their respective schools, encourage parent involvement in their individual student's education, develop and coordinate programs that enrich the curriculum, provide feedback and suggestions for school programs, promote volunteerism in schools, and organize fundraising efforts to provide additional programs and resources that are not covered in the school budget. PTOs do not set school policy or determine school programming, instructional methodologies, or curriculum. PTOs do not make operational decisions or influence the work of school personnel.

All PTO activities should be planned and implemented in collaboration with teachers and building principals to ensure they coincide with the priorities and needs of the school. Communication is essential to the effective operation of the PTO. All PTO activities and fundraising efforts must be approved by the building principal to guarantee they compliment the purpose of the building and the district.

It is important to note that all donations or gifts must be approved by the district before they can be accepted. PTO leaders should work with the building principal to complete a documentation identifying the building or program being served, a district contact person, a description of the proposed donation, proposed restrictions on the donation and an explanation of how the expenditures will be sustained or maintained following the initial purchase. Donors will be notified as whether their donation furthers the interests of the district and may be accepted.

Once accepted, gifts, grants, and bequests become the property of the school district. The district will administer these donations, in accordance with agreed upon terms or restrictions.

## **Payroll**

All employees will receive their pay on the tenth day of each month. When a pay date falls on a Saturday or Sunday, that pay date will shift to the nearest preceding workday. When the pay date is a holiday, paychecks are issued the last working day before the holiday.

All district employees are required to be enrolled in a direct deposit system through their personal bank. Except in rare or unusual circumstances pay will be issued electronically through direct deposit. Employees will receive electronic pay stubs through a preferred email address(es).

Since teacher and other nine-month employee salaries are based on 190 to 210 working days, the actual working days will seldom coincide with the number of days in the calendar month. This process is used for employee convenience. Employees who resign or are released from their contract during the school year should recognize this in final salary reconciliations. In such circumstances salaries will be prorated according to the number of contract days fulfilled.

Paychecks are calculated, prepared and issued by the Payroll Clerk. Employees are encouraged to report any miscalculations or questions about their check to Valerie Tracy, at 623-6600 ext. 1004, as soon as possible.

Employees are also encouraged to carefully review their pay stubs for accuracy. Paystubs contain important information, including year to date earnings and employer withholdings (i.e., state and federal income tax, Medicare, social security, insurance premiums) and contributions (i.e., IPERS). Employees are responsible for verifying their accuracy.

## **Personnel Data Changes**

It is the responsibility of each employee to promptly notify the district of any changes in personnel data. Personal emailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishments, and other such status reports should be accurate and current at all times. If any personal data has changed, notify the administration office.

## **Professional Development**

High quality teaching is imperative for student success and professional development plays a key role in this success. Employees are expected to attend all professional development opportunities and staff meetings provided by the school district unless they are on leave or have been excused by their building principal.

Requests for attendance or participation in a development program, other than those development programs sponsored by the school district, are made to the building principal. Approval of the building principal 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.

## **Purchasing**

Employees must submit all requests for purchases to their supervisor for approval. Purchases, charges, or commitments to buy goods or services for the district cannot be made without a district Purchase Order (PO) number. The district will not reimburse employees or assume responsibility for purchases made without authorization. The district cannot reimburse employees for the cost of

taxes. Employees are not permitted to purchase supplies or equipment for personal use through the district's business office. Employees cannot simply buy items and expect to be reimbursed.

In unique circumstances, an employee may check out a district credit card from the district office to purchase consumables and submit a requisition for a purchase order after the fact. In such cases, the employee must submit the requisition and provide a receipt immediately following the purchase. In the event a receipt is lost, the employee is liable for the purchase.

Employees should contact Lisa Joint, in the Accounts Payable Department, at 623-6600, extension 1001, for additional information on purchasing procedures.

## **Reimbursements**

Employees will be reimbursed for pre-approved travel (see Travel Compensation—Outside the District) and other allowable expenses. Employees must provide the school district with a detailed receipt, indicating the date, purpose, and nature of the expense for each claim item before they are reimbursed. Credit card receipts cannot be used to request reimbursements.

## **School Fees**

Iowa law identifies the types of fees schools can charge. School districts only have the authority to charge fees for textbooks, school supplies, eye and ear protective devices, summer school, driver's education and transportation for students not eligible for free transportation. For those that are charged, the fees must be waived or reduced for those students who meet the eligibility requirements for free or reduced price meals. Employees cannot charge a student fee for anything without prior consent from the Central Office.

Students whose families meet the income guidelines for free and reduced-price lunch, the Family Investment Program (FIP), Supplemental Security Income (SSI), transportation assistance under open enrollment, or who are in foster care are eligible to have their student fees waived or partially waived. Students whose families are experiencing 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 Valerie Tracy at 623-6600, extension 1004 at registration time. This waiver does not carry over from year to year and must be completed annually. This information is confidential.

## **School Nutrition Program**

The district partners with Opaa Food Management Inc. to provide nutrition services to students and employees. Employees may purchase meals and other items, including milk. The cost of an adult breakfast costs \$2.60 and an adult lunch is \$3.95. Employees may purchase meals on a day-to-day basis or deposit funds in a lunch account. Employees may not charge meals or carry a negative lunch balance.

## **School Publicity and Community Relations**

The district staff is the connection between the schools and the community. Employees are expected to work in a professional manner with parents and the community, when appropriate, for their positions. Teachers especially are expected to work closely with parents throughout the school year to ensure the success of all students, as parents are vital partners in the education of their children.

The board president is the spokesperson for the board, and the superintendent is the spokesperson for the school district. It is the responsibility of the board president and superintendent to respond to inquiries from the news media about the school district.

## Staff Meetings

Staff meetings provide an opportunity for the communication of important school district information to be shared between administration and employees.

Staff meetings may be held up to two (2) times per month either before or after school. Staff meetings will last approximately 30-45 minutes beyond the regular workday except in unusual or emergency circumstances. Employees are expected to attend staff meetings unless they are on leave or excused by an administrator. The building principal has the authority to call compulsory meetings and excuse employees from attending meetings.

## Teacher Leadership and Compensation

The goals of the Teacher Leadership and Compensation System (TLC) are:

- Attract able and promising new teachers by offering competitive starting salaries and offering short-term and long-term professional development and leadership opportunities.
- Retain effective teachers by providing enhanced career opportunities.
- Promote collaboration by developing and supporting opportunities for teachers in schools and school districts statewide to learn from each other.
- Reward professional growth and effective teaching by providing pathways for career opportunities that come with increased leadership responsibilities and involve increased compensation.
- Improve student achievement by strengthening instruction.

Source: [Teacher Leadership and Compensation System](#), Iowa Department of Education.

The goals of the district's TLC program are as follows:

- To increase student achievement;
- To attract and increase retention of effective teachers;
- To create more opportunities for teachers to learn and lead through differentiated roles and fitting compensation;
- To improve systematization and integration of district-wide work through increased collaboration

The district's TLC program includes:

- Teaching & Learning Strategists
- Technology Strategist
- Innovation & Design Leads
- Mentor Teachers
- Student Intervention Lead
- Student Interventionists
- TLC Coordinator

## **CONDUCT IN THE WORKPLACE**

### **Employee Use of Cellular Phones**

Red Oak Board Policy 511 prohibits students from using cell phones and other personal electronic devices throughout the entire school day. In an effort to model appropriate and professional behavior, teachers and other staff members are also restricted from using personal communication devices during instructional time, duty periods such as hallway or lunch supervision, staff development sessions, and parent-teacher conferences. Exceptions to this policy are allowed only in cases of emergency or with prior administrative approval. Teachers may use their cell phones or other personal electronic devices during their planning periods and lunch, provided that such use does not disrupt the school environment. When not in use, all devices should be silenced and securely stored in the teacher's desk or handbag.

### **Fighting**

Any verbal or physical altercations between or among employees or others will not be tolerated and may subject the employee(s) to disciplinary action, up to and including termination.

### **Fraud/Unlawful Gain**

Any deliberate deception which secures an employee unfair or unlawful gain will be grounds for discipline and may be turned over to law enforcement. The school district will also file a complaint with the Iowa Board of Educational Examiners (BOEE) as a violation of the employee's Code of Ethics and the district will also petition for license revocation.

### **Neglect of Duties**

All employees are mindful that students are not to be left unattended and employees should not place themselves in any position where student safety is at risk or neglect of duty could be claimed. Employees, in a supervisory role, needing to leave an area where students are present must ensure another adult is present before leaving.

### **Offensive or Abusive Language**

Threatening, intimidating, or using abusive and profane language by school district employees towards others, including derogatory slurs, will not be tolerated. Violation will incur discipline, up to and including termination.

### **Performing Unauthorized Work While on Duty**

All district employees are prohibited from performing unauthorized work while on duty. Doing so could result in discipline, up to and including termination.

### **Use of School Facilities and Equipment**

The district attempts to maintain equipment and supplies which permit work to be accomplished in the most efficient and effective manner possible. While employees are encouraged to use these

items, it is important to understand that they are school district property to be used for conducting school district business.

When using school property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines. Employees must refrain from overloading electrical systems by using multiple extension cords/power strips simultaneously (e.g., “daisy chaining” extension cords/power strips by plugging one into another), using extension cords to operate appliances or lights, using non-UL approved (i.e., round, three pronged) extension cords or using extension cords other than on a temporary basis. Employees must never use candles or other open flames in district facilities, except in laboratory or other curricular appropriate settings. Doors (i.e., fire stops) must never be held open with jams, wedges or other blocking devices. Items must never be stored in the way of electrical panels or fire exits. Flammable liquids, aerosols and solvent must be stored only in approved areas.

Please notify the principal or facilities department if any equipment, machines, or tools appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others.

Abuse or misuse of school district or non-district owned property is to be reported immediately to the building principal. Failure to do so will limit district responsibility and/or increase employee responsibility. It is expected all employees will use care and caution when using district and non-district property.

Abuse or misuse or unauthorized use of district property, private property, materials and/or equipment is subject to disciplinary action.

## Use of Time

An employee is responsible for the time on the job which he/she is assigned. Each employee must develop work habits and systems to eliminate back-tracking or poor usage of time. This requires initiative and planning on the employee’s part. Do not allow students, teachers, fellow workers or others to interrupt your work with lengthy conversations; simply excuse yourself and say you have work to do.

Actions such as the following are strictly prohibited by employees and will result in discipline, up to and including termination: loafing, loitering, sleeping, engaging in unauthorized personal business or prolonged visiting while on duty.



## **EMPLOYEE STANDARDS OF CONDUCT**

### **Academic Freedom**

The district's curriculum leaves room for teacher discretion and academic freedom within the confines of acceptable materials as outlined in each curriculum. Teachers are expected to use good judgment in their pedagogy and consider the culture and climate of the school and community and age of the students, as they individualize curriculum and provide a learning environment and assignments for their students.

Iowa Code § 279.2.74(2) prohibits district personnel from “teach[ing], advocate[ing], encourage[ing], promote[ing], or act[ing] upon specific stereotyping and scapegoating toward others on the basis of demographic group membership or identity.” This includes training or instruction that includes “Assigning fault, blame, or bias to a race or sex, or to members of a race or sex because of their race or sex, or claiming that, consciously or unconsciously, and by virtue of persons’ race or sex, members of any race are inherently racist or are inherently inclined to oppress others, or that members of a sex are inherently sexist or inclined to oppress others. (Iowa Code § 279.2.74(2)) Discussion of bias and oppression are permitted, but district personnel may not state that a particular race or sex is inherently biased or oppressive.

### **Break for Meal Periods**

Leaving the place of duty during a work shift without permission of the building principal, except during lunch break periods, is cause for discipline, up to and including termination. Employees are expected to return to work immediately upon completion of a paid or sanctioned unpaid break.

### **Collaboration and Professional Learning Communities**

Teachers must work cooperatively and collaboratively with their colleagues to achieve desired outcomes for students. In order to ensure that all students achieve at high levels, teachers must work together to clarify what they want all students to learn (i.e. specific knowledge, skills, and dispositions), how they will know if students are learning, how they will teach (i.e. specific instructional method and strategies), how they will know and what they will do when students do not learn (i.e. assessment strategies and timely, directive, and systematic interventions), and how they will extend or enrich the learning of students who have already demonstrated proficiency (i.e. differentiation, enrichment activities).

To facilitate such collaboration, the Red Oak School District has adopted a Professional Learning Community (PLC) model. Teachers are organized into content area or grade level teams in which they work interdependently to achieve common goals for which they are mutually accountable. School is dismissed two hours early each Wednesday to provide teams a consistent opportunity to collaborate and evaluate their progress. Teams may be expected to complete a weekly PLC log to document their work and ensure they remain focused on the purpose and priorities of their PLC. Teams may also be required to provide evidence of student learning and use that evidence to promote continuous improvement of the PLC and district programs.

A healthy teaming environment is critical to this PLC process. Teachers who encounter difficulty working with a colleague or peer should address their concerns to that individual. Most differences are resolved at this level. If the differences are not resolved, teachers should contact their building administrator.



## **Dress and Grooming**

All employees are required to dress in a professional and appropriate manner. Any clothing which could be deemed unsafe could result in disciplinary action. Teachers' "clothing should be neat, clean, and in good taste. Discretion and common sense call for an avoidance of extremes, which would interfere with the educational process." (School Board Policy 405.1)

Clothing deemed inappropriate will be discussed with the employee. Questions about appropriate attire should be addressed to the building principal. Also, as role models for students, all staff members are expected to not only dress appropriately, but to practice exemplary hygiene.

Wearing blue jeans and other casual attire must be authorized by the building principal.

## **Employee Outside Employment**

The board believes that the primary responsibility of employees is to the duties of their position within the school district as outlined in their job description. The board expects that district employees will give the responsibilities of their positions in the school district priority over any other employment. Employees with external employment must keep the two positions separate and the external job cannot impact the school district job. Should a supervisor believe the external position is impacting the internal one; the supervisor will address it with the employee.

The district may request the employee to cease the outside employment as a condition of continued employment with the district. (Board Policy 403.5)

## **Employee Political Activity**

Employees have full equality with other citizens in the exercise of their political rights and responsibilities, but employees shall refrain from certain political activities in the workplace and on district property under the jurisdiction of the board. Such prohibitions include, but are not limited to:

1. Engaging in any activity for the solicitation, promotion, election or defeat of any referendum, candidate for public office, legislation or other political action during work hours/while engaged in official duties and in the presence of any student.
2. Soliciting or receiving from any employee or other person any contribution or service for any political purpose during work hours/while engaged in official duties.
3. Using classrooms, buildings or students for the purpose of solicitation, promotion, election or defeat of any referendum, candidate for public office, legislation, or other political action. (This provision does not apply to employee use of district facilities if they are related to third-party events/activities authorized by the district that are outside the employee's scope of employment.)
4. Using school equipment or materials, including district email, for the purpose of solicitation, promotion, election or defeat or any referendum, candidate for public office, legislation or other political action.

Engaging in prohibited political activities may be grounds for disciplinary action, up to and including termination. (Board Policy 402.12)

Employees may request a leave of absence to run for public office.

## **Ethics – Board of Educational Examiners**

School district employees are expected to perform their jobs in an ethical and honest manner consistent with board policy and the Iowa Board of Educational Examiners (BOEE) rules. Any actions deemed unethical or dishonest will incur appropriate discipline. Licensed staff members are expected to know and understand the Code of Professional Conduct and Ethics of the BOEE. The BOEE's Code of Professional Conduct and Ethics constitutes mandatory minimum standards of practice for all licensed employees. While classified employees, except coaches, are not subject to the BOEE Code of Ethics, it is good guidance for all employees and recommended reading for classified employees as well. For a copy of the ethics code, please visit [www.boee.iowa.gov/doc/ethHndot.pdf](http://www.boee.iowa.gov/doc/ethHndot.pdf).

## **Failure to Complete Reports**

In order to have the school district function in an efficient manner, all employees are expected to meet deadlines for all assigned paper or electronic reports, including but not limited to: time sheets, grade reports, student records, Individualized Education Plan (IEP) documentation and testing results. Failure to meet the required deadlines may result in disciplinary action.

## **Gifts**

Employees will not, either directly or indirectly, solicit, accept or receive any gift or series of gifts, unless the gift is valued at less than three dollars or has a negligible resale value. Honorariums may be received but must be turned over to the school district unless the employee was on his or her own time, the donor does not meet the definition of "restricted donor" or the gift or honorarium does not meet the definition of gift or honorarium.

## **Insubordination**

Insubordination, disobedience, failure, or refusal to follow the written or oral instructions of supervisory authority or to carry out work assignments will not be tolerated. Insubordination will result in discipline up to and including termination.

## **Relationships with Co-Workers**

School district employees are encouraged to create an environment where co-workers' collaboration and cooperation add to the overall functioning of the district and fulfillment of individual job responsibilities. All employees must have a respectful attitude toward their job and co-workers, and they should not allow students, teachers, fellow workers, or others to interrupt or demean their work.

## **Staff Technology Use/Social Networking**

Usage of the school district's computer resources is a privilege, not a right, and use entails responsibility. All information on the school district's computer system is considered a public record. Whether there is an exception to keep some specific content confidential is determined on a case-by-case basis. Therefore, users of the school district's computer network must not expect, nor does the school district guarantee, privacy for email or use of the school district's computer network including websites visited. The school district reserves the right to access and view any

material stored on school district equipment or any material used in conjunction with the school district's computer network.

Employees shall not post confidential or proprietary information, including photographic images, about the school district, its employees, students, agents or others on any external web site without consent of the superintendent. The employee shall adhere to all applicable privacy and confidentiality policies adopted by the school district when utilizing external websites. Employees shall not use the school district logos, images, iconography, etc. on external websites. Employees, students and volunteers need to realize that the internet is not a closed system and anything posted on an external site may be viewed by others, all over the world. Employees, students, and volunteers who do not want school administrators to know their personal information should refrain from exposing it on the internet. Public social media networks, outside of those sponsored by the district, may not be used for classroom instruction or school sponsored activities without the prior authorization of the Superintendent, or designee.

Employees are expected to read and adhere to the board approved policies & regulations pertaining to Internet/Network Appropriate Use and Social Media and Texting.

## **Theft**

All thefts should be reported immediately to a principal or supervisor. Any employee found to be involved in theft of the district's or another person's property will result in appropriate discipline, up to and including termination.

## **Treatment of Patrons of the District**

Patrons of the district are to be treated with respect on school grounds and at school events. Employees should be courteous at all times, and report to district administration any mistreatment by district patrons.

## **Volunteers**

The board recognizes the valuable resources it has in the members of the Red Oak community. When possible and in concert with the education program, members of the school district community may be asked to make presentations to the students or to assist employees in duties other than teaching. The school district may officially recognize the contributions made by volunteers.

## STUDENT AND CLASSROOM ISSUES

### Abuse of Students by a School District Employee

School district employees are encouraged to create professional relationships with students so as to assist with their learning. Employees must not create relationships with students that are unhealthy or illegal. Adults must always be in a position to be trusted and caring for students, but the district will not tolerate any inappropriate relationships.

Physical or sexual abuse of students, including sexual behavior, by employees will not be tolerated. Employees found in violation of this policy will be subject to disciplinary action up to and including discharge.

The district will respond promptly to allegations of abuse of students by school district employees by investigating or arranging for the investigation of an allegation. Employees are required to assist in the investigation when requested to provide information and to maintain confidentiality of the reporting and investigation process.

### Child Abuse Reporting

The district believes in protecting our students and we strive for them to be productive without outside factors weighing on their ability to learn. In compliance with state law and to provide protection to victims of child abuse, the board believes incidents of alleged child abuse should be reported to the proper authorities. Employees are required as mandatory reporters, to report alleged incidents of child abuse they become aware of within the scope of their professional duties.

Child abuse is the result of the acts or omissions of a person responsible for the care of a person under the age of 18 who has suffered one or more of the categories of child abuse as defined in Iowa Code 232.68 (physical abuse, mental injury, sexual abuse, denial of critical care, failure to supervise, child prostitution, presence of illegal drugs, manufacturing or possession of a dangerous substance, bestiality in the presence of a minor, allows access by a registered sex offender, allows access to obscene material, or child trafficking).

When a mandatory reporter suspects a student is the victim of child abuse, the mandatory reporter shall make an oral report of the suspected child abuse to the Iowa Department of Human Services within 24 hours of becoming aware of the abusive incident and shall make a written report to the Iowa Department of Human Services within 48 hours following the oral report. If the mandatory reporter believes the child is in immediate danger, the local law enforcement agency will also be notified.

Within six months of their initial employment, mandatory reporters will take a two-hour training course involving the identification and reporting of child abuse, or submit evidence they have taken the course within the previous five years. The course will be re-taken at least every five years.

To take the course, employees must login to the AEA PD Online Learning System at <https://training.aeapdonline.org/>.

To file a report of suspected child abuse, employees should call the Iowa Department of Human Services (IDHS) 24 hour hotline at 1-800-362-2178. For more information (i.e., Guide for Mandatory Reporters) and to download the Suspected Child Abuse form, employees may go to the IDHS website at <http://dhs.iowa.gov/child-abuse>.

## Corporal Punishment, Restraint and Detaining Students

State law forbids school employees from using corporal punishment against any student. Certain actions by school employees are not considered corporal punishment. School employees may use “reasonable and necessary force, not designed or intended to cause pain” to do certain things, such as prevent harm to persons or property.

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

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

School employees may use “reasonable and necessary force, not designed or intended to cause pain” to prevent harm to persons or property, or to accomplish any of the following:

- to quell a disturbance or prevent an act that threatens physical harm to any person;
- to obtain possession of a weapon or other dangerous object within a pupil's control;
- for the purposes of self-defense or defense of others as provided for in Iowa Code §704.3;
- for the protection of property as provided for in Iowa Code §704.4 or §704.5;
- to remove a disruptive pupil from class or any area of school premises or from school-sponsored activities off school premises;
- to protect a student from the self-infliction of harm;
- to protect the safety of others; or
- using incidental, minor, or reasonable physical contact to maintain order and control.

State law also places limits on school employees’ abilities to restrain or confine and detain any student. The law limits why, how, where, and for how long a school employee may restrain or confine and detain a student. If a student is restrained or confined and detained, the school must maintain documentation and must provide certain types of notice to the child’s parent. For additional information regarding Iowa law on this issue, please visit the “Timeout, Seclusion, and Restraint” section of the Iowa Department of Education’s website, located at <https://educateiowa.gov/pk-12/learner-supports/timeout-seclusion-restraint>.

### Physical Restraint

School employees are limited in the application of physical force to limit or restrict a student’s ability to move freely. Physical restraint must not be used as discipline for minor infractions and may be used only after other disciplinary techniques have been attempted, and only if reasonable under the circumstances. Physical restraint must be reasonable and limited in duration according to the situation. If an employee is compelled to physically restrain a student who uses sign language or an augmentative mode of communication as his or her primary mode of communication, the student must be permitted to have his or her hands free of restraint for brief periods, unless an employee determines that such freedom appears likely to result in harm to self or others. District employees may not use prone restraints or hold a student face down on the floor in any circumstance. District employees may not use a physical restraint that obstructs the airway of a student.

## Physical Confinement and Detention

Physical confinement occurs when a student's egress is restricted, in a time-out room or some other enclosure, regardless of whether the student is inside or outside the classroom. Physical confinement must not be used as discipline for minor infractions and may be used only after other disciplinary techniques have been attempted and only if reasonable under the circumstances. Time-out at a desk, in a corner, at the back of a class, in the hall, after school detention, or other typical in-school suspension arrangements are not considered physical confinement unless the student is forcibly restricted from leaving the area. If a student is physically confined and detained within a school facility, the following conditions must be observed:

- The area of confinement must be of reasonable dimensions, and must be free from hazardous or dangerous objects or instruments, according to the age, size, and physical and mental condition of the student subject to confinement
- The area of confinement must have sufficient light and adequate ventilation. A comfortable temperature must be maintained, consistent with the remainder of the school facility.
- Reasonable break periods must be provided for the student to attend to bodily needs. Sleep is not considered a "bodily need."

The length of confinement may last no longer than necessary to allow the student to regain control of their behavior, the behavior has ended, or a medical condition puts the student at risk. If seclusion or restraint lasts for more than fifteen (15) minutes, an employee must get approval from an administrator to continue and every thirty (30) minutes thereafter. Students must be provided with breaks with breaks for personal and bodily, unless doing so would endanger the child or others.

"Adequate and continuous" adult supervision must be provided for the duration of a student's confinement. This does not mean "non-stop, line-of-sight" view of the student, but rather the close proximity of an adult who can easily detect changes in the student's status or condition and respond quickly.

## Parental Notification and Documentation

School personnel must notify a child's parent or guardian of a seclusion or restraint as soon as practicable after the situation is under control, but no later than within one (1) hour or the end of the school day, whichever comes first.

Parents must be provided written documentation of incidents of seclusion or restraint postmarked by the end of the third (3<sup>rd</sup>) school day following the occurrence. Parents may elect to receive email or fax notification as well. Written documentation must include: the date of the incident; beginning and ending times; a description of the employee's actions before, during and after the incident; any approval for seclusion and restraint exceeding fifteen (15) minutes and a rationale for the time extension; a description of the less-restrictive means attempted to avoid seclusion or restraint; a description of any injuries to the student, others, or property damage; a description of future approaches to the student's behavior, including any consequences or disciplinary actions; and the time and manner by which parents were notified.

## Debriefing Meetings

Written notice and documentation must include a letter inviting the parents to any debriefing meeting that includes the date, time and place of the meeting as well as a list of the employees or individuals who will attend. Debriefing meeting must occur: upon the first incident of restraint or

seclusion for a student in a school year; whenever personal injury occurs of any kind; whenever a reasonable educator would determine a debriefing is necessary; whenever suggested by a student's IEP team; whenever agreed to by a parent and school officials; and after seven (7) instances of seclusion and/or restraint. Debriefing meetings should collaboratively examine and determine what caused an incident resulting in the use of physical restraint or seclusion, discuss how the use of restraint or seclusion could have been avoided and how future incidents can be avoided, and plan for and implement positive and preventative behavior supports. A formal agenda and written report are required of all debriefing meetings.

## **Disruptive Students**

The Board must adopt policies for different grade levels that describe how to discipline a student for making a threat of violence or causing an incident of violence that results in injury, property damage, or assault. These policies include:

- Strategies designed to correct behavior;
- Parent/guardian conferences, counseling, or mental health counseling (with parent consent), where appropriate;
- Escalating levels of discipline;
- School district must be allowed to select the level of discipline that corresponds to the severity of the incident;
- School district must be allowed to suspend, permanently remove from a particular class, expel, or place the student in an alternative learning environment, including a therapeutic classroom, where appropriate;
- The policies must require an IEP meeting if the student has an IEP.

These policies must be consistent with Iowa Code Chapter 256B, the Individuals with Disabilities Act (IDEA) and Section 504 of the Rehabilitation Act.

Classroom teachers must report any threat of violence or incident of violence that results in injury, property, damage, or assault by a student to the school principal or lead administrator within 24 hours. Classroom teacher may notify the parent or guardian of the student who made the threat or caused the incident, and the parent or guardian of the student against whom the threat or incident was directed. The building principal or lead administrator must notify the parent or guardian of each student within 24 hours after receipt of the teacher's report.

Classroom teachers who choose to contact parents directly should be aware that differing versions of events may lead to uncertainty and erode trust. Teachers should inform principals when contact has been made and what information has been shared. When contacting parents directly, teachers should limit their accounts to factual information devoid of emotional terms. They should describe the behavior in objective terms and describe the impact of the behavior. Teachers should refrain from using terms and phrases such as "out of control" or "extremely disrespectful" that may mean different things to different people.

## **Field Trips**

In certain classes, field trips and excursions 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, unless an appropriate reason prohibits attendance. The field trip must be approved by the building principal in advance.



Before authorizing field trips the principal will consider the financial condition of the school district, the educational benefit of the activity, the inherent risks or dangers of the activity, and other factors deemed relevant by the superintendent. Written parental permission will be required prior to the student's participation in field trips and excursions. The Board's approval will be required for field trips and excursions outside the state. Board approval will be required for field trips and excursions which involve unusual length or expense.

Student trips should be arranged well in advance. Activity trip requests must be forwarded to the building principal at least ten days prior to the scheduled trip. A detailed schedule and budget must be submitted by the employee. The school district will be responsible for obtaining a substitute teacher if one is needed. Following student trips, the teacher may be required to submit a written summary of the event.

## **Individuals with Disabilities Education Act**

The Individuals with Disabilities Education Act (IDEA) is a federal law ensuring services to children with disabilities throughout the nation. IDEA governs how states and public agencies provide early intervention, special education and related services to eligible children. Employees are expected to comply with IDEA. For additional information regarding IDEA, please visit The United States Department of Education website, located at [www.idea.ed.gov/](http://www.idea.ed.gov/). Additionally, employees are expected to follow school district procedures for identifying students who need additional assistance and meet the needs of identified students.

## **Homework and Grading**

Homework should be used as an extension and enrichment of regular classroom instruction. It is one way teachers demonstrate how learning occurs in many different settings and is influenced by a variety of resources. Effective homework leads to increased knowledge and skill and establishes positive habits relating to future learning and employability. Homework should be developmentally appropriate and intended to:

- Enrich and extend classroom instruction
- Provide students purposeful practice and practical applications of essential skills and concepts
- Provide students with structured opportunities to organize their thoughts and thinking processes in preparation for classroom activities
- Provide students opportunities to reflect on their learning and receive feedback
- Develop an understanding of good work habits and responsibility

Student grades should reflect the attainment of state and national standards as well as the knowledge and skill a student has acquired. Teachers are encouraged to implement a system of tracking and reporting student responsibility regarding timely homework completion that is independent from their mastery of essential concepts and skills. Separate metrics regarding students' responsibility and their intellectual knowledge and skill leads to more objectivity in grading and more accurate measures of academic achievement.

Extra credit should be used sparingly if at all. It should not alter a student's grade. Instead of extra credit, teachers should consider allowing students to repeat or revise work, so they may demonstrate mastery of expected outcomes.

Ultimately, teachers are responsible for determining grades and other evaluations of students, within established grading policies of the district, based on their professional judgment. No official report card or permanent grade will be changed without a written explanation to the teacher.



Teachers are expected to communicate with parents and students regarding the nature, quantity, and explicit performance expectations for homework assignments.

*Additional information on grading and homework can be found in the “Student Assessment” section of the Iowa Department of Education’s website located at [www.educateiowa.gov/student-assessment](http://www.educateiowa.gov/student-assessment).*

## **Parent Participation and Communication**

The Red Oak CSD relies on the support of parents and community members to promote the importance of education and the academic growth of students. The district values the input of parents and encourages them to act as partners in their children’s education. In the spirit of such partnership, teachers must consistently and effectively communicate with parents regarding their children’s academic status and progress.

To this end, teachers are expected to check their voice mail and email on a daily basis. When a teacher receives a phone call, text message, or email from a parent, they are expected to respond within 24 hours. If the teacher is unable to answer the parent’s questions sufficiently, they should, at minimum, acknowledge receipt of the parent’s message and indicate they will need to get back to them with a more detailed response. It is imperative that teachers follow through with this assurance, and provide parents the information they need to resolve their concerns as soon as possible.

Since many parents rely on Infinite Campus to monitor their students’ current academic standing, teachers are required to ensure their grade books are both accurate and up-to-date. Teachers are expected to update their electronic grade books (i.e. enter assignments and test scores) on a weekly basis. Teachers may also utilize the Infinite Campus messenger feature to communicate with parents regarding late work and/or failing or near failing grades.

Teachers must be proactive in terms of communicating issues or concerns regarding student achievement, behavior, or general welfare. Teachers must always be aware of their students’ academic standing, social-emotional well-being, and basic conduct. When a student experiences a significant change in their grades, behavior, and/or social interactions, teachers should notify parents immediately. Teachers should never wait for a parent-teacher conference or reporting period to voice their concerns. On the contrary, teachers are expected to contact parents and discuss their concerns prior to sending grade reports.

In order to promote effective two-way communication, teachers must also ensure their district contact information (e.g. name, grade level/subject area, telephone number, email address) accurately appear on the district website. If their contact information is not current or correct, teachers should contact the technology department to make corrections.

## **Parent/Teacher Conferences**

Parent-teacher conferences will be held at least once per semester to keep parents informed of their student’s progress. Parents, teachers, or principals may request a conference for students in grades prekindergarten through twelve in addition to the scheduled conference time. Parents and students are encouraged to discuss the student’s progress or other matters with the student’s teacher.

## Positive Teacher/Student Relationships

Effective teachers cultivate positive relationships with their students. They understand that students who have a clear understanding of expectations, get frequent and specific feedback, receive more guidance and praise than criticism, and experience a sense of connection to their teachers tend to be more engaged in their lessons, behave more appropriately, and achieve at higher levels academically. These teachers deliberately foster classroom environments that are conducive to learning and address the academic, social, emotional, and developmental needs of their students.

In order to create a classroom environment that is conducive to learning, all teachers should establish and enforce clear classroom rules that identify general expectations and procedures that communicate specific behaviors. These rules and procedures should include:

- I. General expectations for behavior
- II. Routines for beginning and ending class
- III. Procedures relating to scheduled transitions and unscheduled interruptions
- IV. Expectations regarding materials and equipment
- V. Expectations regarding group work
- VI. Expectations regarding seatwork, teacher-led activities, and homework

When it becomes necessary to discipline students, teachers should take a balanced approach that includes positive reinforcement to acknowledge positive behaviors and punitive measures (e.g. loss of privileges, time-out) to discourage inappropriate behaviors. Under no circumstances should a teacher or other school employee use corporal punishment or physical force to discipline a student.

Generally speaking, teachers must constantly be aware of what is taking place in their classroom and maintain a sense of emotional objectivity. They should be proactive and rational in their approach to classroom management. Ultimately, teachers must consistently behave in a manner that preserves their credibility and authority in the classroom. They must maintain a sense of professionalism and refrain from behaving in ways that blur the distinction between teachers and students (e.g. allowing students to address them by their first name, engaging in social relationships outside of school hours, etc.).

## Searches of Students and Property

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 without a search warrant. School officials may seize any illegal, unauthorized or contraband materials discovered in the search.

A search of a student will be justified when there are reasonable grounds (e.g., eyewitness observations by employees, information received from reliable sources, suspicious behavior by the student) 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. 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: 1) the age of the student; 2) the sex of the student; 3) the nature of the infraction; and 4) the emergency requiring the search without delay.

A student's person 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. 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 jackets, socks, pockets, etc.) is conducted, it will be conducted in private by a school official of the same sex as the student and with another adult witness of the same sex present, when feasible. Students will never be subject to personally invasive or strip searches.

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 the student parking lots. The interior of a student's automobile on the school premises may be searched if the school official has reasonable and articulable suspicion to believe that illegal, unauthorized or contraband items are contained inside.

Employees must adhere to district policy and administrative regulations regarding the search, pat down or inspection of a student and his or her belongings.

## **Standardized Testing and Assessment**

Assessment is an important part of the education process and the school district is committed to ensuring the integrity of testing and assessment practices. Employees are expected to administer standardized tests consistent with Iowa law and Board of Educational Examiners ethical codes that promote the integrity of the assessment and the validity of student responses. Failure to do so may result in disciplinary action up to and including termination. For additional information regarding the applicable standard in the Iowa Board of Educational Examiners Code of Professional Conduct and Ethics, please visit the Board of Educational Examiners website located at [www.boee.iowa.gov/doc/ethHndot.pdf](http://www.boee.iowa.gov/doc/ethHndot.pdf).

## **Student Conduct and Discipline**

### Discipline of General Education Students

The board believes inappropriate student conduct causes material and substantial disruption to the school environment, interferes with the rights of others, or presents a threat to the health and safety of students, employees, and visitors on school premises. Appropriate classroom behavior allows teachers to communicate more effectively with students and students to learn more effectively in the classroom.

Students will conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others while on school district property or on property within the jurisdiction of the school district; while on school-owned and/or school-operated chartered vehicles; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district. Consequences for the misconduct will be fair and developmentally appropriate in light of the circumstances.

Students who fail to abide by this policy and the administrative regulations supporting it may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to participate in or obtain their education; conduct that is violent or destructive; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation, and expulsion.

Discipline will be administered depending on the severity and frequency of the acts of misconduct. The imposition of discipline will be within the discretion of the individual responsible for imposing the discipline. In instances where there has been a violation of the law, as well as school rules, appropriate law enforcement officials will be contacted and may become involved in

the district's administration of discipline. The school reserves the right to seek restitution from the parents/guardians of a student or the student for damage caused by the student.

A student who commits an assault against an employee on school district property or on property within the jurisdiction of the school district; while on school-owned or school-operated chartered vehicles; while attending or engaged in school district activities will be suspended by the principal. Notice of the suspension is sent to the board president. The board will review the suspension to determine whether to impose further sanctions against the student which may include expulsion. Assault for purposes of this section of this policy is defined as:

- an act which is intended to cause pain or injury to, or which is intended to result in physical contact which will be insulting or offensive to another, coupled with the apparent ability to execute the act; or
- any act which is intended to place another in fear of immediate physical contact which will be painful, injurious, insulting or offensive, coupled with the apparent ability to execute the act; or
- intentionally points any firearm toward another or displays in a threatening manner any dangerous weapon toward another.

The act is not an assault when the person doing any of the above and the other person are voluntary participants in a sport, social or other activity, not in itself criminal, when the act is a reasonably foreseeable incident of such sport or activity, and does not create an unreasonable risk of serious injury or breach of the peace.

The school district may impose a range of disciplinary measures for acts of misconduct. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation, and expulsion. Discipline will be administered depending on the severity and frequency of the acts of misconduct. The imposition of discipline will be within the discretion of the individual responsible for imposing the discipline. In instances where there has been a violation of the law, as well as school rules, appropriate law enforcement officials will be contacted and may become involved in the school district's administration of discipline. The school reserves the right to seek restitution from the parents/guardians of a student or the student for damage caused by the student. The school district shall insure due process for the students and parents.

A restriction from school activities means a student will attend school, classes, and practice, but will not participate in other school activities.

Removal from the classroom means a student is sent to the building principal's office. It shall be within the discretion of the person in charge of the classroom to remove the student.

Detention means the student's presence is required during non-school hours for disciplinary purposes. The student can be required to appear prior to the beginning of the school day, after school has been dismissed for the day, or on a non-school day. Whether a student will serve detention, and the length of the detention, is within the discretion of the licensed employee disciplining the student or the building principal.

Suspension means; either an in-school suspension, an out-of-school suspension, a restriction from activities or loss of eligibility. An in-school suspension means the student will attend school but will be temporarily isolated from one or more classes while under supervision. An in-school suspension will not exceed ten consecutive school days. An out-of-school suspension means the student is removed from the school environment, which includes school classes and activities. An out-of-school suspension will not exceed ten days. A restriction from school activities means a student will attend school and classes and practice but will not participate in school activities.

Probation means a student is given a conditional suspension of a penalty for a definite period of time in addition to being reprimanded. The conditional suspension will mean the student must meet the conditions and terms for the suspension of the penalty. Failure of the student to meet these conditions and terms will result in immediate reinstatement of the penalty.

Expulsion means an action by the board to remove a student from the school environment, which includes, but is not limited to, classes and activities, for a period of time set by the board.

Following the suspension of a special education student, an informal evaluation of the student's placement will take place. The Individual Education Program (IEP) is evaluated to determine whether it needs to be changed or modified in response to the behavior that led to the suspension.

If a special education student's suspensions, either in or out of school, equal ten days on a cumulative basis, a staffing team will meet to determine whether the IEP is appropriate. (School Board Policy 503.1)

### Discipline of Student Entitled to Special Education

All school personnel should be aware that different rules and limitations apply to disciplinary measures taken against students with disabilities (i.e. entitled students, special education students, IEP students) than apply to actions taken against non-disabled students (i.e. general education students). Students who qualify for special education services are entitled to unique disciplinary protections. A student who is entitled to special education may not be denied a *Free and Appropriate Public Education (FAPE)* as a result of conduct that is a manifestation of their disability. Moreover, school districts are prohibited from taking disciplinary actions, such as prolonged suspensions or expulsion, that result in a change of placement for students with disabilities.

The district may remove an entitled child from their current placement, to an interim alternate education setting, other setting, or suspension, for up to 10 days, so long as a similar change in placement would be made for a child without a disability. However, a proposed suspension of more than 10 days, or a pattern of suspensions for more than 10 days, constitutes a change of placement requiring the district to send written prior notice (34 CFR 300.503) and inform parents of their due process hearing rights (34 CFR 300.520(a)(2)). Parents have the right to invoke "stay put" (34 CFR 300.514) or maintain their child in the current educational setting pending the outcome of a due process hearing.

When a child is removed from their current educational placement for more than ten days a manifestation determination must be conducted within 10 school days of the decision to remove the child. The manifestation determination process is used to confirm whether the student's misconduct was a product of the child's disability or the result of the district's failure to review, revise, or implement the child's IEP or behavior intervention plan (BIP). If the conduct in question was caused by, or had a direct and substantial relationship to, the child's disability or was the direct result of the district's failure to implement the IEP [34 CFR 300.530(e)(3)] the behavior is considered a manifestation of the child's disability and is not subject to disciplinary action. In such circumstances, the child must be returned to their original education placement and an IEP meeting must be held to review and revise the student's BIP to address the behaviors of concern. If the child's behavior is not determined to be a manifestation of their disability the student is subject to the same disciplinary action that would be applied to a non-disabled student.

It is important to remember that when an entitled child is removed from their current educational placement for ten or more days in the same school year the district must continue to provide educational services for the duration of the child's removal [IAC 281--41.530(2)(b) 256B, 34 CFR 300.530(b) (2)]. These services must enable the child to continue to participate in the general education curriculum and to make progress toward their IEP goals [281--41.530(4) (a)]. The

district is not required to provide the same services in exactly the same setting as the child received prior to the imposition of discipline [71 Fed. Reg. 46716 (2006)].

### Special Discipline Considerations

School personnel may remove a student to an interim alternative educational setting for not more than 45 school days regardless of whether the student's behavior is a manifestation of their disability, if the child:

- a. carries a weapon to or possesses a weapon at school, on school premises, or to or at a school function under the jurisdiction of an SEA or an LEA;
- b. knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance, while at school, on school premises, or at a school function under the jurisdiction of an SEA or an LEA;
- c. has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function under the jurisdiction of an SEA or an LEA. (Comments to the 2006 Part B regulations suggest that the IDEA also gives school personnel the authority to remove a child with a disability to an interim alternate educational setting (IAES) when the child has inflicted serious bodily injury to himself [71 Fed. Reg. 46,749 (2006)].

A weapon is defined as a "...device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, except that such term does not include a pocket knife with a blade of less than 2½ inches in length." [18 USC 930(g) (2)]. Illegal drugs include "drug[s] or other substance[s] identified under schedules I, II, III, IV, or V in section 202(c) of the Controlled Substances Act (21 USC Sec. 812(c))." [34 CFR 300.530(i)(1)]. It does not include a controlled substance that is legally possessed or used under the supervision of a licensed health-care professional or that is legally possessed or used under any other authority under that Act or under any other provision of Federal law." [34 CFR 300.530(i)(2)]. Serious bodily injury involves: a) substantial risk of death; b) extreme physical pain; c) protracted and obvious disfigurement; or d) protracted loss or impairment of the function of a bodily member, organ or mental faculty [71 Fed. Reg. 46,722 (2006)]. Most student assaults on other students, teachers or administrators will not meet this definition.

## **Student Funds and Fundraising**

Student fundraising for school activities may occur upon approval of the principal. Student organizations may have no more than three fund raising projects per year, and only one person-to-person sales campaigns. School-sponsored student organizations must identify a specific purpose for fundraising. Fund raising for events that are not sponsored or sanctioned by the school district is prohibited. All Funds raised remain in the control of the school district and the board. All funds should be turned in to the office as soon as possible and teachers/sponsors should never leave money in their rooms overnight.

## **Student Records**

School employees are entrusted with confidential information – whether it is about students or fellow employees. Employees must not disclose confidential student information unless it is permitted by law. Please contact your building principal or central office if you have a request for student records.

Give careful thought to what you discuss concerning school matters whether with parents, colleagues, and members of the community. Rumors and criticism are promoted by outside gossip.

Many rumors and unnecessary criticism can be avoided by referring community members to the school principal or appropriate staff member. Employees must exercise significant care and judgment when handling confidential information. A break in confidentiality can result in disciplinary action, up to and including termination, and expose the employee to personal liability for violation of Iowa's privacy law.

## **Transporting of Students by Employees**

Generally, transportation of students is in a motor vehicle owned by the school district and driven by a school bus driver. Employees who drive school vehicles must obtain a chauffeur's license (the additional cost is paid by the district) and authorize the district to conduct an annual check of their personal driving records. The use of seat belts (if available) are required when driving or riding in school owned vehicles. The use of cell phones (voice or text) is strictly prohibited while driving school owned vehicles. A chaperone must accompany each trip (the driver is not the chaperone).

Students may also be transported in private vehicles for school purposes. It is within the discretion of the superintendent to determine when this is appropriate.

Individuals transporting students for school purposes in private vehicles must have the permission of the superintendent and meet all applicable requirements set by the district. Private vehicles will be used only when:

- The vehicle is in good condition and meets all applicable safety requirements
- The driver possesses a valid driver's license
- Proof of insurance has been supplied to the superintendent and insurance satisfies the minimum coverage requirements for driving personal vehicles in the State of Iowa, and
- The parents of the students to be transported have given permission to the superintendent

Parent permission does not have to be in writing, but must be given directly to an administrator. A form signed by the building principal or program director and required supporting documentation must be forwarded to the superintendent in order to obtain authorization to transport students in private vehicles. In signing this form, the building principal or program director indicates they support the approval of the request.

Administrators must communicate these requirements to staff. Administrators may identify 2-3 certified staff from their respective buildings to go through the process to obtain annual approval to transport students.

Employees authorized to transport students in a private vehicle are eligible for mileage reimbursement. The district will reimburse employees authorized to transport students in a private vehicle for the increased cost of the Class D3 Chauffeurs License.

It is within the discretion of the superintendent to determine when it is appropriate to transport students in private vehicles.

The school district assumes no responsibility for those students who have not received the approval of the superintendent and who ride in private vehicles for school purposes.

This policy statement applies to transportation of students for school purposes in addition to transporting students to and from their designated attendance center. It is the responsibility of the superintendent to develop administrative regulations regarding this policy.



## Tutoring

Every effort will be made by the licensed employees to help students with learning problems before recommending that the parents engage a tutor. Since there are exceptional cases when tutoring will help students overcome learning deficiencies, tutoring by licensed employees may be approved by the superintendent. Licensed employees may only tutor students other than those for whom the teacher is currently exercising teaching, administrative or supervisory responsibility unless approved by the superintendent. Tutoring for a fee may not take place within school facilities or during regular school hours unless approved by the superintendent and the fees go to the school district, not the teacher. Any questions about whether a tutoring relationship or activity complies with the Code of Professional Conduct and Ethics for educators should be directed to the Board of Educational Examiners.



## HEALTH AND WELL-BEING

### Administering Medication

The supervision of any medication distribution to students shall be in strict compliance with the rules and regulations of the board. District employees may not dispense or administer any medications, including prescription and non-prescription drugs, to students except as outlined in board policy 508.3.

Only authorized practitioners, such as licensed registered nurses or health associates who have successfully completed a medication administration course will administer medication. Medication will only be administered when the student's parent or guardian provides a signed and dated written statement requesting medication administration and the medication is in the original, labeled container either as dispensed or in the manufacturer's container. Medication shall be stored in a secured area unless an alternate provision is documented.

Students with asthma and other airway constricting diseases may self-administer their life saving medication when a parent provides written permission, and the physician provides a prescription. This privilege may be withdrawn if misused by a student. (Iowa Code 280.16, Board Policy 508.3)

### Anti-Bullying and Anti-Harassment (Board Policy 104)

The district 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. Bullying and/or harassment of or by students, staff and volunteers is against federal, state and local policy and is not tolerated by the board. Bullying and/or harassing behavior can seriously disrupt the ability of school employees to maintain a safe and civil environment, and the ability of students to learn and succeed. Therefore, it is the policy of the state and the school district that school employees, volunteers and students shall not engage in bullying or harassing behavior in school, on school property or at any school function or school-sponsored activity.

#### Definitions

For the purposes of this policy, the defined words shall have the following meaning:

- “Electronic” means any communication involving the transmission of information by wire, radio, optic cable, electromagnetic or other similar means. “Electronic” includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones and electronic text messaging.
- “Harassment” and “bullying” shall mean any electronic, written, verbal or physical act or conduct toward an individual that creates an objectively hostile school environment that meets one or more of the following conditions:
  1. Places the student in reasonable fear of harm to the student's person or property.
  2. Has a substantial detrimental effect on the student's physical or mental health.
  3. Has the effect of substantially interfering with a student's academic performance.
  4. 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.
- “Volunteer” means an individual who has regular, significant contact with students.

### Filing a Complaint

A student who believes they have been harassed or bullied should notify the appropriate building principal or designee, who will be the designated Level 1 Investigator. The alternate investigator shall be a building principal from another building within the district. The investigator may request that the student 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. The investigator has the authority to initiate an investigation in the absence of a written complaint.

School employees, volunteers and students shall not engage in reprisal, retaliation or false accusation against a victim, witness or an individual who has reliable information about an act of bullying or harassment.

### Investigation

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 superintendent. The investigator will provide a copy of the findings of the investigation to the superintendent.

### Decision

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures, which may include 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, which may include 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, which may include exclusion from school grounds.

A school employee, volunteer, or student, or a student's parent or guardian who promptly, reasonably, and in good faith reports an incident of bullying or harassment, in compliance with the procedures in the policy adopted pursuant to this section, to the appropriate school official designated by the school district, shall be immune from civil or criminal liability relating to such report and to participation in any administrative or judicial proceeding resulting from or relating to the report.

Individuals who knowingly file false bullying or harassment complaints and any person who gives false statements in an investigation may 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.

## Bloodborne Pathogens

All employees are required to take the bloodborne pathogens training on an annual basis. To take the course, employees must login to the AEA PD Online Learning System at <https://training.aeapdonline.org/>.

A *Job Safety and Health* poster developed by the Occupational Safety and Health Administration (OSHA) and the Iowa Workforce Development Department of Labor will be displayed in each building workroom. This poster outlines employees' rights to be notified of potential workplace hazards, request an OSHA inspection of unsafe or unhealthy working conditions, file an OSHA complaint, and review OSHA citations. The poster also reiterates the districts obligation to furnish employees a workplace free of recognized hazards, comply with OSHA safety and health standards, and correct identified hazards.

It is the responsibility of the superintendent to write an exposure control plan to eliminate or minimize district occupational exposure to bloodborne 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.

## Communicable Diseases – Employees

Employees with a communicable disease will be allowed to perform their customary employment duties provided they are able to perform the essential functions of their position and their presence does not create a substantial risk of illness or transmission to students or other employees. The term “communicable disease” will mean an infectious or contagious disease spread from person to person, or animal to person, or as defined by law.

Prevention and control of communicable diseases is included in the school district's bloodborne pathogens exposure control plan. The procedures will include scope and application, definitions, exposure control, methods of compliance, universal precautions, vaccination, post-exposure evaluation, follow-up, communication of hazards to employees and record keeping.

## Communicable Diseases – Students

Teachers should be alert to any signs of contagious diseases—especially any skin irritations. The school nurse should be contacted immediately upon any suspicion of potential contagious disease. The school nurse will investigate all reports and take appropriate action.

Students excluded from school after having contracted a contagious disease may not return without written permission of a medical doctor or certified health professional. If a student fails to obtain written doctor's permission to return, they shall be excluded from school for the full course of the disease as stipulated by the Iowa State Department of Health.

## Employee Injury on the Job

Employee and student safety is a major district concern. An employee should therefore remove him or herself from and report any situations where employee safety is compromised. If an employee becomes seriously injured on the job, the employee's supervisor will attempt to notify a member of the family, or an individual of close relationship, as soon as the employee's supervisor becomes aware of the injury.

If possible, an employee may administer emergency or minor first aid. An injured employee will be turned over to the care of the employee's family or qualified medical professionals as quickly as possible.

It is the responsibility of the employee injured on the job to inform their building principal (within twenty-four hours of the occurrence) and contact the *EMC OnCall Nurse* work injury hotline, at 844-322-4668. This call automatically files an accident report. The injured employee can speak directly with a trained nurse who immediately assesses the injury and recommends the best course of action for the injured worker, or directs them to a qualified provider, if necessary.

## **Employee Physical Examination**

The district believes 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. 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 physical shall be taken on the employee's own time. The employee will be reimbursed for charges not reimbursable under the employee's health insurance plan, with maximum reimbursement limited to fifty dollars (\$50). The school district will provide the standard examination form to be completed by a physician. 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.

## **First Aid Procedures**

The responsibility in all accidents and illnesses lies with the parents. School personnel may render minor first aid only. We do not treat or diagnose. When major emergencies or accidents (deep lacerations, fractures, serious burns, head injuries, seizures) occur in the classroom or on the campus, these steps should be followed:

1. Place the student in a safe place. Take him/her to the nurse's office if it is possible.
2. Report the emergency to the nurse and to the principal, who in turn will notify the parents.
3. If the parents cannot be reached, the principal or nurse will call the family physician.
4. Complete the proper accident report after the appropriate care has been given.

### *Procedures for Diabetic Students*

At the first indication of any warning sign such as excessive hunger, perspiration, headache, nervousness, blurred vision, irritability, confusion, drowsiness or abdominal pain, give the student sugar or bring the student to the office. Insulin reactions occur when the amount of sugar in the blood is too low. An imbalance of insulin, too much exercise or too little food may cause insulin reactions. The student experiencing a reaction may need coaxing to eat.

## Food Requirements

### Food Outside of School Meals

All food that is sold to students must comply with state and federal nutritional standards. This includes products that are served through the district's food service program, as well as foods and beverages that are sold outside of regular school meals. Products sold in vending machines, student stores, approved fundraising activities or other school-sponsored events are subject to these requirements. Teachers should consult with the school nurse and building principal prior to selling food items in their classrooms or as part of a fundraiser.

### Snacks

Snacks that are served during the course of the school day must complement the district's efforts to promote good nutrition and healthy eating habits. Snacks such as fruits and vegetables and beverages such as water are the best alternatives. Snacks such as candy items, some chips, and soft drinks are prohibited. Only pre-packaged snacks are allowed. Teachers are encouraged to contact the building principal with questions regarding acceptable snack items.

### Food as a Reward/Punishment

School personnel may not use foods or beverages as rewards for academic performance or good behavior. Likewise, school personnel may not withhold foods or beverages (including food served through meals) as a punishment.

### Foods During Celebrations

Schools should evaluate their celebration practices that involve food during the school day. All foods should be pre-packaged or produced in a commercial kitchen, with nutritional information available.

## Hazardous Chemical Disclosure

Each employee will annually review information about hazardous substances in the workplace. When a new employee is hired or transferred to a new position or work site, the information and training, if necessary, is included in the employee's orientation. When an additional hazardous substance enters the workplace, information about it is distributed to all employees, and training is conducted for the appropriate employees. The district's Facilities Director will maintain a file indicating which hazardous substances are present in the workplace and when training and information sessions take place.

## Health Services

Health services are an integral part of comprehensive school improvement, assisting all students to increase learning, achievement, and performance. Health services coordinate and support existing programs to assist each student in achievement of an optimal state of physical, mental, and social well-being. Student health services ensure continuity and create linkages between school, home, and community service providers.

## **Smoke and Tobacco Free Workplace (Board Policy 903.5)**

The district is committed to providing a safe and healthy workplace and to promoting the health and well-being of employees. As required by Iowa Code Chapter 142D, the Iowa Smokefree Air Act, and also motivated by a desire to provide a healthy work environment, the district prohibits smoking, and the use of tobacco and nicotine products as cited in board policy, on all school grounds and in school vehicles.

Community members failing to abide by this policy will be required to cease their use of tobacco or leave the school district premises immediately.

District personnel failing to abide by this policy may be subject to disciplinary action. The superintendent will make the determination whether to require the employee to undergo substance abuse treatment or to discipline the employee. An employee who violates the terms of this policy may be subject to discipline up to and including termination.

## **Substance Free Workplace**

Alcoholic beverages, illegal substances, and legal substances used illegally shall not be consumed at any time during the employee's work shift. It is in violation of school district work rules for an employee to report to work in an unsafe condition, or in a condition which impairs the employee's judgment or performance of job functions due to the use of alcohol or other substances. Unauthorized possession or use of alcoholic beverages or other substances during work hours, while on district time or property, or while engaging in district business will result in discipline, including immediate dismissal.

It is a violation of the federal Substance-Free Workplace law for an employee to unlawfully manufacture, distribute, dispense, possess, use, or be under the influence of in the workplace any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance or alcohol, as defined in Schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812) and further defined by regulation at 21 C.F.R. 1300.11 through 1300.15 and Iowa Code Chapter 124.

"Workplace" is defined as the site for the performance of work done in the capacity as an employee. This includes school district facilities, other school premises or school district vehicles. Workplace also includes off school property if the employee is at any school-sponsored, school-approved or school-related activity, event or function, such as field trips or athletic events where students are under the control of the school district or where the employee is engaged in school business.

Employees who operate school vehicles are subject to mandatory random and scheduled federal drug and alcohol testing if a commercial driver's license is required to operate the vehicle and the vehicle transports sixteen or more persons including the driver. For regulations and forms please visit the Federal Motor Carrier Safety Administration website located at [www.fmcsa.dot.gov/rules-regulations/topics/drug/drug.htm?](http://www.fmcsa.dot.gov/rules-regulations/topics/drug/drug.htm?)

EMPLOYEES ARE FURTHER NOTIFIED it is a condition of their continued employment that they comply with the above policy of the school district and will notify their supervisor of their conviction of any criminal drug statute for a violation committed in the workplace, no later than five days after the conviction.

## **Visitors in the Workplace**

To provide for the safety and security of students, employees and the facilities of the Red Oak CSD, only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances.

All visitors are required to enter the building through the main entrance and report to the office. If a visitor declines to go to the office, staff should immediately notify a building administrator.

## LEAVES AND ABSENCES

### Absenteeism

In order to accomplish the goals and mission of the district, daily attendance by all employees is imperative. Employees are encouraged to limit absenteeism to emergencies and appropriate instances that cannot be scheduled outside of a workday. Employees must notify their principals of all times when they will be absent or to submit leave requests. Absences arranged in advance (e.g., personal days) do not require a call when absent or when returning to work, unless outside the scheduled time off.

If an employee is absent for three consecutive workdays, without proper notification and authorization, the employee shall be considered to have abandoned his or her position and may be terminated. Misuse of leave procedures or misrepresentation of reasons for leave may lead to disciplinary action. Failure to report promptly at the starting time or leaving before the scheduled quitting time or failure to timely notify the proper supervisor of impending absence or tardiness, prior to designated starting time, is reason for disciplinary action even if the employee has not yet exhausted available paid leave.

The district uses the Frontline online absence management system to locate and place substitutes. Employees are asked to enter absences as soon as possible and no later than 7:30 a.m. the day of their absence. Failure to enter absences in a timely manner may be grounds for disciplinary action.

The Frontline system allows employees to enter absences up to a year in advance. To enter an absence, employees must type [www.login.frontlineeducation.com](http://www.login.frontlineeducation.com) in their web browser's address bar and select *Sign In* for the "Absence Management" feature. When the *Sign In* page appears, employees will enter their ID and password and click *Login*. (Employees who forget their login information may click the *Forgot* link for more information.) Employees must enter an absence from their absence management home page under the *Create an Absence* tab. They must fill out the absence details including the date of the absence, the absence reason, notes to the Administrator or substitute, and additional information. They can also attach files to the absence forms from here.

Employees may also download the Frontline Education app and follow the same procedures.

Teachers must leave lesson plans and instructional materials for substitutes prior to any absence.

### Adoption Leave

The district grants up to five days of leave with pay to employees who adopt a child to finalize the adoption and aid the child. The employee must notify the principal as soon as possible. The minimum use of *adoption leave* must be in half day increments.

### Association Business Leave

Leaders of the Red Oak Education Association will be granted up to six (6) days of leave to attend the conferences, conventions, and/or other activities of the local, state, and national organization. Any other requests for leave to attend to Association business must be approved by the Superintendent. The Association will reimburse the district for the cost of substitute teachers. Employees must notify their building principal in advance. The minimum use of such leave must be in half day increments.



## Bereavement or Funeral Leave

The district understands that employees may need time off to attend visitations, memorial services, funerals and to mourn the loss of family members (i.e., (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). Teachers will be granted up to five (5) days bereavement leave per occurrence, to do so. In extreme circumstances, an employee may be granted more than the five consecutive days at the discretion of the Superintendent or their designee. Minimum use of bereavement leave must be in half day increments. The employee must notify the principal in advance except in cases of emergency.

Teachers may use “Emergency” leave to attend the funerals of relatives and close friends not covered under “Bereavement” leave.

## Employee Holidays

No employee is required to work on employee holidays. The employee holidays for the 2025-2026 school year are as follows:

Labor Day.....	Monday, September 1
Thanksgiving Day.....	Thursday, November 27
Christmas Day.....	Thursday,, December 25
New Year’s Day.....	Thursday, January 1
Good Friday.....	Friday, April 3

In addition to paid holidays, the district will provide unpaid breaks throughout the school year. Thanksgiving Break will include one (1) day in addition to the holiday. Winter Break will be at least five (5) school days in addition to the Christmas and New Year’s Day holidays. Spring Break will be at least three (3) days. (if Spring Break is only three (3) days, President’s Day will be a vacation day.

## Emergency Leave (Serious Family Illness)

Teachers will be granted up to eight (8) days per year to care for immediate family members suffering from serious illness or injury. Immediate family members include a spouse, child, son-in-law, daughter-in-law, mother, father, mother-in-law, father-in-law, brother, sister, brother-in-law, sister-in-law, grandparent, grandchild, step-child, step-parent, aunt, uncle, niece, and nephew. The minimum use of Family Medical Leave must be in half day increments.

Unpaid family and medical leave will be granted up to 12 weeks (or up to 26 weeks of military caregiver leave to care for a covered service member with a serious injury or illness) per year to assist eligible employees in balancing family and work life. Requests for family and medical leave will be made to the superintendent or designee. Employees eligible for family and medical leave must comply with the applicable administrative rules and the district’s family and medical leave policy prior to starting family and medical leave.

For additional information regarding the Family and Medical Leave Act (FMLA) please contact Jessie Bruning at 712-623-6600-9500, extension 1004 or visit the “Family and Medical Leave Act” section of the United States Department of Labor’s website, at [www.dol.gov/whd/fmla/](http://www.dol.gov/whd/fmla/).

Emergency leave may also be used to attend the funerals of relatives and close friends not covered under “Bereavement” leave.

## Emergency Leave Bank

A voluntary Emergency Leave Bank will be created for the use of employees who choose to donate to the bank. Employees may donate one (1) day of accumulated Emergency Leave to the Emergency Leave Bank. In doing so, they forfeit this day from their Emergency Leave balance. New members must donate by September 15 or within twenty (20) days of their hire date. Existing members may donate when the bank becomes depleted. Those who choose to donate may draw from the bank when immediate family illness forces them to use all their remaining Emergency and Personal Leave.

Participants in the Emergency Leave bank may request up to an additional eight (8) days of Emergency Leave per year. The Superintendent and the Association President will jointly approve or deny each request. They will consider the following criteria in assessing such requests:

1. Is the family illness serious enough to require the absence of the employee?
2. Have all other Emergency Leave and Personal Leave days been used?
3. Will this illness require the absence of the employee for more than eight (8) working days?

The purpose of the Sick Leave Bank is to assist employees by providing paid leave in situations involving extended family illness. It is not intended to cover routine absences nor absences of non-serious medical conditions (e.g., routine pregnancy, influenza, etc.).

## Discretionary Leave

An employee who has exhausted all applicable leave available may request discretionary leave. Discretionary leave, with or without pay, may be granted at the discretion of the Superintendent. The Superintendent will have complete authority to grant or deny such requests. 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. Requests for discretionary leave are not encouraged and such requests will generally be denied.

## Extended Leaves

Employees may request an *extended leave* of absence for Association business, educational improvement, and other reasons. Teachers may be granted an extended leave of up to two (2) years to serve as an officer or staff member of the professional Association or its affiliates. Teachers may also be granted an extended leave of up to one (1) school year to engage in study related to their professional responsibilities at an accredited college or university, provided a suitable temporary replacement can be hired. Requests for extended leaves for educational improvement must be submitted no later than February 1 of the prior school year.

Requests for extended leaves should be made to the superintendent/designee in writing at the earliest possible time. No *extended leave* may be granted without Board approval.

All *extended leaves* shall be without compensation or paid benefits, except when otherwise allowed at the discretion of the Board or required by law. Insurance benefits at the employee's expense may be extended for the term of the approved leave subject to the regulations of the insurance contract. When an employee returns from an approved extended leave, credit on the salary schedule will be given if the leave was for military service, as required by law. The accumulated sick leave, including any days in the sick leave bank, shall not be canceled if an employee is on an

extended leave. The employee shall reacquire the accumulated sick-leave days he/she had when the extended leave began.

An employee on extended leave shall be subject to the same consideration as other staff members when making staff transfers, realignments and reductions. An employee granted a leave of absence for educational improvement will return to the same position and building (providing that the position exists). An employee granted a leave of absence for other reasons or for longer than one year will return to a position on the staff that he/she is certified/licensed to teach. The teacher on leave must notify the District by January 15 of his/her intent to return in the following year.

## **Jury Duty Leave**

The board recognizes employees may be summoned for jury duty. Employees who are called for jury service will notify their building principal within twenty-four hours after notice of call to jury duty and will provide suitable proof of jury service to the school district.

Licensed employees will receive their regular salary. However, any payment for jury duty will be paid to the school district. The employee is expected to report to work within one hour on any day when the employee is excused from jury duty during regular working hours.

## **Legal Requirement Leave**

An employee will be granted discretionary leave with pay when legally required to appear in court. An employee may be granted discretionary leave without pay to attend to a legal matter at a stated time during the school day wherein the employee is not a party. Personal leave must be used in legal matters involving the employee. The employee must notify the principal in advance. The employee may be asked to provide proof of legal requirement to attend. Minimum use of legal requirement leave must be used in half day increments.

## **Personal Leave**

Teachers shall receive two (2) days of *personal leave* with pay per school year to conduct business that cannot be conducted outside the normal workday. Personal leave days may be accumulated up to four (4) days. Employees will be compensated for any full unused personal days at the rate of fifty dollars (\$50.00) per eight-hour day. Employees may not receive compensation for more than two (2) personal days.

Employees must notify their building principal at least three (3) days in advance of using *personal leave*, except in emergencies. No more than two (2) days of personal leave may be used immediately before or immediately after Thanksgiving vacation, Christmas vacation, and spring break.

## **Professional or Educational Leave**

Teacher may take Professional leave to attend professional trainings or functions. Employees must submit a written request for professional leave at least seven (7) days prior to an anticipated absence. All professional or educational leave must be approved by the building principal.

## **Military Service Leave**

The board recognizes employees may be called to participate in the armed forces, including the National Guard. If an employee is called to serve in the armed forces, the employee will have a leave of absence for military service until the military service is completed.

The leave is without loss of status or efficiency rating and without loss of pay during the first thirty calendar days of the leave.

## **Sick Leave**

Personal illness leave ensures that employees can take care of health needs. Employees shall be granted 15 days of leave for illness or injury at full pay each year. Unused *sick leave* days may be accumulated to a total of 90. Employees on extended contracts shall be entitled to one (1) additional sick leave day for each month of twenty (20) working days beyond the normal contract, but those days shall not accumulate if not used during the contract year. All *sick leave* days must be used in half day increments.

An employee who is unable to work because of personal illness or disability and who has exhausted all sick leave available shall be granted a leave of absence without pay for the duration of such illness or disability, up to one (1) year. Medical documentation of the personal illness or disability may be required. The leave may be extended for an additional period of time, if approved by the Board. The cost of insurance and other fringe benefits applicable shall be borne by the employee while on extended leave unless the district is required by law to provide such benefits.

## **Sick Leave Bank**

A voluntary sick leave bank will be created for the use of employees who choose to donate to the bank. Employees may donate one (1) day of accumulated sick leave to the sick leave bank. In doing so, they forfeit this day from the sick leave balance. New members must donate by September 15 or within twenty (20) days of their hire date. Existing members may donate when the bank becomes depleted. Those who choose to donate may draw from the bank when personal illness forces them to use all their remaining sick and personal leave.

Participants in the sick leave bank may request up to an additional fifteen (15) days of sick leave per year. The Superintendent and the Association President will jointly approve or deny each request. They will consider the following criteria in assessing such requests:

1. Is the illness serious enough to require the absence of the employee?
2. Have all other sick leave and personal days been used?
3. Will this illness require the absence of the employee for more than ten (10) working days?

The purpose of the sick leave bank is to assist employees by providing paid leave in situations involving extended personal illness. It is not intended to cover routine absences nor absences of non-serious medical conditions (e.g., influenza, routine pregnancy, etc.). Participants who are eligible for long-term disability may not request additional sick leave from the sick leave bank.

## **SAFETY AND SECURITY**

### **Asbestos Notification**

Asbestos has been an issue of concern for many years. The Asbestos Hazard Emergency Response Act of 1986 (AHERA) was designed to determine the extent of asbestos concerns in the schools and to act as a guide in formulating asbestos management policies for the schools. The school district facilities have been inspected by a certified asbestos inspector as required by AHERA. The inspector located, sampled and determined the condition and hazard potential of all material in the school facilities suspected of containing asbestos. The inspection and laboratory analysis records form the basis of the asbestos management plan.

A certified management planner has developed an asbestos management plan for the school district facilities which includes: notification letters, training for employees, a set of procedures designed to minimize the disturbance of asbestos-containing materials, and plans for regular surveillance of the materials. A copy of the management plan is available for inspection in the office.

### **Building Security**

The district is committed to maintaining a safe and secure learning environment for students and staff. In order to accomplish this, it is the responsibility of all employees to do their part in creating this safe and secure environment. Employees should contact their building principal to report any security/safety hazard(s) or condition(s) they identify.

To provide for the safety and security of students, employees and the facilities of Red Oak, only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances.

All visitors are required to enter the building through the main entrance and report to the office. If a visitor declines to go to the office, staff should immediately notify a building administrator.

Employees who lose or misplace their access card or keys must notify their building principal immediately.

### **Drills and Evacuations**

Periodically the school holds emergency fire, tornado, and other disaster drills. Fire and tornado drills are each conducted regularly during the academic school year with a minimum of two before December 31 and two after January 1.

At the beginning of each semester, teachers must notify students of the procedures to follow in the event of an emergency. Emergency procedures and proper exit areas must be posted in all rooms. When drills are staged, every staff member and student must follow proper procedures.

### **Emergency Closings, Inclement Weather and Other Interruptions**

When the superintendent decides the weather threatens the safety of students and employees, they will notify the following radio and television stations to broadcast a school closing announcement:

Radio Stations	Television Stations
KCSI..... 95.3 FM	KMTV.....Channel 3
KOAK.....1080 AM	WOWT.....Channel 6
KMA.....99.1 FM	KETV.....Channel 7
KSOM.....96.5 FM	KTPM.....Channel 42

Employees and parents will be contacted via text messages, emails, and/or automated telephone calls in addition to the notification provided to the television and radio stations listed above. A notice will also be posted on the district's website.

## 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. Employees engaging in threatening behavior will face disciplinary consequences up to and including termination.

If the threat or an actual situation of weapons/violence occurs at a school site, the following procedures will be implemented. Flexibility in this procedure will depend on the situation and the discretion of the administration. The building administrator will have discretion in determining whether to evacuate the building or parts of the building until law enforcement arrives.

### Weapons Threat:

- Announce STAY PUT. Students should move immediately to the closest classroom with an adult. Staff may have areas of supervision responsibility depending on the building and the schedule.
- Call 911.
- Call central office at 623-6600.
- Staff in classrooms with students:
  - A. Close doors and lock, if possible.
  - B. Turn off lights.
  - C. Close window shades.
  - D. Secure rooms.
- Staff outdoors with students:
  - A. Do NOT re-enter building.
  - B. Take students to a safe location.
  - C. Keep students together.
- Staff members should take roll.
- Building office secretary should obtain emergency cards to use once building is evacuated.
- Administration will check the building after clearance from law enforcement.

Parent(s)/Guardian(s) should have a plan for unanticipated dismissal due to weapons/violence at school: a Family Plan for Emergency Dismissal.

## Bomb Threats:

All school personnel are responsible to do what is prudent and possible in the event of imminent danger for students. Imminent danger could include any condition that threatens the safety of students while they are in the building. Examples could include bomb threat, structural failure, gas leaks, etc. The administrator in charge of the building will make the final decision concerning the evacuation of the building. Employees receiving or discovering a bomb threat or similar emergency should immediately notify the building administrator.

### If a decision is made to stay in the building, the following steps will be used:

1. An announcement will be made to the staff and students.
2. Students and staff are to remain calm and continue with assigned seat work.
3. The daily schedule may be suspended which will result in students and staff remaining in a particular room until further notified.
4. Students and staff are not to use their cell phones until given permission by the building administrator.
5. Students and building staff will be given more information once the administration and/or police have had the opportunity to assess the situation.
6. Parents who choose to pick up their child at school will be allowed to do so once the building administration and police department have given clearance.
7. Providing additional communication to parents and all school employees will be given at the appropriate time.

### If a decision is made to evacuate the building, the following steps will be used:

1. When a full evacuation announcement is made, normal fire evacuation procedures will be followed unless different instructions are given. Students may be directed to alternative sites in the event of inclement weather.
2. Students and staff are to remain calm.
3. Students and staff are not to use their cell phones until given permission by the building administrator.
4. Teachers should check to see if all students are present. If a student is missing, it must be reported to an administrator and/or emergency personnel.
5. Students and building staff will be given more information once the administration and/or police have had the opportunity to assess the situation.
6. Parents who choose to pick up their child at school will be allowed to do so once the building administration and police department have given clearance.

Providing additional communication to parents and all school employees will be given at the appropriate time.

## **Visitors/Guests**

The board welcomes the interest of parents and other members of the community and invites them to visit the school buildings and sites. Visitors, which include persons other than employees or students, must notify the principal of their presence in the facility upon arrival. All visitors are required to enter the building through the main entrance and report to the office. If a visitor declines to go to the office, staff should immediately notify a building administrator.

Individuals who wish to visit a classroom while school is in session are asked to notify the principal and obtain approval from the principal prior to the visit so appropriate arrangements can be made and class disruption can be minimized.



Visitors will conduct themselves in a manner fitting to their age level and maturity and with mutual respect and consideration for the rights of others while attending school events. Visitors failing to conduct themselves accordingly may be asked to leave the premises. Children who wish to visit school must be accompanied by a parent or responsible adult.

It is the responsibility of employees to report inappropriate conduct. It is the responsibility of the superintendent and principals to take the action necessary to cease the inappropriate conduct. If the superintendent or principals are not available, a school district employee is responsible for taking the action necessary to cease the inappropriate conduct.

## Weapons

The district believes weapons and other dangerous objects in school district facilities cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, and visitors on the school district premises or property within the jurisdiction of the school district.

Employees are prohibited from bringing weapons and other dangerous objects on school grounds or at school sponsored activities. Employees found to be in violation of this policy will be subject to discipline up to and including termination.

A weapon is considered anything which is designed for use in inflicting injury upon a human being or animal and which is capable of inflicting injury when used in the manner for which it was designed. Any object that is used in such a way as to indicate that the individual intends to inflict injury upon another and which is capable of inflicting injury will also be considered a weapon. Weapons include but are not limited to knives of all types, firearms, stun guns/tasers, clubs, nunchucks, throwing stars, metal knuckles, black jacks, fireworks, explosives or other chemicals, or simulated weapons. This also includes any instrument of device or any sort whatsoever which is actually used in such a manner as to indicate that the individual intends to inflict death or injury upon the other, and which, when so used, is capable of inflicting death upon a human being. (Board Policy 502.6)

Weapons under the control of law enforcement officials or other individuals specifically authorized by the board are exempt in accordance with law and board policy. For more information, visit the Iowa Department of Education Legal Lesson on Firearms on School Grounds at <https://www.educateiowa.gov/resources/laws-and-regulations/legal-lessons/firearms-school-grounds-january-2013-school-leader>.



## **TERMINATION OF EMPLOYMENT**

### **Contract Release – Licensed Employees**

Licensed employees who wish to be released from an executed contract must give at least twenty-one days' advance notice to the superintendent. Licensed employees may be released at the discretion of the board. Only in unusual and extreme circumstances will the board release a licensed employee from a contract. The board will have sole discretion to determine what constitutes unusual and extreme circumstances.

Release from a contract may be made contingent upon finding a suitable replacement. Licensed employees requesting release from a contract after it has been signed and before it expires may be required to pay the board the cost of advertising incurred to locate and hire a suitable replacement. Upon written mutual agreement between the employee and the superintendent, the costs may be deducted from the employee's salary. When required, payment of these costs will be a condition for release from the contract at the discretion of the Board. Failure of the licensed employee to pay these expenses when required may result in the district filing a cause of action in small claims court against the employee.

The superintendent is required to file a complaint with the Iowa Board of Educational Examiners against a licensed employee who leaves without proper release from the Board. (Board Policy 401.5)

### **Reduction in Force**

The board has the exclusive authority to determine the appropriate number of employees. A reduction of employees may occur as a result of, but not be limited to, changes in the education program, staff realignment, changes in the size or nature of the student population, financial situation considerations, and other reasons deemed relevant by the board.

Due process for termination because of a reduction in force will be followed. When a reduction is deemed necessary, the district shall first attempt to accomplish the necessary reduction by normal attrition. If further reductions are needed, the district will eliminate positions based on the needs of the district. These needs will be assessed based on the following factors:

- Seniority in the Red Oak Community School District by applying the seniority principle
- Employee evaluation(s)
- Breadth of certification and endorsements
- Depth of educational preparation
- Involvement of teachers in co-curricular activities

Seniority will be determined based on continuous part-time or full-time employment in the district. One year of half-time employment will be considered equal to one-half year of full-time employment. Part-time employees will have their seniority prorated accordingly. If employees have the same number of years of experience, seniority will be granted to the employee who signed their initial contract first.

The district may override seniority considerations when the qualifications of a junior employee better suit the needs of the district. Such qualifications may include professional preparation, performance evaluations, experience in a particular grade level or subject area and other pertinent criteria demonstrating skill, ability and competence. The need to maintain particular programs, classes and/or affirmative action requirements would constitute cause for overriding seniority, but the district must justify any deviation from the seniority standard.

## **Resignation – Early Notice Incentive**

A certified employee who submits a written resignation by November 30, to be effective at the end of the current school year, will be eligible to receive a \$1,250 severance bonus. A certified employee who submits a written resignation by January 15, to be effective at the end of the current school year, will be eligible to receive a \$750 severance bonus. By accepting a severance bonus, the employee waives any rights to seek unemployment or file other employment claims against the district. The payment of the severance bonus will occur within thirty days following board approval of the resignation. Once the resignation is approved by the Board, all the employee's rights will be terminated on the employee's last contract day of the current school year. Once approved, the employee's resignation may not be rescinded.

This provision cannot be used in conjunction with any other employment separation agreement.

## **Resignation – Licensed Employees at Year End**

A licensed employee who wishes to resign must notify the superintendent in writing within the time period set by the board for return of the contract. This applies to regular contracts for the licensed employee's regular duties and for an extracurricular contract for extra duty. Resignations of this nature will be accepted by the board.

It is important to note that school districts may not offer contracts to teachers prior to March 15. Teachers may not be required to return or resign a contract less than twenty-one (21) days after a contract has been offered. (Iowa Code §279.13).

## **Retirement**

Employees who will complete their current contract with the board may apply for retirement. No employee will be required to retire at a specific age.

Application for retirement will be considered made when the employee states in writing to the superintendent, no later than the date set by the board for the return of the employee's contract to the board, the intent of the employee to retire. The letter must state the employee's desire to retire and be witnessed by another party other than the principal or the superintendent. Applications made after the date set by the board for the return of the employee's contract to the board may be considered by the board if special circumstances exist. It is within the discretion of the board to determine whether special circumstances exist.

Board action to approve an employee's application for retirement is final and such action constitutes nonrenewal of the employee's contract for the next school year.

## **Termination**

The superintendent or designee has authority to suspend the services of any employee, for just cause or as permitted under law. The superintendent or designee shall make a recommendation to the board regarding the employee's employment with the district. The board shall take action whether or not to terminate the employee's employment with the district, as required and/or permitted under law.

The superintendent, the superintendent's designee and the board shall follow all applicable procedures and provide appropriate due process as required under the law and/or as required in a negotiated labor contract, if any. (Board Policy 401.9)

School districts are required to disclose documents, reasons, and rationales relating to employee discharge, resignation in lieu of termination, and demotion under Iowa's Open Records Law. Effective July 1, 2023, school districts are prohibited from entering into agreements that prevent them from disclosing information about an incident, past performance, actions, or allegations leading to discipline of an employee with prospective future employers.

## Appendix

### Acknowledgement of Receipt

I acknowledge that I have received or can access a copy of the Red Oak Community School District's Teacher Handbook available at [redoakschooldistrict.com](http://redoakschooldistrict.com).

I understand the employee handbook contains important information about the district and my role, responsibilities, and duties as an employee. I acknowledge I am expected to be familiar with the contents. I also understand that I should consult my building principal with any questions I have about the contents of the employee handbook or any questions that I feel were not addressed.

I understand that the employee handbook is a general source of information and may not include every possible situation that may arise. I acknowledge that the Employee Handbook is not intended, and does not constitute a contract between the Red Oak CSD and any one or all of its employees.

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Employee's Signature

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Date

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Employee's Name (Printed)

**TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE – COPY PROVIDED TO EMPLOYEE**

# **Red Oak Community School District Preschool Program Policies and Procedures Handbook**

## **2025-2026 School Year**



### **MISSION STATEMENT**

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.

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## Welcome to Red Oak Preschool

(IQPPS 10.1)

The program's goal is to provide a high quality preschool program meeting each child's needs, including children with disabilities and those from a diverse background. The preschool provides a rich learning environment that encourages children's natural curiosity and supports them to take risks that lead to new skill development. It is a setting where children feel safe, respected, and cared for. This is an opportunity for all four-year-old children to take part in planned, active learning experiences to build their readiness skills. Red Oak Preschool is funded through partnerships with Shared Visions, Headstart, and Statewide Voluntary Preschool.

## Mission, Philosophy and Goals

(IQPPS 10.1)

### Mission Statement

The mission of Red Oak Preschool is to provide all students the skills and tools necessary to be successful. We will accomplish this by valuing each individual child and provide a caring environment that promotes personal growth. We will partner with parents and the community to provide high quality education through hands-on learning, predictable routines, and a preschool curriculum that is directly aligned to the Iowa Core Curriculum Birth to Five Essential Concepts and Skills, the Iowa Early Learning Standards, TSG objectives and Connect 4 Learning objectives.

### Philosophy Statement

(IQPPS 2.1, 7.2)

The preschool program believes each child should receive quality care and be provided with a developmentally appropriate education. We believe that all children and families should be treated with respect and kindness. We will always appreciate family, cultural, and individual differences.

We believe all young children experience success through active learning opportunities within a safe, nurturing environment that meets the individual needs of each child.

We believe with the combined efforts of parents, educators, community and students, all children will succeed intellectually, physically, emotionally, and socially. To help in this effort, staff will provide support and resources for families.

We believe we must create an environment that is warm and caring, which gives our children a sense of security and belonging. We believe young children learn best through activities, exploration, and the use of their senses. Active thinking and experimenting provides children an opportunity to learn and function at their own developmental age level, to find out how things work, and to learn first hand about the world in which we live.

We believe play provides the foundation for future academic learning. Active learning through play enables us to promote the objectives of our early childhood curriculum.

### Curriculum

(IQPPS 2.1, 2.2, 7.2)

Curriculum is a framework for learning opportunities and experiences. It is a process by which learners obtain knowledge and understanding, while developing life skills. It is continually revised and evaluated to make learning fun and exciting.

The preschool program uses *Connect 4 Learning* and other research and evidence based comprehensive curriculums designed for three- to five-year-olds such as *Second Step Early Learning*. They include the following areas for development and learning: social-emotional, physical, language, cognitive, literacy, math, science and technology, social studies, the arts (exploration and expression), and health & safety. The curriculums are modified and adapted as needed.



## Enrollment

### Equal Educational Opportunity

The Red Oak Community School District does not discriminate on the basis of race, color, national origin, religion, creed, sex, disability, sexual orientation, age (for employment) genetic information (for employment), socioeconomic status (for programs) or marital status (for programs) in its educational programs and its employment practices. The belief in equal educational opportunity serves as a guide for the board and employees in making decisions relating to school district facilities, employment, selection of educational materials, equipment, curriculum, and regulations affecting students. There is a grievance procedure for process complaints of discrimination. Any person with questions or a grievance regarding this policy should contact the Equity Coordinator, 604 S. Broadway Street, Red Oak, IA 51566, 712-623-6610, greens@redoakschools.org.

### Eligibility

Children must be four years of age on or before September 15<sup>th</sup> of the current school year. Pre-registration will begin in the spring of the year. Registration materials are available from the Red Oak Preschool office located in the Red Oak Early Childhood Center office. Registration will be ongoing until all spaces are filled.

### Hours

Class meets from 8:00-2:50 Monday through Thursday. There is no preschool on Fridays which allows for meetings (parent and other), planning time for the staff including interpretation and utilization of assessment results, and collaboration with community agencies. The preschool will provide a yearly as well as a monthly calendar. Red Oak Preschool follows the ROCSD's calendar/schedule including any adjusted start/end times.

### General Information

(IQPPS 9.9, 9.12, 10.4)

Prior to participating in the program, health records that document the dates of service shall be submitted that show the child is current for routine screening tests and immunizations according to the schedule recommended and published by the American Academy of Pediatrics.

- The maximum class size is twenty students.
- Our center maintains a ratio of 1 adult to 8 children at all times including indoors and outdoors. The Red Oak Preschool teacher and paraprofessional will have primary responsibility for students enrolled in the classroom. The daily schedule allows for minimal group, staff and classroom transitions. Additional staff may be provided based on the individual needs of children.
- Adult-student ratios are maintained on field trips.
- Classrooms have adequate space for children's development.
- All children will be within "line of sight" of adults both indoors and outdoors unless toileting. When toileting, students will be monitored by sound and checked visually when necessary.
- When students enter the hallway to use the drinking fountain, use the restroom, change into boots, etc. an adult visually monitors and supervises the children in the hallway.
- A First Aid Kit is available for use in the classroom and taken outdoors at all times.
- The elementary principal will maintain a current list of available substitutes for both the teacher and paraprofessional. Should one of the staff need to temporarily leave the room, arrangements will be made to cover the classroom to maintain the staff-child ratio.

### Inclusion

(IQPPS 9.10)

The preschool program includes all children, including those with disabilities and unique learning needs. Modifications are made in the environment and staffing patterns in order to include children with special needs. Staff are aware of the identified needs of individual children and are trained to follow through on specific intervention plans. It is our belief that

inclusion in our program will enrich the experience for teachers, students, other children and their families. The preschool facilities meet the ROCSD's board policy in regards to the Americans with Disabilities Act accessibility requirements.

## A CHILD'S DAY

### Who Works In the Preschool

(IQPPS 10.3)

Program Administrator: The PK-6 principal is designated as the program administrator supervising the preschool program. The principal meets all qualifications described in the IQPPS Standards. (IQPPS 10.3)

Teacher: A full-time teacher licensed by the Iowa Board of Educational Examiners and holding an Early Childhood endorsement is assigned to the preschool classroom.

Paraprofessional: A full time paraprofessional in the classroom carries out activities under the supervision of the teacher. The paraprofessional has specialized training in early childhood education.

School Nurse: The preschool will have the assistance of the school nurse. The current nurse is available full time, is a certified RN, and is recertified every three years. She attends to the health needs of the students while they are at school. She is available for parent consultation when necessary.

Support Staff: Green Hills Area Education Agency support staff provide resources and assistance to the teacher and classroom upon request to help all children be successful in the preschool setting. Such staff may include: early childhood consultant, speech and language pathologist, social worker, occupational therapist, physical therapist or others.

### Daily Activities

A consistent daily schedule is planned to offer a balance of learning activities. Learning is both formal and informal. Play is planned for every day. Listening is balanced with talking, group activities with solitary time, indoors with outdoors, quiet play with noisy play.

The teaching team meets weekly to discuss and review student observations and anecdotal notes to enable them to plan for instruction.

Your child will have the opportunity for the following types of activities every day:

- Large and Small Group Activities
- Self-directed Play
- Learning Center Activities: *Art, Construction Zone, Dramatic Play, Book Nook, Puzzles & Games, Computers and Technology, Exploration Station, Writing, Show What You Know, Manipulatives and Sensory Table.*
- Story Time
- Individual Activities
- Outdoor Activities

Lesson plans for each week are available in the classroom and Unit Planners are posted in the hallway showing how these activities are incorporated into the daily schedule.

### Supervision Policy

(IQPPS 3.7)

No child will be left unsupervised while attending preschool. Staff will supervise primarily by sight. Supervision for short intervals by sound is permissible as long as staff check within five minutes on children who are out-of-sight (e.g. those who can use the toilet independently, who are in the library area, etc.)

### Clothing

Your child will be learning through creative, active play that can sometimes be messy. Your child should wear comfortable, washable clothing as well as rubber-soled and closed-toe shoes to school. While we encourage the use of paint smocks or shirts during art projects, we can't guarantee that spills or stains will not occur. Clothing should be free of

words, graphics, or pictures that are profane, immoral, illegal, or disruptive in nature. If needed, families may be asked to provide an extra set of clothing for their child in case of an “accident” or messy play. Please clearly label the clothing with your child’s name to reduce the possibility of mistakes.

## Outside Play and Learning

(IQPPS 5.4, 9.1, 9.2, 9.5)

We have daily opportunities for outdoor play as the weather permits and provided the weather air quality and environmental safety conditions do not pose a threat. This allows children the opportunity to develop their large muscle skills, get exercise, and be active. We use the Child Care Weather Watch guidelines produced by Healthy Child Care Iowa to determine if the Wind Chill Factor or Heat Index is safe for outdoor play. The outdoor play area is arranged so that children are supervised by sight and sound.

In cases when we cannot go outside (due to weather conditions) children are given the opportunity to use indoor equipment for similar activities inside and are supervised at the same level as outdoor equipment. Activities offered include, but are not limited to, Bean Bag games, two-person parachutes, crawling tunnel, activity songs such as The Freeze, yoga, etc.

In order to make sure that your child can play comfortably outside, it is important to dress him/her according to the weather. When it is cold outside he/she needs a warm coat, mittens or gloves and a hat (labeled with your child’s name). For the warmer days, dressing your child lightly is just as important. For those in-between days, dressing your child in layers is a practical idea. It is expected that all students will go outside unless there is a doctor’s note indicating the reason why the child cannot go outside.

There are areas on the playground for children to be in the shade and still be active. We encourage you to bring a hat or other clothing for your child to wear as another protection from the sun. Sunscreen or sunblock with UVB and UVA protection of SPF 15 or higher will only be applied to your child’s exposed skin when provided by the parents and with written parental permission. We will only use an insect repellent containing DEET when provided by the parents and with written parental permission no more than once a day to protect your child from insect bites when the public health authorities recommend its use. Alternatives to DEET in the original container may be used when supplied and accompanied by appropriate written approval.

## Water activities

(IQPPS 5.7)

During water table play children are involved in active experiences with science and math concepts. Children with sores on their hands are not allowed to participate with others in the water table to ensure that no infectious diseases are spread. Children are not allowed to drink the water during water play activities. When the activity period is complete, the water table is drained and refilled with fresh water before a new group of children comes to participate. Outdoor water play is limited to tubs and buckets or containers. We do not participate in swimming pool activities. Staff supervise all children by sight and sound in all areas with access to water in tubs, buckets, and water tables.

## Objects From Home

Because the preschool program provides ample toys and learning materials for your child, we ask that you do not bring toys from home. If your child brings an “attachment” item from home, we ask that it is small enough to fit inside his/her backpack or cubby. Please do not allow children to bring gum, candy, money, or toy guns to school. The program cannot be responsible for lost or broken toys brought from home.

## Weapon Policy

(IQPPS 10.5)

No student shall carry, have in his or her possession, store, keep, leave, place or put into the possession of another student any real weapon or a look-alike weapon on any school premises, in any school vehicle or any vehicle used by the school or for school purposes, in any school building or other buildings or premises used for school functions, whether or not any person is endangered by such actions. "Look-alike weapon" means any item that resembles or appears to be a weapon.

## Snacks/Foods and Nutrition

(IQPPS 5.9, 5.10, 5.11, 5.15)

Attitudes about food develop early in life. The food children eat affects their well-being, their physical growth, their ability to learn, and their overall behavior. We have an opportunity to help children learn about foods, to enjoy a variety of foods from their own culture and others, and to help them begin to appreciate their bodies need to be strong, flexible, and healthy. Eating moderately, eating a variety of foods, and eating in a relaxed atmosphere are healthy habits for young children to form.

The preschool serves a wide variety of nutritional foods, and encourages children to expand their tastes by at least trying a portion of the food offered.

Meals and snacks are at regularly scheduled times, two hours apart and not more than three hours apart. (See daily schedule.)

Red Oak Preschool receives monthly menus from the Opaa! food service director. Menus are posted monthly on the district website and on the Parent Information Board. Paper copies are also available to families. Menus are kept on file in the cafeteria.

All food is prepared, served, and stored in accordance with the U.S. Department of Agriculture School Lunch Program guidelines. Snacks and meals brought from home must be either whole fruits or commercially prepared packaged foods in factory-sealed containers. Clean, sanitary drinking water is available to children throughout the day. Staff discards any foods with expired dates. Foods that are hotter than 110 degrees Fahrenheit are kept out of children's reach. Foods requiring refrigeration will be kept cold until served.

Red Oak Preschool staff will not offer children younger than four years of age these foods: hotdogs, whole or sliced into rounds; whole grapes; nuts; popcorn; raw peas and hard pretzels; spoonfuls of peanut butter; or chunks of raw carrots or meat larger than can be swallowed whole.

For each child with special health care needs, food allergies, or special nutrition needs, the child's health care provider along with the school nurse will create an individualized care plan prepared in consultation with family members and specialists involved in the child's care. Children with food allergies shall be protected from contact with the problem food. With family consent, the program posts information about the child's allergies in the food preparation area and in areas of the facility the child uses to serve as a visual reminder to all adults who interact with the child during the day. Program staff will keep a daily record documenting the type and quantity of food a child consumes when any child with a disability has special feeding needs and provide parents with that information.

The preschool does not use foods or beverages as rewards for academic performance or good behavior, and will not withhold food or beverages as a punishment, nor will staff ever threaten to withhold food as a form of discipline.

## Birthdays

(IQPPS 5.10)

Birthdays are an important and significant event in the life of a child. They afford the opportunity for children to be given special recognition. Accordingly, students who wish to bring treats for the class on their birthday may do so. Food that comes from home for sharing among the children must be either whole fruits or commercially prepared packaged foods in factory-sealed containers. Those who have summer birthdays are welcome to choose a school day to celebrate with their class. Invitations to parties outside of school that do not include the entire class will not be distributed at school.

## Classroom Animals and Pets

If you, as a parent or legal guardian, want to bring your family pet to share with your child's classroom, you are welcome if you have prior approval from the classroom teacher. The preschool staff ensures that the animal does not create an unsafe or unsanitary condition. The animal must appear to be in good health and have documentation from a veterinarian or an animal shelter to show that the animal is fully immunized (if the animal should be so protected) and suitable for contact with children. The staff would ensure all staff and children practice good hygiene and hand washing when coming

into contact with the animal and after coming into contact with the animal. The staff supervises all interactions between children and animals and instructs children on safe behavior when in close proximity to animals.

Any children allergic to the pet will not be exposed to the animal. The preschool staff is responsible for checking that requirements have been met.

## Child Guidance and Discipline

(IQPPS 1.3)

The preschool staff will equitably use positive guidance, redirection, planning ahead to prevent problems. They will encourage appropriate behavior through the use of consistent clear rules, and involving children in problem solving to foster the child's own ability to become self disciplined. Where the child understands words, discipline will be explained to the child before and at the time of any disciplinary action. The staff will encourage children to respect other people, to be fair, respect property and learn to be responsible for their actions. The staff will use discipline that is consistent, clear, and understandable to the child. They will help children learn to persist when frustrated, play cooperatively with other children, use language to communicate needs, and learn turn taking.

## Challenging Behavior

(IQPPS 3.6)

The staff in the preschool is highly trained, responsive, respectful, and purposeful. They anticipate and take steps to prevent potential challenging behaviors. They evaluate and change their responses based on individual needs. When children have challenging behaviors, the staff promotes prosocial behavior by:

- interacting in a respectful manner with all children.
- modeling turn taking and sharing as well as caring behaviors
- helping children negotiate their interactions with one another and with shared materials.
- engaging children in the care of their classroom and ensuring that each child has an opportunity to contribute to the group.
- encouraging children to listen to one another and helping them to provide comfort when others are sad or distressed

The staff will guide children to develop self-control and orderly conduct in relationship to peers and adults. Children will be taught social, communication, and emotional regulation skills. If a child displays persistent, serious, and challenging behavior, the staff, parents, and AEA support staff will work as a team to develop and implement an individualized plan that supports the child's inclusion and success.

Aggressive physical behavior toward staff or children is unacceptable. The staff will intervene immediately when a child becomes physically aggressive to protect all of the children and encourage more acceptable behavior.

## Permissible Methods of Discipline:

(IQPPS 1.3)

*For acts of aggression and fighting* (biting, scratching, hitting) staff will set appropriate expectations for children and guide them in solving problems. This positive guidance will be the usual technique for managing children with challenging behaviors rather than punishing them for having problems they have not yet learned to solve. In addition, staff may: (1) Separate the children involved; (2) Immediately comfort the individual who was injured; (3) Care for any injury suffered by the victim involved in the incident.; (4) Notify parents or legal guardians of children involved in the incident; (5) Review the adequacy of the teaching staff supervision, appropriateness of program activities, and administrative corrective action if there is a recurrence.

## *Prohibited Practices*

The program does not, and will not, employ any of the following disciplinary procedures:

1. harsh or abusive tone of voice with the children nor make threats or derogatory remarks.
2. physical punishment, including spanking, hitting, shaking, or grabbing.
3. psychological abuse or coercion.
4. any punishment that would humiliate, frighten, or subject a child to neglect.
5. withhold nor threaten to withhold food as a form of discipline.

## Child Assessment (IQPPS 4.1, 4.2, 4.3, 4.4, 4.7, 4.8, 4.9)

*Guiding principles:* It is the school district's belief that formal and informal assessment of young children should be purposeful, developmentally appropriate, and take place in the natural setting by familiar adults. Families will have access to information about assessments used and staff will work with families to determine the best assessment methods for their child. The results will be used for planning experiences for the children and to guide instruction. Assessment will never be used to label children or to include or exclude them from a program. A family's culture and a child's experiences outside the school setting are recognized as being an important piece of the child's growth and development. All results will be kept confidential, placed in each child's file, and stored in a secure filing cabinet.

Children are assessed in the following ways:

- The preschool curriculum is directly aligned to the Iowa Core Curriculum Birth to Five Essential Concepts and Skills and the Iowa Early Learning Standards. It utilizes Teaching Strategies Gold to record student progress in all developmental areas within three months of entering the program, at the middle and the end of the year. Connect 4 Learning allows for daily assessment collection.
- Observational data provides an ongoing anecdotal/on the spot record of each child's progress during daily activities that are geared toward the needs of the children to meet the objectives in Connect 4 Learning and Teaching Strategies Gold.
- IGDIs assessments are given at the beginning, middle and end of the year to monitor the growth of early literacy skills.
- Families are asked to contribute information about their child's progress. Young children often show different skills in different settings. Working together, the teaching staff and families can gather a complete picture of a child's growth and development through enrollment paperwork, other questionnaires, informal and formal P/T conferences, etc.

The information from the above is used in the following ways:

- To provide information about children's needs, interests, and abilities in order to plan developmentally appropriate experiences for them;
- To describe the developmental progress and learning of children;
- To provide information to parents about their children's developmental milestones;
- To indicate possible areas that require additional assessment.

(IQPPS 7.3, 7.5, 8.1, 8.2)

Assessment information will be shared formally with families during Parent Teacher Conferences in the fall and spring. In addition, written preschool progress information will be communicated to families four times during the school year. The preschool staff will communicate weekly regarding children's activities and developmental milestones. Informal conferences are always welcome and can be requested at any time. The ROCSD's ELL department will provide assistance with verbal and written language translation.

If, through observation or information on the assessments/screenings given, the teacher feels that there is a possible issue related to a developmental delay or other special need, she/he will communicate this to the family during a conference, sharing documentation of the concern. Suggestions for next steps may include the following, with the knowledge and consent of the parents:

- The staff requests assistance from the Area Education Agency (AEA) as an early intervention process. This team engages in problem identification, plan interventions, provide support, and make outside resources available to those individuals requesting assistance. The AEA team is available and functional for all students and staff in the building.
- A request made to Green Hills Area Education Agency for support and additional ideas or more formalized testing can be made.

The preschool staff would assist in arranging for developmental screening and referral for diagnostic assessment when indicated.

If the appropriate team determines a child needs special accommodations, those accommodations are included in the materials, environment, and lesson plans for that child. Examples include, but are not limited to, sign language and

visuals for children with hearing impairments or language delays and behavior plans for children whose behavior does not respond to the typical strategies used by staff in the classroom.

The program provides families with information about programs and services from other organizations, such as Green Hills AEA, DHS, Child Care Resource and Referral, *Parents as Teachers* programs, and/or medical professionals.

Program staff develop partnerships and professional relationships with agencies, consultants, and organizations in the community such as, iSmile, Lions Club Vision, AEA, Montgomery County Hospital, Montgomery County Public Health Red Oak Express, Montgomery County Naturalist, YMCA, and Red Oak Child Development Center.

## Program Assessment

(IQPPS 10.15)

Red Oak Preschool implements the Iowa Quality Preschool Program Standards. We take part in an annual verification process each school year to confirm we are meeting these standards. Administrators, families, staff, and/or other routinely participating adults will be involved annually in a program evaluation that measures progress toward the program's goals and objectives. The annual evaluation process includes gathering evidence on all areas of program functioning, including policies and procedures, program quality, screening effectiveness, children's progress and learning, family involvement and satisfaction, and community awareness and satisfaction. As part of our program assessment, in the spring of each year we provide families with a questionnaire to evaluate our program. This information helps us to assess how the program is meeting the needs of families and children, as well as to identify strengths and weaknesses.

A report of the annual evaluation findings is available to families, staff, and appropriate advisory and governing boards. The program uses this information to plan professional development and program quality-improvement activities as well as to improve operations and policies.

## COMMUNICATION WITH FAMILIES

(IQPPS 7.5, 7.6, 7.7, 8.1)

The program will promote communication between families and staff by using written notes as well as informal conversations, e-mail or Ready Rosie. Families are encouraged to send written notes with important information so all the staff who work with the child can share the parent's communication. The staff will communicate with families weekly. Staff will use these communications to inform families about the child's experiences, accomplishments, behavior, and other issues that affect the child's development and well-being. Parents are encouraged to maintain regular, on-going, two-way communication with the preschool staff in a manner that best meets their needs - email, in person, notes, or phone calls.

Red Oak Preschool staff will provide families with information about programs and services from other organizations. Staff support and encourage families' efforts to negotiate health, mental health, assessment, and educational services for their children. Staff and families will work together to use Resource Connection to find appropriate services to meet the family needs.

## Open Door Policy

Parents and legal guardians are welcome to visit the preschool classroom. Visitors are asked to please use discretion with regard to bringing babies and toddlers to school as young children may disrupt class sessions. Photo identification will be required for any unknown visitor to the classroom.

## Arrival and Departure of Children

(IQPPS 10.5, 10.9)

All motor vehicle transportation provided by parents, legal guardians or others designated by parents or legal guardians will include the use of age-appropriate, and size-appropriate seat restraints.

When bringing/picking up your child to/from school, we ask that you follow the flow of traffic. If you must park in the parking lot (not in the fire lanes) and walk to meet your child outside or wait in the front entrance, please use the

crosswalk area in front of the building. Please hold your child's hand and use the crosswalk as you leave to decrease the possibility of an accident. No child will be permitted to leave the building/pick up area without an adult.

Other than parents or legal guardians, only persons with prior written authorization (PikMyKid) will be allowed to pick up a child from the school. Anyone who is unfamiliar to teaching staff, including authorized individuals, will be asked to present photo identification before a child is released to them.

If your child rides the ROCSD school bus to school, staff will assist the students off the bus. At dismissal, teaching staff will accompany each student to the bus and assist the student onto the bus.

The preschool staff will record attendance at the beginning of the day. Throughout the day, each time children transition from one location to another, i.e. classroom to outdoor, the staff will be responsible for counting the number of children whenever leaving one area and when arriving at another to confirm the safe whereabouts of every child at all times.

## Transportation

Transportation will be offered to eligible students in the Red Oak Community School District through district school buses. Arrangements can be made through the Transportation Office at 712-623-6606.

For children who have special needs for transportation, the facility will use a plan based on a functional assessment of the child's needs related to transportation. Any accommodations indicated in the child's Individualized Educational Program will be implemented as described.

## Field Trips

An important learning opportunity can take place in the form of a field trip that is relevant and reinforces what has been taught in the classroom. The Red Oak Community School District buses are used for these field trips. Parents will be informed of each field trip through a newsletter and calendars well in advance. Adult family members may be asked to volunteer to go on these trips to provide increased supervision and adult/child ratios.

## Attendance

Students who are enrolled for classes in Red Oak Preschool are expected to be in school for the full session and are expected to be punctual in their arrival and departure. Students are not expected to be absent any more than is necessary for health reasons or appointments. Irregular attendance interferes with the progress of your child and others as staff find themselves taking class time to repeat information and make adjustments for those students who have been absent. Please call the ROECC office with the reason for an absence at 623-6630. For safety's sake, if a student is absent without notification, staff will attempt to contact the family to verify the child's absence from school.

## Ethics and Confidentiality

(IQPPS 6.1B)

Staff follow an important code of ethics to guide their involvement with children and families. It is essential to protect the confidentiality of all information concerning children and their families. Maintaining a professional attitude includes being responsive to the needs of children and their families while balancing the need for confidentiality. Children are people who deserve respect. One way we demonstrate this respect is to refrain from talking about the children in their presence unless the child is part of the conversation and to refrain from labeling a child negatively or positively. No information regarding any particular child shall be shared with another child's parent. We continually strive to model such qualities as patience, tolerance, cooperation, acceptance, understanding of others, and enthusiasm for children as well as for other adults.



All staff will follow the National Association for the Education of Young Children's Code of Ethical Conduct. Annually each staff person will review and sign a Statement of Commitment to document their willingness to hold close the values and moral obligations of the field of early childhood education.

## **Children's Records**

**(IQPPS 4.1, 10.8)**

Student records containing personally identifiable information, except for directory information, are confidential. Only persons, including employees, who have a legitimate educational interest, are allowed to access a student's records without the parent's permission. Parents may access, request amendments to, and copy their child's records during regular school hours. Parents may also file a complaint with the United States Department of Education if they feel their rights regarding their child's records have been violated. For a complete copy of the school district's policy on student records or the procedure for filing a complaint, contact the ROCSD board secretary in the district administration office.

Parents or guardians will be asked to sign a release of information form should they or the school request information be shared with another agency, stating to whom the information is to be released, the reason or purpose for the release of information, when it expires, and ways the parents can withdraw permission if they choose to do so

## **Grievance Policy**

**(IQPPS 7.5)**

Open and honest communication between families and the preschool staff is an essential component of a high quality early childhood program. We want you to be confident that your child is being well cared for and is having a quality experience. If there is ever a time you have a concern regarding your child, we want to encourage you to address your concern to the preschool staff to find mutual solutions that can be incorporated into your child's day. When necessary, the ROCSD's ELL department will provide assistance with language translation. If additional help is needed, either party may ask for the assistance from the ROCSD Elementary Principal.

If you have a concern regarding some aspect of the program or policy, please contact the ROCSD Elementary Principal who is the program administrator for the preschool. If you remain dissatisfied, you may contact the Superintendent of the Red Oak Community Schools.

As part of our program assessment, in the spring of each year we provide you with a family questionnaire to evaluate our program. This information helps us to assess how the program is meeting the needs of families and children, as well as to identify strengths and weaknesses.

## **FAMILY INVOLVEMENT**

**(IQPPS 7.1, 7.2)**

Red Oak Preschool encourages families to be very involved in their child's education by observing their children during the day when possible and meeting with staff. Family members are invited to an Open House and are welcome to visit at any time during class sessions.

Staff and administrators use a variety of formal and informal (including conversations) ways to become acquainted with and learn from families about their family structure and their preferred means of child-rearing practices and communication; and information about their socioeconomic, linguistic, racial, religious, and cultural backgrounds as they wish to share. Families are surveyed in enrollment paperwork and through other questionnaires during the year regarding their family, beliefs, and preferences. Home/class visits are conducted at the beginning of the school year. Program staff communicates with families, on at least a weekly basis, regarding children's activities and developmental milestones, shared care-giving issues, and other information that affects the well-being of their children. Family teacher conferences are held in both the fall and spring semesters, as well as when either party requests. Written assessment reports are sent home at the end of each quarter. ROCSD's ELL department will provide assistance with verbal and written language translation.

Red Oak Preschool values the time spent talking and interacting with families and developing strong, reciprocal relationships. As the staff learns from the families' expertise regarding their child's interests, approaches to learning, and developmental needs, goals for your child's growth and development can be incorporated into ongoing classroom planning. Families are encouraged to share any concerns, preferences or questions with the preschool staff or administration at any time.

Although in-person daily contact cannot be replaced, preschool staff also rely on notes home, emails, phone calls, newsletters, and bulletin boards as alternative means to establish and maintain open, two-way communication.

The Red Oak Preschool staff invites you to become involved in one or all of the following ways, and welcomes other ideas as well.

- Support your child's daily transition to school by sharing information about your child's interests and abilities. Keeping the staff informed of changes and events that might affect your child, allows the staff to be more responsive to your child's needs.
- Return all forms, questionnaires, and so on, promptly.
- Attend Family/Teacher conferences in the Fall and Spring semesters.
- Take time to read the preschool parent bulletin board(s).
- Check your child's backpack each day.
- Participate in field trip activities.
- Share some of your talents in your child's class through activities such as: reading or storytelling, cooking, art, preparing visuals, music, sewing, crafts, hobbies, your profession, or artifacts from trips you have taken.
- Share any of your families' cultural traditions, celebrations, or customs.
- Read all the material sent home with your child.
- Help with special events. Helping takes many different forms such as preparation of materials at home, making telephone calls, preparing or posting flyers, recruiting other volunteers, collecting donations or prizes, running errands, photography, setup before the event, or clean afterwards.

It is the policy of the Red Oak Preschool not to discriminate against families/volunteers on the basis of family structure, socioeconomic, racial, religious and cultural backgrounds; gender; abilities; or language.

The school district will, to the extent possible, provide full opportunities for meaningful participation of the families with children with limited English proficiency, families with children with disabilities, including providing information and school reports in an understandable and uniform format and, including alternative formats on request, and, to the extent possible, in a language families understand.

The school district believes that families should make the primary decisions about services that their children may need. The teaching staff will support these decisions by providing information to families about available community resources and assisting as requested in helping the family make connections.

## Home Visits

Home/class visits are made prior to the start of school and are required for your child to start in the program. This is an opportunity for the preschool staff to get to know you, your child, and your family and for you to begin to create a partnership between home and school in order to best meet your child's needs. It also allows your child to become familiar and comfortable with his/her preschool staff and have any questions you may have answered. This is a great time for you to share what makes your family unique, how you prefer to communicate with the teacher, and share your knowledge about your child's interests, approaches to learning, and developmental needs. You can help the staff understand what your goals are for your child and whether you have any concerns you'd like addressed. Parents are encouraged to share these preferences, concerns, and questions at any time with the classroom staff or administrator.

## Family Teacher Conferences

The preschool program will have formal family teacher conferences at the same time as the elementary school - fall and spring. During the conference you may be asked to consider what new skills you see your child developing at home or in the community, to think about what you'd like more information about the classroom, and whether you have new or different goals for your child. During the conference the teacher will share results of classroom assessments and samples of your child's work. Together you can make a plan to continue to encourage your child's growth and development.

## Transitions

(IQPPS 7.7)

Home-school connections are crucial to the transition to kindergarten or any other program. The child's family provides the constancy and continuity necessary for a young child to be successful. The children and families in the Red Oak Preschool are invited to an Open House before school begins in the fall. They meet the staff and see their classroom. Making a change from one program to another can sometimes be difficult for a young child. The staff will partner with the family to make transitions as smooth as possible by connecting family members with the next program's staff including special education programs. Preschool staff will help to provide information about enrollment policies and procedures, program options, and answer other questions as they are able. Kindergarten IEP transition meetings are held annually in the spring. Preschool staff attend this event to support children and their families as they prepare to transition to Kindergarten. All of our preschool students attend a kindergarten transition day in the Spring.

## HEALTH AND SAFETY

Red Oak Preschool is committed to promoting wellness and to safeguard the health and safety of children and adults who participate in our program. In order to provide a safe and secure environment for every child and adult, we follow guidelines required by the Iowa Quality Preschool Program Standards, regulatory agencies and pediatric authorities in the field.

### Health and Immunization Certificates

(IQPPS 10.5)

Before a child begins the program, health records that document the dates of service must be submitted that show the child is current for routine screening tests and immunizations according to the schedule recommended and published by the American Academy of Pediatrics.

When a child is overdue for any routine health services, parents, legal guardians, or both must provide evidence of an appointment for those services before the child's entry into the program and as a condition of remaining enrolled in the program, except for immunization for which parents .

### Health and Safety Records

(IQPPS 10.8)

Health and safety information collected from families will be maintained on file for each child. Files are kept current by updating as needed, but at least quarterly. The content of the file is confidential, but is immediately available to administrators or staff who have consent from a parent or legal guardian for access to records; the child's parent or legal guardian; and regulatory authorities, upon request.

Child Health and Safety Records will include:

- Current information about any health insurance coverage required for treatment in an emergency;
- Results of health examination, showing up-to-date immunizations and screening tests with an indication of normal or abnormal results and any follow-up required for abnormal results;
- Current emergency contact information for each child, that is kept up to date through parent communications as needed and/or parent review during conferences;
- Names of individuals listed on the Permission Form authorized by the family to have access to health information about the child;
- Instructions for any of the child's special health needs such as allergies or chronic illness (e.g., asthma, hearing or vision impairments, feeding needs, neuromuscular conditions, urinary or other ongoing health problems, seizures, diabetes);

- Individual emergency care plans for children with known medical or developmental problems or other conditions that might require special care in an emergency (allergy, asthma, seizures, orthopedic or sensory problems, and other chronic conditions; conditions that require regular medication or technology support);
- Supporting evidence for cases in which a child is under-immunized because of a medical condition (documented by a licensed health professional) or the family's beliefs. Staff implement a plan to exclude the child promptly if a vaccine-preventable disease to which children are susceptible occurs in the program.

## General Health and Safety Guidelines

(IQPPS 5.2, 5.19)

- All staff must be alert to the health of each child, known allergies, or special medical conditions.
- All staff must be alert to the whereabouts of all children. Systems are in place for accounting for children at regular intervals, especially during periods of transition.
- All staff are to follow proper procedures for hand washing, using disinfectant, and following universal precautions to prevent infections.
- All staff are familiar with evacuation routes and procedures.
- All staff complete "Occupational Exposure to Bloodborne Pathogens" training as required for employment with the Red Oak Community School District.
- All staff members have a certificate of satisfactory completion of pediatric first-aid training, including managing a blocked airway and providing rescue breathing for infants and children, and are always present with each group of children. When a child in the group has a special health condition that might require CPR, one staff person who has successfully completed training in CPR is present in the program at all times.

## Toileting Learning

(IQPPS 5.5)

Toilet learning is an important time in a child's development. For children who are unable to use the toilet consistently, the following procedures are in place.

- Diapering will only be done in the designated diaper area. Food handling will not be permitted in this diapering area.
- Staff will follow all diapering guidelines set forth in the Iowa Quality Preschool Program Standards:

For children who are unable to use the toilet consistently, the program makes sure that:

- For children who require cloth diapers, the diaper has an absorbent inner lining completely contained within an outer covering made of waterproof material that prevents the escape of feces and urine. Both the diaper and the outer covering are changed as a unit.
- Cloth diapers and clothing that are soiled by urine or feces are immediately placed in a plastic bag (without rinsing or avoidable handling) and sent home that day for laundering.

Staff check children for signs that diapers or pull-ups are wet or contain feces

- least every two hours when children are awake and when children awaken.
- Diapers are changed when wet or soiled.

Staff change children's diapers or soiled underwear in the designated changing areas and not elsewhere in the facility.

- Each changing area is separated by a partial wall or at least three feet from other areas that children use and is used exclusively for one designated group of children. For kindergartners, the program may use an underclothing changing area designated for and used only by this age group.
- At all times, caregivers have a hand on the child when being changed on an elevated surface.

In the changing area, staff post changing procedures and follow changing procedures. These procedures are used to evaluate teaching staff who change diapers.

- Surfaces used for changing and on which changing materials are placed are not used for other purposes, including temporary placement of other objects, and especially not for any object involved with food or feeding.
- Containers that hold soiled diapers and diapering materials have a lid that opens and closes tightly using a hands-free device (e.g., a step can).
- Containers are kept closed and are not accessible to children.
- Staff members whose primary function is preparing food do not change diapers until their food preparation duties are completed for the day.

## Illness Policy and Exclusion of Sick Children

(IQPPS 5.3)

For the health and safety of all the children, it is mandatory that sick children not be brought to school. If your child has any of the following symptoms during the night, he or she will not be admitted the following morning for the safety of the other children.

- fever greater than 100 degrees F
- vomiting
- diarrhea
- pink eyes with drainage
- cough with congestion and excessive nasal discharge

The ROCSD's established policy for an ill child's return:

- Fever free for 24 hours
- Chicken pox: one week after onset (or when lesions are crusted)
- Strep: 24 hours after initial medication
- Vomiting/Diarrhea: 24 hours after last episode
- Conjunctivitis: 24 hours after initial medication or when without drainage

Upon arrival at school, each child is observed by the staff for signs of illness or injury that could affect the child's ability to participate comfortably in the daily activities. Children will be excluded when a child is not able to participate comfortably; if the illness requires more care than staff are able to provide without compromising the needs of the other children in the group; or if keeping the child at school poses an increased risk to the child or to other children or adults with whom the child will come in contact.

When a child develops signs of an illness during their day at preschool, parents, legal guardians, or other persons authorized by the parent will be notified immediately by the office/nurse to pick up the child. For this reason, please be sure that the office/nurse has current, accurate phone numbers for you, your authorized emergency contact person and your child's pediatrician. In the meantime, we will provide the child a place to rest under the supervision of someone familiar with the child until the parent, legal guardian or designated person arrives. If the child is suspected of having a contagious disease, then, until she or he can be picked up, the child is located where new individuals will not be exposed.

## Reporting Communicable Diseases

(IQPPS 5.3)

Staff provide information to families verbally and in writing about any unusual level or type of communicable disease to which their child was exposed, signs and symptoms of the disease, mode of transmission, period of communicability, and control measures that are being implemented at the program and that the families should implement at home.

## Medication Policies and Procedures

(IQPPS 5.8)

*Policy:* The school nurse or personnel certified in Medication Administration will administer medication to children with written approval of the parent and an order from a health provider for a specific child. Because administration of medication in the school is a safety hazard, medication administration will be limited to situations where an agreement to give medicine outside preschool hours cannot be made. Whenever possible, the first dose of medication should be given at home to see if the child has any type of reaction.

*Procedure:* The school nurse or personnel certified in Medication Administration administers medication during school hours only if the parent or legal guardian has provided written consent and the medication is available in an original labeled prescription or manufacturer's container that is child-resistant. Any other person who would administer medication has specific training and a written performance evaluation, updated annually by a health professional on the practice of the five right practices of medication administration: (1) verifying that the right child receives the (2) right medication (3) in the right dose (4) at the right time (5) by the right method with documentation of each right each time the medication is given. Medication errors will be controlled by checking and recording these five right practices each time medication is given. Should a medication error occur, the Regional Poison Control Center and the child's parents will be contacted immediately. The incident will be documented in the child's record at the school.

For prescription medications, parents or legal guardians will provide the school with the medication in the original, child-resistant container that is labeled by a pharmacist with the child's name, the name and strength of the medication; the date the prescription was filled; the name of the health care provider who wrote the prescription; the medication's expiration date; and administration, storage, and disposal instructions.

For over-the-counter medications, parents or legal guardians will provide the medication in a child-resistant container. The medication will be labeled with the child's first and last names; specific, legible instructions for administration and storage supplied by the manufacturer; and the name of the health care provider who recommended the medication for the child.

Instructions for the dose, time, method to be used, and duration of administration will be provided to the staff in writing (by a signed note or a prescription label) or dictated over the telephone by a physician or other person legally authorized to prescribe medication. This requirement applies both to prescription and over-the-counter medications.

Medications will be kept at the temperature recommended for that type of medication, in a sturdy, child-resistant container that is locked and prevents spillage.

Medication will not be used beyond the date of expiration on the container or beyond any expiration of the instructions provided by the physician or other person legally permitted to prescribe medication. Instructions which state that the medication may be used whenever needed will be renewed by the physician at least annually.

A medication log will be maintained by the school nurse or personnel certified in Medication Administration to record the instructions for giving the medication, consent obtained from the parent or legal guardian, amount, the time of administration, and the person who administered each dose of medication. Spills, reactions, and refusal to take medication will be noted on this log.

## Hand Washing Practices

(IQPPS 5.6)

Frequent hand washing is key to preventing the spread of infectious diseases. Staff teach children how to wash their hands effectively. Posters of children using proper hand washing procedures are placed by each sink. The program follows these practices regarding hand washing:

- Staff members and those children who are developmentally able to learn personal hygiene are taught hand-washing procedures and are periodically monitored.
- Hand washing is required by all staff, volunteers, and children when hand washing reduces the risk of transmission of infectious diseases to themselves and to others.
- Staff assist children with hand washing as needed to successfully complete the task.

Children and adults wash their hands:

upon arrival for the day;

- after using the toilet;
- after handling body fluids (e.g., blowing or wiping a nose, coughing on a hand, or any touching of mucus, blood or vomit);
- before meals and snacks, preparing or serving food, or handling any raw food that requires cooking (e.g., meat, eggs, poultry);
- after playing in water that is shared by two or more people;
- after handling pets and other animals or any materials such as sand, dirt, or surfaces that might be contaminated by contact with animals including after daily outside time.

Adults also wash their hands:

- before and after feeding a child;

- before and after administering medication;
- after assisting a child with toileting
- after handling garbage or cleaning.

Proper hand-washing procedures are followed by adults and children and include

- using liquid soap and running water;
- rubbing hands vigorously for at least 20 seconds, including back of hands, wrists, between fingers, under and around any jewelry, and under fingernails; rinsing well; drying hands with a paper towel, or a dryer; and avoiding touching the faucet with just-washed hands (e.g., by using a paper towel to turn off water).

Except when handling blood or body fluids that might contain blood (when wearing gloves is required), wearing gloves is an optional supplement, but not a substitute, for hand washing in any situation listed above.

- Staff must wear gloves when contamination with blood may occur.
- Staff do not use hand-washing sinks for bathing children or removing smeared fecal material.
- In situations where sinks are used for both food preparation and other purposes, staff clean and sanitize the sinks before using them to prepare food.

## First Aid Kit

(IQPPS 9.12)

It is inaccessible to children, but readily available for adult use. It is fully equipped according to guidance from Healthy Child Care Iowa. Following each use of the First Aid kit, the contents will be inspected and missing or used items replaced immediately. The First Aid kit will be inspected monthly. The first aid kit is taken to the outdoor play areas as well as on field trips and outings away from the site.

## Cleaning and Sanitization

(IQPPS 5.18, 5.19)

The facility will be maintained in a clean and sanitary condition. When a spill occurs, the area will be made inaccessible to children and the area will be cleaned immediately.

Toys that have been placed in a child's mouth or that are otherwise contaminated by body secretion or excretion will be removed immediately and sanitized after they are cleaned with soap and water. This also applies to other surfaces in the classroom. Toys and surfaces will be sanitized using a non-toxic solution of one-fourth tablespoon household bleach to one quart of tap water made fresh daily. Surfaces will be disinfected using one tablespoon of bleach to one quart of tap water and sprayed until glossy. The bleach solution will be left on for at least two minutes before it is wiped off with a clean paper towel, or it may be allowed to air dry. Machine washable cloth toys that have been placed in a child's mouth or that are otherwise contaminated by body secretion or excretion must be laundered before another child's use. Toys that cannot be cleaned and sanitized will not be used.

Staff are trained annually in cleaning techniques, handwashing, proper use of protective barriers such as gloves, proper handling and disposal of contaminated materials, and information required by the US Occupational Safety and Health Administration about the use of any chemical agents.

Routine cleaning will be performed by the staff and will follow the NAEYC Cleaning, Sanitizing and Disinfecting Frequency Table. A checklist will be completed according to the table.

Rugs/carpets are cleaned by the custodial staff. Facility cleaning, also done by custodial staff and, requiring potentially hazardous chemicals will be scheduled when children are not present to minimize exposure to the children. All cleaning products will be used as directed by the manufacturer's label. Non Toxic substances will be used whenever possible. Odors will be controlled by sanitation and ventilation.

## Protection from Hazards and Environmental Health

(IQPPS 9.11,10.5)

Program staff protect children and adults from hazards, including electrical shock, burns, or scalding, slipping, tripping, or falling. Floor coverings are secured to keep staff and children from tripping or slipping.

The preschool classroom has been tested for lead, radon, radiation, asbestos, fiberglass, and other hazards that could impact children's health with documentation on file. Custodial staff maintain the building's heating, cooling, and ventilation systems in compliance with national standards for facility use by children.

The program maintains facilities so they are free from harmful animals, insect pests, and poisonous plants. Pesticides and herbicides, if used, are applied according to the manufacturer's instructions when children are not at the facility and in a manner that prevents skin contact, inhalation, and other exposure to children. The program uses the techniques known as Integrated Pest Management (IPM) so that the least hazardous means are used to control pests and unwanted vegetation.

### **Smoke Free Facility**

(IQPPS 9.15)

In compliance with the Iowa Smokefree Air Act of 2008, ROCSD buildings and grounds are smoke free. A "No Smoking" sign meeting the law's requirements is posted at the entrances to the ROECC building to inform people that they are entering a non-smoking place. No smoking is allowed on the school grounds or within sight of any children.

### **Fire Safety**

(IQPPS 9.13, 10.10)

Fire extinguishers are installed in the Red Oak Early Childhood Center hallways with a tag indicating annual service dates. The fire alarm system is serviced annually. Smoke detectors, fire alarms, and carbon monoxide detectors are tested monthly. A written log of testing dates and battery changes is maintained and available upon request. The program has written and posted disaster preparedness and emergency evacuation policies and procedures. According to district policy, fire and severe weather drills are conducted twice each semester and recorded on a log.

### **Child Protection Policies**

(IQPPS 10.6,10.7)

The health and well being of every child in our care is of the utmost importance and the protection of children is our responsibility. An applicant or volunteer for temporary or permanent employment with the preschool program involving direct interaction with or the opportunity to interact and associate with children must follow the ROCSD's policy and submit an affidavit of clearance from any and all crimes against a child or families. In addition no person with a substantiated report of child abuse or neglect will come in contact with children in the program or have responsibility for children.

The program follows written school board policy for reporting child abuse and neglect as well as procedures in place that comply with applicable federal, state, and local laws. The policy includes requirements for staff to report all suspected incidents of child abuse, neglect, or both by families, staff, volunteers, or others to the appropriate local agencies. Staff who report suspicions of child abuse or neglect where they work are immune from discharge, retaliation, or other disciplinary action for that reason alone unless it is proven that the report is malicious. All staff complete "Mandatory Reporter: Child and Dependent Adult Abuse" at least every five years and in accordance with ROCSD policy.

### **Substance Abuse**

Persons under the influence of drugs or alcohol will not be permitted on the premises of the ROECC. At no time will children be released to a person under the influence of alcohol or drugs.

## **STAFF**

(IQPPS 10.11, 10.13)

### **General Information**

Policy information is found in ROCSD Master Contracts, Support Staff Contracts and the Employee Manual. Policy information is provided to each employee upon hiring



The ROCSD has written personnel policies that define the roles and responsibilities, qualifications, and specialized training required of staff and volunteer positions. The policies outline nondiscriminatory hiring procedures and policies for staff evaluation. Policies detail job descriptions for each position, including reporting relationships; salary scales with increments based on professional qualification, length of employment, and performance evaluation; benefits; and resignation, termination, and grievance procedures. Personnel policies provide for incentives based on participation in professional/educational development opportunities. .

Hiring procedures include completion of the following checks: criminal-record check, free from history of substantiated child abuse or neglect check, education credentials, verification of age, completion of high school or GED, personal references and a current health assessment.

Confidential personnel files, including applications with record of experience, transcripts of education, health-assessment records, documentation of ongoing professional development, and results of performance evaluation, are kept in a locked filing cabinet in the ROCSD Administrative Center.

## Staff Orientation

(IQPPS 6.1)

New ROCSD employees will be required to participate in an initial orientation program that introduces them to fundamental aspects of district operations including, but not limited to:

- Program philosophy, mission, and goals;
- Expectations for ethical conduct;
- Health, safety and emergency procedures;
- Individual needs of children they will be teaching or caring for;
- Accepted guidance and classroom management techniques;
- Daily activities and routines of the program;
- Program curriculum, assessment procedures and interpretation training;
- Child abuse and neglect reporting procedures;
- Program policies and procedures;
- NAEYC Standards;
- Regulatory requirements.

Follow-up training expands on the initial orientations.

The employee's administrative supervisor will provide the new employee with a review of the employee's responsibilities and duties. Payroll procedures, employee benefit programs and accompanying forms will be explained to the employee by human resources staff at the Administrative Center.

## Staffing patterns and schedule

(IQPPS 10.4,10.13)

The preschool program is in compliance with staff regulations and certification requirements. Our program follows Iowa Shared Visions requirements for staffing maintaining an adult/child ratio of at least 1:8 at all times. The program administrator will maintain lists of current substitutes for both the preschool teacher and the paraprofessional in case of absence.

Staff are provided space and time away from children during the day. The ROCSD Employee Manual encourages supervisors to schedule a paid break period approximately halfway through each four hour period. ROCSD Master Contracts and Support Staff Contracts also provide for a duty-free lunch period of at least twenty-five minutes. In addition, staff may request temporary relief when they are unable to perform their duties.

## Staff development activities

(IQPPS 6.4,6.5, 8.4)

ROCSD Master Contracts and Support Staff Contracts provide incentives based on participation in professional/educational development opportunities. All staff continuously strengthen their leadership skills and relationships with others and work to improve the conditions of children and families within their programs, the local community, and beyond. Staff are encouraged to participate in informal and formal ways in local, state, or regional public-awareness activities. They may join an early childhood group or organization, attend meetings, or share information with others both at and outside the program.

Staff will be informed of professional development activities by district staff, the SWVPP Coordinator, Child Care Resource and Referral, the local Empowerment areas, and the area education agency. Staff are expected to attend all staff training and meetings throughout the year. Training will focus on early childhood topics relevant to the program and community.

## Staff Evaluation and Professional Growth Plan

All staff are evaluated at least annually by an appropriate supervisor or, in the case of the program administrator, by the Superintendent. Staff also evaluate and improve their own performance based on ongoing reflections and feedback from supervisors, peers, and families. From this, they develop an annual individualized professional development plan or an Individual Teacher Career Development Plan with their supervisor and use it to inform their continuous professional development.

# **Inman Elementary Student Handbook**



**Red Oak Community Schools  
2025-2026**



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## OPENING STATEMENT

### Welcome Letter

Dear Students and Families,

Welcome to a new school year at Inman Elementary! I am honored to serve as your principal and excited to partner with you on this journey of learning and growth. At Inman, we believe in striving for excellence every day—and we are here to help you achieve your goals and reach your full potential.

Our school community is built on strong values. As Inman **TIGERS**, we focus on:

- **Teamwork**
- **Integrity**
- **Goals**
- **Empathy**
- **Responsibility**
- **Safety**

By following our **Tiger Matrix**, we create a respectful, supportive, and safe environment where all students can learn and succeed.

We're excited for what lies ahead. Let's work together to make the **2025–2026 school year** the best one yet!

Sincerely,

Dr. Jane Chaillie  
Principal, Inman Elementary

### School District Mission Statement, Vision Statement, Philosophy

#### ***Red Oak Mission Statement***

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.

#### ***Red Oak Vision Statement***

Excellence for All . . . Whatever It Takes!

#### ***Red Oak Community Schools Philosophy***

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.



## School Information at a Glance

### Red Oak Preschool

Jane Chaillie, Principal  
400 W 2<sup>nd</sup> Street  
Red Oak, Iowa 51566  
(712) 623-6630

### Red Oak Preschool Schedule

Drop Off begins @ 7:45 AM  
Full Day Sessions 8:00 AM – 2:50 PM (M-Th)

### Inman Elementary (K-6)

Jane Chaillie, Principal  
Jamie Sherley, Assistant Principal  
900 Inman Drive  
Red Oak, Iowa 51566  
(712) 623-6635

### Inman Elementary Schedule

Arrival/Breakfast: 7:40 AM  
Tardy: 8:00 AM  
Dismissal: 3:10 PM (Friday 1:40 PM)

### Jr/Sr High School (7-12)

Nate Perrin, Principal  
Steven Green, Assistant Principal  
2011 N 8<sup>th</sup> Street  
Red Oak, Iowa 51566  
(712) 623-6610

### Jr/Sr High Schedule

Arrival/Breakfast: 7:40 AM  
Tardy: 8:00 AM  
Dismissal: 3:10 PM (Friday 1:40 PM)

### Red Oak District Administration

Mr. Ron Lorenz- Superintendent  
Mrs. Heidi Harris- Board Secretary  
Mr. Kevin Herrick- Technology Director  
Ms. Barb Lombard- Transportation Director

## Staff Listing

**Preschool:** Arlene Smith, Angel Girouex, Katie Confer, Patricia Sickler

**Kindergarten:** Miranda Vannausdle, Julie Johnson, Meshell Billings,

**1<sup>st</sup> Grade:** Kay Soden, Melinda Smits, Elizabeth Koontz

**2<sup>nd</sup> Grade:** Abby Weeks, Alix Carlson, Josie Wiser, Kaylee Jacobs

**3<sup>rd</sup> Grade:** Sue Chelsvig, Alex Nelson, Kristina Chilton

**4<sup>th</sup> Grade:** Chris Koontz, Angie Montgomery, Kathleen Miner

**5<sup>th</sup> Grade:** Debra Robertson, Sonia Kunze, Carter Bruce, Dillon Wiser

**6<sup>th</sup> Grade:** Lisa Artherholt, SueAnn Crouse, Phil Turner, Brooke Doyle

**Title 1:** Connie Dentlinger, Brandi Blackman, Beth Rehbein

**Special Education:** Jacki Viner, R'Donya Nelson, Monica Nicholas, Karla Glass, Patricia Sickler

**ELL:** Miriam Hoeksema

**TAG:** Beth Burgess

**Specials:** Jesse Taylor (PE), Kelsie Schmidt (Music), Jacque Stephens (Art), Amy McClintock (Guidance), Kandi Turner (Title Para), Steve Ferre (School Based Interventionist)

**Paraprofessionals:** Julie Anderson, Linda Rodriguez, Josie Dalke, Nancy Thinnies, Amanda Deitering, Sarah Williams, Lupita Ramos, Lanie Brule, Heather Hodgkins, Grace Foote, Keely Boltinghouse

**Administrative Assistants:** Lori Vanderhoof (Inman), Elaine Pelzer (Inman), Val Tracy (ROECC)

**School Nurse:** Josie Starlin

**Administrators:** Jane Chaillie (Principal), Jamie Sherley (Assistant Principal)

## Definitions

**“The district”** means Red Oak Community Schools.

**“Parent”** also means “guardian” unless otherwise stated.

**“School grounds”** includes the school district-owned or operated facilities, school district-owned or operated property, property within the jurisdiction of the school district or school district premises, and school-owned or operated buses, vehicles, and chartered buses.

**“School facilities”** includes school district buildings and vehicles.

**“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.

## Equal Educational Opportunity

Red Oak Community Schools does not discriminate in its education programs or activities on the basis of sex, race, color, national origin, disability, religion, creed, marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs). The school district’s goal is to educate students in programs and activities that foster a healthy social, intellectual, emotional, and physical self-concept. Each student has the opportunity to use Red Oak Community School’s educational programs and activities. Each student is expected to conduct themselves in a manner that assures each student the same educational opportunity.

Students who feel they have been discriminated against are encouraged to report it to the school district Affirmative Action Coordinator. The Affirmative Action Coordinator can be contacted at the Red Oak Community School’s Central Office.

Inquiries by students regarding compliance with equal educational opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, may be directed in writing to the Director of the Region VII office of Civil Rights, U.S. Department of Education, John C. Kluczynski Federal Building, 230 S. Dearborn St., 37th Floor, Chicago, IL, 60604 (312) 730-1560, fax (312) 730-1576 [OCR.Chicago@ed.gov](mailto:OCR.Chicago@ed.gov), the Iowa Civil Rights Commissioner, <https://icrc.iowa.gov>, (515) 281-4121 or the Iowa Dept. of Education, Grimes State Office Bldg., Des Moines, IA 50319. (515) 281-5294. This inquiry or complaint to the federal or state office may be made instead of, or in addition to, an inquiry or complaint at the local level.

Red Oak Community School in its educational program, has an intervention process to assist students experiencing behavior and learning difficulties. The Student Assistant Coordinator is responsible for this process. Parents wanting access should contact the Inman Office.

## STUDENT ATTENDANCE

### Student Registration and Enrollment

Students and parents going through the enrollment and registration process with Red Oak Community School for the first time must complete the registration process with the district registrar. Each year, families must complete the yearly registration update before students begin school.

#### Admission Requirements

Students wishing to enroll in kindergarten must be 5 years of age on or before September 15<sup>th</sup> of the year in which they wish to enroll. Parents must present evidence of age before the child may enroll. It will be within the discretion of the school administration to determine what is satisfactory evidence for proof of age.

### School Calendar

Red Oak Community School's calendar may be subject to change throughout the school year due to weather, emergencies, or other reasons.

The calendar can be found on the Red Oak Community School website and Appendix A of the handbook.

### Daily Schedule

Students may enter the building at 7:40 a.m. and school will begin each day at 8:00 a.m. School is dismissed on Monday-Thursday at 3:10 p.m. and at 1:40 on Fridays.

### School Day – Arrival and Departure

#### Arrival Time

We ask that parents refrain from dropping off their children at school before 7:40 a.m. **Students should not be on school grounds and may not enter the building before 7:40 a.m.**

**There is no supervision for your child prior to 7:40 a.m. and after 3:20 p.m.** Please be timely in dropping off and picking up your child. Students will not be allowed to wait in the office area for any extended period of time prior to or after school dismissal. Please make alternate arrangements when these circumstances occur.

Students may not remain in the building or on the school grounds after school unless they are participating in a scheduled event or are under supervision of a staff member. Students who are receiving assistance from a teacher may stay after the regular school day, provided they have permission from the teacher and their parents. **Supervision is not provided before or beyond the regularly scheduled school hours for any other reason.**

## **Early Dismissals for Professional Development**

We have scheduled a 90 minute early release (1:40 p.m.) every Friday to allow time for professional development. These dates are notes on our school calendar. **Plan now to use those free hours to take care of your child's out-of-school needs (medical and dental appointments).**

## **Student Attendance**

Students must attend school for the number of days or hours school is in session in accordance with the school calendar and school attendance policy. Students are expected to be in class and to make attendance a priority. Attendance is not only compulsory by Iowa law ([Iowa Code Chapter 299](#)) but is the only way a student can participate and benefit from Red Oak School Districts' education program and accomplish the student's educational objectives.

In some cases, students may be exempt from the required minimum days or hours. Exceptions and other related information are listed in district attendance policy.

### **Check in and out procedures**

Should a student return to school from an absence during the school day, or leave the school during the school day, the student must report to the Inman front office. If the student is returning to school during the school day, the student must check in prior to returning to class. This process is not meant to excuse an absence or act as a reason for an unexcused absence but merely to keep track of student activity and attendance.

### **Chronic Absenteeism/Absences**

Chronic Absenteeism or absences mean any absence from school for more than 10% of the days in the semester as established by the Red Oak Community School District. In accordance with Iowa Law, the school officials will notify the parent or guardian of the student when the student's absences meet the threshold.

In accordance with Iowa law, when a student meets the threshold to be considered chronically absent, the school official will notify the county attorney and the student's parent, guardian, or legal, or actual custodian. The notice will include information related to the students' absences from school and the policies and disciplinary processes associated with the additional absences and next steps.

### **School Engagement Meeting**

If a student is absent from school for at least 15% of the school days in the semester as established by the Red Oak Community School district, the school official and the parent/guardian may schedule a meeting to collaborate to find the cause of the absences and how they are negatively affecting a student's academic progress as part of school engagement meeting as required by Senate File 277. Parent participation is required by Iowa law in this meeting if the absences are negatively affecting student's child's academic progress. School officials will make reasonable effort to schedule the meetings, if parent/guardian does not participate, this matter will be turned over to the County Attorney. The purpose of the meeting is to understand the reasons for the students' absences and attempt to remove barriers to the students' ongoing absences; and to create a signed absenteeism prevention plan.

## **Absenteeism Prevention Plan**

The absenteeism prevention plan will identify the causes of the students' absences and the future responsibilities of each participant. The school official will contact the student and the student's parent/guardian at least once per week for the remainder of the school year to monitor the performance of the student and the student's parent/guardian under the plan. If the student and the student's parent/guardian do not attend the meeting, do not enter into a plan or violate the terms of the plan, the school official will notify the county attorney.

## **Truancy/Truant Students**

Truancy or a truant student means a child of compulsory attendance age who is absent from school for any reason for at least 20% of the days in the semester as established by the Red Oak Community School district. There are certain instances where truancy may not apply. These are listed in the district policy 501.9.

## **Consequences**

If a student is absent more than 10% of days in a grading period, the student's parent will be contacted via telephone or mail regarding the student's attendance. The student-based interventionist will initiate the notification process. If a student has been absent for 5 days with no parental notification, the student enrollment may be dropped, and the student must be registered for school before being allowed to attend. If a student is absent for 15% of the days in a grading period and/or school year, the student-based interventionist may set up a school engagement meeting with the family, student, and district to address reasons for absences and to make a formal plan to reduce the days missed. If the parent/guardian does not attend, the Montgomery County Attorney will be notified in accordance with SF 277. 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. A formal mediation will be set up with the county attorney and failure to comply with the plan set up in medication may result in charges filed with the county court as outlined in SF 277.

Students with disabilities receiving special education services or accommodations, shall not be denied their right to education. Procedural safeguards under the *Individual with Disabilities Education Act* (IDEA) and *Section 504* shall be followed prior to considering any of the above disciplinary measures.

Schoolwork missed because of absences must be made up within two times the number of days absent, not to exceed 6 days. The time allowed for make-up work may be extended at the discretion of the classroom teacher. Students will be allowed to make up all work missed due to any absence and full credit will be awarded to all make-up assignments and tests submitted that meet the teacher's specifications.

## **Open Enrollment**

Iowa's open enrollment law allows students residing in one school district to request transfer to another school district upon the parents' request. Parents/guardians may apply for open enrollment for their child to attend another Iowa public school at any time during the year. Students wishing to open enroll to another school must contact the Red Oak Community School Central Office for more information.

## Early Release During School Hours

If a student is leaving school early, a parent/guardian should contact the school in advance if their child is leaving school for any reason during the day, stating the reason for the absence. Any student leaving school during the day must be checked out at the front desk by an adult and checked back in if they return before the end of the day. Students are not allowed to walk home by themselves during the school day. For the protection of our students, no student will be allowed to leave the school during the day with any adult other than a parent or guardian unless proper permission is given by the parent/guardian. Anyone picking up children should report to the office and wait for students at the main entrance.

## Inclement Weather

Should school be canceled due to inclement weather prior to the start of the school day students and parents will be notified via PikMyKid, KCSI radio, and school social media. These days are typically built into the calendar or through remote learning, however, there may be instances where missed days must be made up. If the school has a remote learning day, students are expected to complete and submit work to be counted in attendance for the day.

Should school be dismissed early due to inclement weather, parents will be notified via PikMyKid, KCSI radio, and school social media.

There will be no extracurricular or afterschool activities held at Inman during school or after school on the day of inclement weather. This is true should school be cancelled or experience an early out.

# STUDENT RIGHTS AND RESPONSIBILITIES

## Student Appearance

Inman Elementary believes inappropriate student appearance causes material and substantial disruption to the school environment and can present a threat to the health and safety of students, employees, and visitors. Inman Elementary believes there is a strong correlation between student academic performance and conduct and students' appearance. Because of this, students are expected to wear clothing that is appropriate to their age level and does not disrupt the school or educational environment.

Students are expected to adhere to standards of cleanliness and dress that are compatible with the requirements of a good learning environment. Clothing or other apparel promoting products or activities that are illegal for minors and clothing displaying obscene material, profanity, or reference to prohibited conduct are disallowed. When in the judgment of building administration, a student's appearance or mode of dress disrupts the educational process or constitutes a threat to health or safety, the student may be required to make modifications. Clothing that may be restricted, or requested to be modified include but not limited to:

- Shoes with cleats except for outdoor practices.
- Shoes with wheels.
- Clothing that is not conducive to the health and safety of a student against certain weather circumstances.

- Clothing or accessories that are dangerous or could be used as a weapon.
- Displays of obscenity, profanity, or vulgarity.
- Discriminatory remarks.

Students who refuse to comply or are found to be a habitual offender may be sent to the building administration who will determine appropriate consequences in accordance with district adopted disciplinary policies and procedures.

## Student Care of School Property/Vandalism

Students must take care of school property including desks, chairs, books, lockers, school equipment, and other school property. Vandalism and/or destruction of school property is not tolerated. Students found to have committed vandalism or to have destroyed or otherwise harmed school property may be subject to discipline and/or required to

- Students may be required to reimburse the school district for actual cost of the damages.
- Students may be required to reimburse the school district for cost of labor to restore property.
- Student clean up and repair depending on the severity of the vandalism/damages and if cleanup would pose a threat to the safety of the student.
- Restrictions on participation in extracurricular activities.
- Other disciplinary actions

In certain circumstances, students may be reported to law enforcement authorities.

Accidental damages may, but are not required to, be treated differently. Whether an incident is considered accidental will be determined on a case-by-case basis by building administration, depending on the circumstances of the situation, the student's actions leading up to the situation and the student's response after the situation occurred.

## Student Expression and Publication

The board of directors of Red Oak Community Schools protects the intellectual freedom of the school district's students and practitioners. Expressions made by the students, including student expression through publication, is not an official expression of the school district. The *Student Expression and Publication Code* policy are made available to parents and students via district policy 502.3 and 502.3R1.

Students who violate expression and publication rules may be subject to disciplinary measures. Disciplinary measures cannot violate a student's protected right to expression and publication, except to the extent that regulation of protected speech is allowed by law. Disciplinary measures should relate directly to the violation of the legally allowed regulation of speech. Appropriate level of discipline will be determined by building administration.

### Student Expression

Red Oak Community Schools aim to protect the educational environment for all students to help ensure it is free from substantial disruption or infringement upon students' rights. Students are generally allowed to express their viewpoints and opinions.



The school may regulate speech in certain qualifying circumstances, to help ensure the safety and welfare of the school community. The expression must be done in a reasonable time, place and manner that it is not disruptive to the orderly and efficient operation of the school district. The school may regulate speech that: causes or is reasonably anticipated to cause a material and substantial disruption to the education environment; infringes upon the rights of others; is obscene or lewd; is school sponsored; and/or promotes illegal activities.

Red Oak Community Schools generally allows for student-led protests. Student protests include walk-ins and walk-outs. Walk-ins occur when students leave their learning environments during school hours and together in a group or groups with the purpose of promoting belief(s) but remain on district property. Walk-outs occur when students leave their learning environments during school hours and gather in a group(s) off district property with the purpose of promoting belief(s). Protests are subject to the same rules and restrictions as student expression outlined above.

Students who believe they have been unreasonably restricted in their exercise of their rights should follow the complaint procedure outlined in the *Student Complaint/Grievances* portion of the student handbook.

## Student Complaints/Grievances

Student complaints and grievances regarding board policy or administrative regulations and other matters should be addressed to the student's teacher or another licensed employee, other than the administration, for resolution of the complaint. It is the goal of the board to resolve student complaints at the lowest organizational level.

If the complaint cannot be resolved by a licensed employee, the student may discuss the matter with the principal within 3 (three) days of the employee's decision. If the matter cannot be resolved by the principal, the student may discuss it with the superintendent within 5 (five) days after speaking with the principal.

## Student Search and Seizure

Red Oak Community Schools believes that in order to maintain and protect the health and safety of students, employees, and visitors to the school district and for the protection of school district property and educational environment, students, students' belongings, school-owned lockers, desks or other facilities may be searched or inspected pursuant to constitutional protections and state and federal law. A student and protected student areas may be searched without a search warrant based on a reasonable and articulable suspicion that a law and/or school district policy, rule, or regulations have been violated.

### Personal Searches

A student's person, personal property and protected student areas may be searched when a school official has reasonable suspicion to believe the student is in possession of illegal, unauthorized, or contraband materials or has violated law or school district policy, rule, or regulations. Student-protected areas are a student's personal effects which include but are not limited to backpacks, satchels, purses, gym bags, etc.

Personally intrusive searches of the student's body require more compelling circumstances to be considered reasonable. If a pat-down or search of student's garments such as jackets, socks, pockets etc., is conducted, it must be conducted in private by a school official of the



same sex as the student and with another adult witness of the same sex present, when feasible. A more intrusive search, short of a strip search, of the student's person and personal effects, is permissible in emergency situations when the health and safety of students, employees or visitors are threatened with imminent harm. This emergency-induced search can only be conducted 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 students will be endangered by delay.

### **Lockers and Desks**

Although school lockers and desks are temporarily assigned to individual students, they remain the property of the district. The school district has a reasonable and valid interest in ensuring the lockers, desks, and other spaces are properly maintained. For this reason, lockers, desks, and other spaces are subject to unannounced inspections and students do not have a legitimate expectation of privacy in the locker, desk, or other space. Any illegal, unauthorized, or contraband materials discovered will be confiscated by school authorities and may be turned over to law enforcement.

### **Seizure**

School authorities may seize any illegal, unauthorized, or contraband materials discovered in a search. Such items are not to be possessed by a student while they are on school district property, on property within the jurisdiction of the school district, while on school-owned or school-operated or chartered vehicles, while attending or engaged in school activities, and while away from school grounds if the misconduct will directly affect the good order, efficient management, and welfare of the school district. Possession of such items will result in disciplinary action including suspension or expulsion and may be reported to law enforcement.

### **Student Lockers and Desks**

Students are allowed to use the lockers and desk for storing school-related materials and personal items where necessary for attendance at school. Students are required to keep their assigned locker and desk clean and undamaged. Expenses to repair any damage done to a student's locker and desk may be charged to the student.

It is highly recommended that students do not store valuables in their lockers or desks. The school district is not responsible for such items. Building administration may periodically inspect all or a random selection of lockers and desks for inspection. Either students or another school administrator will be present during the inspection of lockers. These searches may be conducted at any time and without advance notice in compliance with the district's search and seizure rules and policies.

### **Bullying and Harassment**

Red Oak Community Schools 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. A safe and civil school environment is necessary for students to learn and achieve. Bullying and/or harassment can seriously disrupt the ability for a school district to maintain a safe and civil environment, hindering the students' ability to learn and succeed. Bullying and/or harassment of students, employees, and volunteers is against federal and state law, and Red Oak Community School's rules, regulations, and policies.

Bullying and/or harassment will not be tolerated on school district property, on property within the jurisdiction of the school district, while on school-owned or operated or chartered vehicles, while attending or engaged in school activities, or while away from school grounds if the misconduct materially interferes with the orderly operation of the educational environment or is likely to do so.

### **Definitions**

“Harassment” and “bullying” mean any electronic, written, verbal, or physical act or other ongoing conduct toward an individual based on any trait or characteristic of the individual 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.
- 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.

“Trait or characteristic of the student” includes but is 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.

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

### **Complaint Procedure**

Complaints of bullying and/or harassment may be filed promptly, reasonably and in good faith with the superintendent. Complaints will be investigated in accordance with adopted district policy and procedures. Within 24 hours of receiving the report that a student may have been the victim of conduct or behavior that constitutes bullying and/or harassment, the district will notify the parent, guardian, or legal custodian of the student.

After considering the totality of the circumstances, should the superintendent designee determine after the investigation, that a student has suffered bullying and/or harassment by another student enrolled in the district; a parent, guardian, or legal custodian of the student may enroll the student in another attendance center within the district that offers classes at the student’s grade level, subject to the requirements and limitations established in Iowa law.

In case of an apparent conflict of interest, Red Oak Community School will designate an alternative investigator.

### **Retaliation and False Reports**

Individuals who knowingly file false bullying and/or harassment complaints, and any person who gives false statements in an investigation may be subject to discipline by appropriate measures. Any student found to have violated this policy or retaliated against another student for filing a complaint under these rules is in violation of the bullying and/or harassment rules and may be subject to discipline up to and including suspension and expulsion.

## Threats of Violence

The policy for *Discipline for Students Who Make Threats of Violence or Cause Incidents of Violence* can be found at [“Discipline of Students Who Make Threats of Violence or Cause Incidents of Violence”](#) . Parents and guardians should review and become familiar with this policy. All threats of violence, which include any written, verbal, symbolic, electronic, or behavioral message, that either expressly or implicitly express an intention to inflict emotional or physical injury or damage against students, employees, visitors, or school facilities are prohibited. A student who makes a threat of violence, causes an incident of violence that results in injury or property damage, or who commits an assault, will be subject to escalating levels of discipline for each occurrence.

Threats will be promptly investigated. When appropriate, referrals will be made to local law enforcement. The district retains the authority to assign the level of disciplinary measures appropriate to the severity of the threat of violence or incident of violence.

Threats issued and delivered away from the school or school activities may be grounds for disciplinary action if the threat impacts the orderly and efficient operations of the school.

Disciplinary measures may include discipline up to and including suspension and expulsion. The following factors will be considered in determining the extent to which a student will be disciplined for threats of violence

- The student’s intent and knowledge of their actions.
- The student’s developmental level and the context of the incident.
- Whether a pattern of threats of violence exists.
- Age, grade level, and maturity of the student.
- The circumstances surrounding the threat.
- Cooperation of the student and his or her parent(s) or guardian(s).
- The degree of disruption to the school community created by the threat.
- Other relevant information from a credible resource.

## Weapons and Weapon Look-a-Likes

Weapons, weapon look-a-likes, and other objects used with the intent to cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, and visitors on the school district premises or property within the jurisdiction of the school district. Weapons, weapon look-alikes, and other dangerous objects in the possession of a student that are brought onto the school district premises or property within the jurisdiction of the school district will be confiscated.

The possession will be reported to law enforcement and parents or guardians of the student. Students may be subject to appropriate disciplinary measures. Disciplinary measures may include discipline up to and including suspension and expulsion.

Firearms are strictly prohibited from school grounds, except for weapons under the control of law enforcement officials or other individuals specifically authorized by the board. Any student who is determined to have brought a firearm to school or knowingly possessed a weapon at the school must be expelled from school for a period of no less than one year. However, the superintendent may modify the expulsion requirements on a case-by-case basis. Firearms include but are not limited to any weapon (including a starter gun) which will or is designed to or

may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; incendiary or poison gas, or any destructive device such as bombs, grenades, mines, etc.

## Student Substance Abuse

Students are prohibited from distribution, dispensing, manufacture, possession, use or being under the influence of alcohol, tobacco/nicotine products, other controlled substances, or look-alike substances while on school district premises or property within the jurisdiction of the school district, while on school-owned and/or operated school or chartered vehicles, while attending or engaged in school activities, and while away from school grounds if the misconduct will directly affect the good order, efficient management and welfare of the school.

Students found to be in violation of this rule will be subject to appropriate disciplinary measures and may be required to satisfactorily complete a substance abuse or rehabilitation program. Disciplinary measures may include discipline up to or including suspension and expulsion. For students under the age of 21, local law enforcement authorities may be notified.

## Internet

Students will be able to access the internet through their teachers. Individual student accounts and electronic mail addresses may be issued to students. Students may be permitted to use district-issued email addresses and internet-based collaboration software to send and receive messages at school. Students will receive age-appropriate training prior to using the internet.

Students will be under teacher supervision while on the network and the district uses technology protection measures to block and filter inappropriate/unauthorized use as much as possible and to the extent permitted by law or vendor policies. Additionally, student's internet activities may be monitored by the school district to ensure students are not accessing inappropriate sites that contain restricted material. However, it is not possible to constantly monitor individual students and filter everything they are accessing. Because the internet is a global network and information appears, disappears, and changes constantly, it is not possible to predict or control what students may locate. Some students may encounter information that may not have educational value.

Students will not intentionally access or download any text file or visual depictions or engage in any discussion that includes restricted material. Restricted material includes but is not limited to obscene, libelous, indecent, vulgar, profane or lewd; advertises any product or service not permitted to minors by law; constitutes insulting or fighting words, the very expression of which injures or harasses others; or 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, will cause the commission of unlawful acts or the violation of lawful school regulations.

Should a student be found to have accessed restricted materials, students may experience the following disciplinary measures and/or, depending on the severity violation may experience disciplinary measures up to suspension and expulsion:

**First Violation:** A verbal and written "Warning" notice will be issued to the student. The student may lose internet access for a period of up to one week at the discretion of the supervising teacher. A copy of the notice will be mailed to the student's parents and a copy provided to the building principal.

**Second Violation:** A verbal and written "Second Violation" notice will be issued to the student. A copy of the notice will be sent to the student's parents and a copy provided to the building principal. The student will forfeit all internet privileges for a minimum period of two weeks.

**Third Violation** A verbal and written "Third Violation" notice will be issued to the student. A copy of the notice will be sent to the student's parents and a copy provided to the building principal. The student will forfeit all internet privileges for a minimum period of one month or the balance of the school year.

## Electronic/Technological Devices

Personal electronic/technological devices include but are not limited to cell phones, headphones, ear buds, radios, etc. These devices are only permitted for use prior to the start of the school day (Board Policy 511.R1). Should a student be found using a device outside of the permitted times, it will be confiscated. The confiscated device will be returned at the end of the school day. Should a student continue to violate these rules, the device may be required to be confiscated at the start of the school day and returned at the end of the school day for a certain designated time. The second infraction will require that a parent pick up the device in the Inman office. After a third infraction, the student will no longer be able to bring a device to school until a parent conference with the building administrator can be held.

Students are expected to refrain from using their devices once they enter the school until they leave the school building. Misuse of devices include but are not limited to taking photos in the restroom, using a device to cheat, using a device to incite violence, using a device to bully, harass, threaten, or intimidate another person, to disseminate inappropriate photos or other restricted material, etc. Should a device be misused, a student may face disciplinary measures up to and including suspension and expulsion. Depending on the severity of the misuse, local law enforcement authorities may be contacted.

If you need to get a message to your child, please call the Inman Office during school hours. The district is not responsible for lost, damaged or stolen devices and personal items.

## Hall Passes

Students must have a hall pass to be in the hallways when classes are in session. Students may obtain a hall pass from their teacher. If a student is found in the hallways without a pass, they will be sent back to class. Repeated offenses may be subject to disciplinary action.

## Academic Integrity

Students are expected to do their own schoolwork. Academic dishonesty includes but is not limited to looking at another student's schoolwork without permission, copying others' work, copying from other unauthorized sources such as past exams, or unauthorized use of devices. Academic dishonesty is strictly prohibited. Students may face disciplinary measures as outlined in this handbook if found to have engaged in academic dishonesty. In addition to such disciplinary measures, students may face loss of class credit.

## Dual Enrollment

Home schooling/private instruction or home school assistance program students enrolled in classes or participating in school activities in Red Oak Community Schools are subject to the same policies, rules, and regulations as other students and are disciplined in the same manner

as other students. Dual enrollment students interested in participating in school activities or enrolling in classes should contact the building administrator.

## STUDENT CONDUCT

### Good Conduct Rule

Participation in school activities is a privilege. Students who wish to have the privilege of participating in extracurricular activities must conduct themselves in accordance with law, board policy, and school rules and must refrain from activities which are illegal, immoral, or unhealthy. Students who participate in extracurricular activities serve as ambassadors of the school during 2025-2026, both away from or at the school. The privilege of participating in these activities is conditioned upon meeting the eligibility criteria established by the board, administration, and individual activity coaches, sponsors, and directors. The building administrator will keep records of violations of the good conduct rule.

#### Eligibility

To be eligible for an activity, students participating must attend school on the day of the activity. Students who are not in school will not be able to participate.

Eligibility for extracurricular activities for students with disabilities will be determined in accordance with relevant state and federal laws.

### Temporary Removal from Classroom

Temporary removal from a classroom means that a student will be temporarily removed from the current classroom due to disruption of the learning environment and they will be removed to a buddy classroom, collaboration space, or the building office. This is at the discretion of the classroom teacher.

### Detention

Detention means that a student is required to attend school during non-school hours for disciplinary purposes. Whether detention is to be imposed, the time of detention, and the length is determined by building administration on a case-by-case basis.

### Student Suspensions

Suspensions and discipline in lieu of or on condition of suspension, may be considered when a student violates board policy, school rules, or the law. All suspensions will be determined by building administration after an investigation of the incident or allegation. Written notice and reasons will be given to the parents and student regarding the suspension, probation, or intervention. Students who are suspended from school will still be expected to complete course work to receive class credit.

#### Intervention

Interventions are actions in lieu of suspension intended to help the student understand and refrain from engaging in the behavior again. This may be imposed where a student's behavior may be indicative or symptomatic of a great underlying issue.

#### In-School Suspension

In-school suspension is a temporary isolation of a student from one or more classes while under administrative supervision and remaining on the school property.

### **Out-of-School Suspension**

Out-of-school suspension is used when other available school resources are unable to constructively remedy the student's behavior. Out-of-school suspension is the removal of a student from the school environment for short periods of time. A student may be removed from school for periods not to exceed 10 school days by the principal due to gross or repeated infractions or when the student's presence causes interference with the educational environment or operation of the school. The principal may use out-of-school suspension after an investigation and the student is afforded due process as outlined in school policy and the law.

### **Student Expulsions**

An expulsion occurs when a student is removed from the school environment, including but not limited to classes, activities, and other school related events. Students may be expelled for violation of board policy, school rules, or the law.

At the recommendation of the superintendent, a student may be considered for expulsion for disciplinary purposes. Only the board may make the determination to expel a student. Students considered for expulsion will be given due process as outlined in school policy and the law.

### **Fines and Fees**

Students may be assessed for fines, fees, and other similar charges for materials needed in a course, overdue school materials, activity participation, misuse of school property, or any other reason permitted by law. Parents and students meeting specific financial eligibility standards will be eligible for a waiver of student fees or a reduction upon parental request. Should a parent or student seek a waiver, they should contact the building administrator for more information and waiver forms.

## **STUDENT HEALTH AND WELLBEING**

### **Insurance for Students**

Children's Health Insurance Program (CHIP) is offered through the Healthy and Well Kids in Iowa program (Hawki). Hawki is the state of Iowa's medical insurance program for uninsured children. Parents can apply for low-cost health insurance for their children through the program. For more information contact the school nurse.

### **Immunizations**

Prior to starting school or transferring into the school district, students must submit a certificate of immunization or exemption as required by Iowa Code 139A.8. Students without a proper certificate are not allowed to attend school until they have received the required immunizations or may be admitted on the condition that the student is in the process of completing the immunization process. Should a student fail to meet the immunization requirements, this is grounds for suspension, expulsion, or denial of admission.



Exemptions are recognized only for medical or religious purposes as recognized by the law. The student must provide a valid Iowa State Department of Health Certificate of Immunization Exemption.

## Physical Examinations

When students enroll at Red Oak Community School, they will need to have a current physical submitted to the school nurse. Parents are encouraged to have their children receive periodic physical examinations.

## Administration of Medication

Students may need to take prescription or non-prescription medication during school hours. Medication will be administered after a student's parent or guardian has provided a signed and dated written request that medication be administered. In some cases, students who have demonstrated competency in administering their own medication may do so after receipt of a written and signed statement by the student's parent or guardian. However, a student with asthma, respiratory disease, or other airway constricting diseases must be allowed to carry and self-administer their medication without showing competency if the school is presented with a written approval signed by both the parent or guardian and the prescribing physician. Students are not permitted to abuse their self-administered prescriptions. Those who have been found to be abusing self-administration may have the option of self-administration withdrawn if medically advisable and lawful.

Medication is held in the nurse's office and distributed by the school nurse or designated medication administration certified staff. Medication must be in the original container, with original label, and an instruction sheet or parental authorization that includes the student's name, medication name, directions for use and dosage, times and duration of administration, contact information of the pharmacy (if applicable), date of the prescription (if applicable), name of the physician (if applicable), potential side effects, and emergency number of the parents.

## Student Illness or Injury at School

A student that becomes ill or is injured at school must notify their teacher or another employee as soon as possible. In the case of a serious illness or injury, the school shall attempt to notify the parents according to the information on the student's emergency contact form. If the student is too ill to remain in school, the student will be released to the student's parents or, with the parents' permission, to another person directed by the parents.

While the school is not responsible for treating medical emergencies of an ill or injured student, 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 where the student may have been transported for treatment.

Please do not send your child to school if he/she is ill. Your child should have a normal temperature for 24 hours before returning to school without the use of fever reducing medication. Children who participate in school activities during the day or evening are to attend school all day the day of the activity. Written permission to be absent any time before the activity will be the only exception for this situation. (Example: dental appointment, funeral, non-illness appointment.)



## Communicable and Infectious Diseases

Students who have an infectious or communicable disease are allowed to attend school provided they are able to do so, and their presence does not create a substantial risk of illness or transmission to other students or employees. The health risk to others in the school district environment will be determined on a case-by-case basis by the student's physician, a physician chosen by the school district, or public health officials. Infectious or communicable diseases include but are not limited to mumps, measles, chicken pox, etc.

## Health Screenings

Throughout the year, Inman Elementary sponsors health screenings for hearing, vision, and dental. Parents are notified prior to the screening and may opt out through a written, signed note.

## Sexual Abuse and Physical Abuse of Students by School Employees

Red Oak Community School does not tolerate physical or sexual abuse of students, including inappropriate and intentional sexual behavior, by employees. Students who are physically or sexually abused by an employee should notify their parent or guardian, and report to a principal or other trusted school employee. A report may also be made directly to the Level 1 investigator.

The Iowa Department of Education has established procedures adopted by the district for investigating allegations. The procedure requires the district to identify the Level 1 investigator and Level 1 investigator alternative. Red Oak Community School's Level 1 investigator is Steven Green and can be contacted at Red Oak Jr/Sr High.

Allegations will be handled promptly and confidentially to the maximum extent possible.

## Emergency Drills

Periodically the school holds emergency drills for fire, tornado, and other threats or disasters. At the beginning of each semester students are notified by their teachers of the emergency drill procedures. Additionally, the procedures and proper exit areas are posted in each room.

Students are expected to remain quiet and orderly during a drill or an emergency. Fire alarms and other calls to alarm should be taken very seriously. Students who pull the fire alarm or call in false alarms, will be disciplined up to and including suspension or expulsion. Additionally, depending on the situation, they may be reported to local law enforcement authorities.

## Physical Restraint and Seclusion of Students

Corporal punishment, mechanical restraint and/or prone restraint is prohibited in all schools by Iowa law. Employees are prohibited from administering corporal punishment, mechanical restraint and/or prone restraint.

That said, trained district employees and others may have to use behavior management interventions, physical restraint and/or seclusion of students. The school uses the least restrictive behavioral interventions appropriate for the situation.

Physical restraint or seclusion may be used for the following reasons:

- To prevent or terminate an imminent threat of bodily injury to the student or others; or

- To prevent serious damage to property of significant monetary value or significant nonmonetary value or importance; or
- When the student's actions seriously disrupt the learning environment or when physical restraint or seclusion is necessary to ensure the safety of the student or others; and
- When less restrictive alternatives to seclusion or physical restraint would not be effective, would not be feasible under the circumstances, or have failed in preventing or terminating the imminent threat or behavior; and
- When the physical restraint or seclusion complies with all applicable laws.

All physical restraints and seclusions will be conducted and documented in accordance with the adopted policy 505.12 and state law.

## STUDENT SCHOLASTIC ACHIEVEMENT

### Conferences and Student Progress

Students receive progress reports in the form of report cards at the end of each quarter. Students who have concerns about their grades should talk to their teachers to determine how they can improve performance. Teachers will notify parents and students should the student be doing poorly in the class.

If parents have any concerns or questions about their child's progress, they may contact the classroom teacher. Additionally, parent-teacher conferences are regularly scheduled and held each semester at Inman Elementary. Individual conferences are also available to parents with ongoing concerns. They are held outside of regular school hours and can be scheduled through the classroom teacher.

### Testing/Survey Programs

Students undergo standardized testing annually. These tests are used to determine academic progress for individual students, for groups of students, and for the school district and to comply with state law.

## STUDENT ACTIVITIES

### Assemblies

Throughout the year Inman Elementary sponsors school assemblies. Students attend assemblies unless, for disciplinary reasons, the privilege is taken away. Students who are not participating in assemblies must report to the office.

### Field Trips

In certain classes, field trips and excursions 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. Absences in other classes or school activities due to attendance on field trips or excursions are considered excused absences.

### Buses and Vehicles Used for Activities

Students who ride a district bus or vehicle for activities must ride to the event on the district transportation. Students ride home on the district bus or vehicle unless prior arrangements have

been made with the pre-approval of the Inman Office, parent, or the student's parents personally appear and request from the building administrator to transport the student home.

Students are to conduct themselves in an orderly manner fitting to their age and maturity level on district transportation. Students who fail to behave appropriately will be subject to disciplinary measures.

## STUDENT RECORDS AND INSTRUCTIONAL MATERIALS

### Student Records; Family Educational Rights and Privacy Act Notice (FERPA)

Under the Family Educational Rights and Privacy Act (FERPA) student records containing personally identifiable information, except for directory information, are considered education records and are confidential. For a complete copy of Red Oak Community School District's policy on education records and other related information and procedures contact the Red Oak Community School District Central Office.

FERPA affords parents and students over the age of 18 (eligible students) certain rights with respect to a student's education records. These rights are:

1. Right to inspect and review the student's education record.
2. Right to seek amendment(s) of the student's education records that the parent or eligible student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights. Right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the law authorizes disclosure without consent.
3. The right to file a complaint with the US Department of Education concerning alleged failures by the district to comply with the law. Complaints should be made to the following:

Student Privacy Policy Office  
US Department of Education  
400 Maryland Avenue  
Washington, DC 20202-8520

[File a Complaint | Protecting Student Privacy \(ed.gov\)](#)

### Student Photos

Red Oak Community Schools allows for school photos to be taken by a commercial photographer as a service to the students and their families. Prior to students' photos being taken, students and students' parents will be notified. In no case will students be required to have their picture taken or be pressured to purchase pictures.

Teachers and school staff may take pictures of students for newspaper, newsletters, school promotional information, and school social media unless parents or students request otherwise.

### Student Disclosure of Identity

Students may make a request to a licensed employee to accommodate gender identity, name, or pronoun that is different than what was assigned to the student in the student's registration forms or records. Should a student make this request, licensed employees are required to report

the request to the building administrator. The building administrator will contact the student's parents/guardian regarding the request. These procedures must also be applied to nicknames.

## Student Legal Status

If a student's legal status, such as a student's name or the student's custodial arrangement, should change, the parent must notify the district. These changes are important to keep up-to-date to ensure that the school district is maintaining a current and accurate student record.

## School Library

Inman Elementary maintains a school library for use by employees and students during the school day. Materials maintained in the library are consistent with all applicable laws and board policy. All parents and guardians of students enrolled in the district have access to the online catalog on the district website.

Students using the library are expected to use classroom decorum and follow all school district policies, rules, and regulations. The library staff reserves the right to send any student who is creating a disturbance back to the classroom.

Library materials may be checked out for two weeks and at that time must either be renewed or returned. Students who wish to check out library materials must follow the checkout procedures. Students are allowed to check out two library materials at a time unless given explicit written permission from the librarian to check out more. Students may not check out books until overdue library materials are returned. Lost or stolen library materials must be paid for.

Requests from parents or guardians to prohibit their enrolled student from accessing specific library material must be directed to the school principal.

## Inspection of Instructional Materials

Parents and other members of the school district community may view the instructional materials used by the students upon request. Copies may be obtained according to board policy 605.3 Tests and assessment materials are only available for inspection with the consent of the superintendent. Persons wishing to view instructional materials or to express concerns about instructional materials should contact the superintendent.

Should a parent or other members of the school district community have any objections regarding instructional materials, they may contact the superintendent who will provide all necessary forms, or they may access the objection forms through the school district's policy.

## MISCELLANEOUS

### Student Guidance and Counseling Program

Inman Elementary maintains a guidance program that provides certain services that assist students with their personal, educational and career development. Confidentiality is maintained by the employees involved in the guidance program to the extent the law allows.

## Visitors/Guests

Visitors are welcome at Inman Elementary under certain circumstances. Visitor parking is in the main Inman parking lot. All visitors must check in at the Inman office. The check-in process includes checking in with office staff and signing in. If a student wishes to bring a guest to school, the student must receive prior permission from the building administrator 24 hours prior to the visit. If guests are disrupting the learning environment for students, they will be asked to leave. No guest will be allowed during classroom or district testing.

## School Nutrition Program and Free and Reduced Lunch

Red Oak Community Schools operate a school nutrition program out of the school cafeteria. Students may either bring their own meals or purchase meals through the school. Free and reduced lunch is available to those who qualify and may require those services. For more information and forms contact building administration or Lisa Joint at Central Office.

Sixth grade students may have the opportunity to purchase a la carte options. Students will only be allowed to purchase a la carte options if they have money in their lunch account.

## Buses and Other School District Vehicles

Buses and other school district vehicles (“vehicles”) are primarily used to transport students to and from school or school activities. Appropriate classroom conduct is to be observed by students while riding the vehicle except for ordinary, appropriate conversation. Students are responsible to the driver, chaperone and/or sponsor while on the school district vehicle, loading, or unloading or leaving the vehicle. The driver may discipline the student and may notify the principal of inappropriate conduct. All people riding school district vehicles to and from the school, extracurricular activities, or any other destination must comply with the law and school district policies, rules, and regulations. Bus and vehicle specific rules are as follows but are not limited to:

- Designated loading spots will be identified before and after arrival.
- Vehicles must be at a complete stop prior to entering or exiting.
- Bodies must remain in the vehicle.
- Riders must not throw or extend objects about the vehicle or from the vehicle.
- Aisles must be clear.
- The emergency door is to be used for emergencies only.
- Assigned seating may be implemented.
- Riders are to remain seated and/or buckled at all times while the vehicle is in motion.
- To open windows, permission must first be obtained from the driver.

## District Owned Recording Devices

The Red Oak Board of Directors has authorized the use of recording devices on school district owned property to the extent permitted by law. The recording devices will be used to enhance safety and security within the educational environment. Students, employees, and parents are hereby notified that the content of the recording may be used in a student or employee disciplinary proceeding. The content of the recordings may be considered confidential student records and may be retained with other student records. Recordings may be routinely recorded over and only be retained if necessary for use in a student or employee disciplinary proceeding

or other matter as determined necessary by the administration. Parents may request to view the recording of their child.

## Parent-Teacher Association/Organization and Booster Clubs

Inman Elementary has a parent-teacher organizations that is run and funded separately from the district. Should a parent be interested, or a student require services, contact Red Oak PTO or Inman Elementary Office for more information. The PK-6 PTO holds three annual fundraisers to directly support elementary programs, which enhance and enrich the opportunities for our elementary students.

## School Announcements

Announcements are made each morning. Students and organizations who wish to have an item included in the announcements must receive permission from school administration.

## Lost and Found

Inman Elementary maintains a lost and found located in the main hallway. It is the child's responsibility to check the lost and found periodically if he/she has lost something. Student clothing and other items should be clearly labeled. Items placed in lost and found will be maintained for one quarter, after which items will be donated to a local charitable organization. Items of higher value will be kept in the Inman office.

## Artificial Intelligence

Use of Artificial Intelligence (AI) in research and graded work by students must include proper source citations. Copyright protections must be strictly adhered to. Students who fail to comply with these requirements may face discipline as stated in relevant district policies.

Prior to using AI tools, classroom teachers will inform the students how AI tools may be used to engage in and complete educational tasks and assignments. Classroom teachers are trained in the use of AI tools and how to implement them appropriately in the classroom. Classroom teachers will establish appropriate parameters for AI tool usage and will monitor student use of AI tools as appropriate. Students are expected to abide by their classroom teachers' rules.

Students will not use AI tools to access or create information that is discriminatory, constitutes bullying or harassment, shares confidential or personally identifiable information of others, or access or create material that is harmful to minors, obscene, or child pornography. Any violation may result in the loss of access to the AI tool, and further discipline as appropriate.

## Citizenship

Being a citizen of the United States, of Iowa, and of the school district community entitles students to special privileges and protections as well as requires students to assume civic, economic and social responsibilities and to participate in their country, state, and school district community in a manner that entitles them to keep these rights and privileges.

As part of the education program, students will have an opportunity to learn about their rights, privileges, and responsibilities as citizens of this country, state, and school district community. As part of this learning opportunity students are instructed in the elements of good citizenship and the role quality citizens play in their country, state, and school district community.

# ELEMENTARY SCHOOL RULES

## Admission and Attendance

Kindergarten students must be five years of age and first grade students must be six years of age by September 15 of the current school year to be considered for admission and admitted. Under certain circumstances, children five years of age, in the judgment of the school board, may not be admitted into kindergarten. These circumstances include maturity level, physical or mental inability to attend due to a physical or mental condition, or whose presence in the school has been found to be injurious to the health of other pupils. Special education programs and services will be provided for all children requiring special education.

## Communications To and From the School

When sending a note or money to the school, the student should receive clear instruction from the parents about who the appropriate person is to receive the note or money. The district will not be responsible for money that may be lost or stolen when sent to school with a student. Additionally, the school regularly sends notes and papers home with students. Parents need to remind their child to notify them of notes or papers from school. Parents are responsible for knowing the contents of the notes or papers sent home.

## Deliveries

We ask that balloon bouquets, flowers, etc are not delivered to school for your child. This causes disruption to the class and disappointment to those never receiving the same. If they are delivered, they will not be given to your child until after school is dismissed.

## Party Invitations

Invitations to private parties will not be passed out at school. It is the policy of the district that we cannot give out addresses, phone numbers or email addresses of our students for any reason including party invitations.

## Recess and Playground Rules

Students are expected to attend recess outside unless they have a note from a health practitioner, or a written excuse approved by building administrator or school nurse that would excuse a student's outdoor participation. In certain cases of inclement weather, recess will not be held outside but will be held in the general education classroom, lunchroom, or media center. Otherwise, students are expected to come dressed appropriately according to expected weather conditions to attend recess outdoors. School employees who supervise recess are to be obeyed in the same manner that students are expected to obey their classroom teacher.

The playground is a place for safe, respectful play. The lower elementary playground is located East of Inman Elementary while the upper elementary playground is located South of the building. Should an item fall outside of the playground parameters, students are expected to remain within the playground parameters and a staff member will retrieve the item or give permission for a student to safely retrieve the item. Should a student become injured or fall ill, school employees supervising recess must be notified and they will call the Inman Office and school nurse.



Inman Elementary expects all students to play in such a manner that facilitates safety and respect. Physical fighting will result in immediate removal from the playground and other disciplinary measures may be enforced. Behavior rules on the playground are as follows

- Play must occur in designated playground areas only.
- Objects must not be thrown unless designated for such use.
- All playground equipment must be used in the way it was intended.
- Only school property will be allowed at recess
- No fighting will be tolerated.
- Racial slurs will not be tolerated.

Consequences for violating behavior rules include but are not limited to Write ups.

- Loss of recess time.
- Removal from the playground.
- Office referrals.
- Other disciplinary measures including and up to, detention or suspension.

## Outside Food/Treats

Inman Elementary does not allow outside food/treats to be brought to a classroom by a student.

If a student would like to bring treats for a special occasion such as a birthday, they must first notify and receive permission from their classroom teacher. All outside food/treats must be store bought or made and packaged in a commercial kitchen. If you are bringing treats, we do ask that you consider classroom dietary needs and food allergies.

Students are not allowed to bring drinks such as coffees, sports drinks, and energy drinks. They may bring a bottle for water. They may use the filling stations located throughout the building to refill them throughout the day.

## School Parties

Inman Elementary holds classroom parties throughout the year. These include but are not limited to Halloween, Winter Holiday, and Valentine's Day. Students who do not wish to participate in the parties may be excused by school administration. Supervised activities will be provided for those not wishing to participate or they may be excused to go home. Room parties are held to celebrate various occasions and class successes.

All treats need to be prepackaged; store bought items. No homemade treats are allowed.

## Show and Tell or Sharing Time

Inman Elementary allows for students in certain classrooms to bring approved or designated items from home to share and discuss with the class during a designated "Show and Tell" or "Sharing Time" as determined by the classroom teacher. Students, and not the school district, are responsible for all items brought to the school.

Students are allowed to bring pets to school only with advance permission from the teacher and/or office staff. Parents must be present to walk the animal/pet to the classroom and when leaving the building. Any animal brought to school must be housed in a proper case, restrained so they cannot harm anyone, and be current on all vaccinations. Special consideration for allergies and the individual needs of students will be considered.



## Student Crossing

Inman Elementary uses crossing guards to assist students in crossing to and from school grounds. Students should use the designated crossing locations when crossing to and from school grounds. School employees who supervise student crossings are to be obeyed in the same manner that students are expected to obey their classroom teacher.

## ACKNOWLEDGMENT OF RECEIPT

I acknowledge that I have received or can access a copy of the Red Oak Community School's Elementary Student Handbook available at Inman Elementary and [www.redoakschools.org](http://www.redoakschools.org). I understand the student handbook contains important information. I acknowledge I am expected to be familiar with the contents. I also understand that I should consult Jane Chaillie (Elementary Principal) with any questions I have about the contents of the student handbook.

I understand that the employee handbook is a general source of information and may not include every possible situation that may arise.

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Parent's Signature Date

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Parent's Name (Printed)

# APPENDIX A: SCHOOL CALENDAR

## Red Oak CSD 2025-2026 Calendar

Start: Aug 25 – Finish: May 22

### Summary of Calendar

#### Days in classroom

1<sup>st</sup> Semester: 81 days

2<sup>nd</sup> Semester: 93 days

1<sup>st</sup> Quarter: 39 days

2<sup>nd</sup> Quarter: 42 days

3<sup>rd</sup> Quarter: 49 days

4<sup>th</sup> Quarter: 44 days

TOTAL CALENDAR DAYS: 174

TEACHER WORKDAYS: 188

### CALENDAR LEGEND

Preservice Days	
Begin Semester	
End Quarter	
Holidays	
Vacation Days	
Workday/PD	
PD- 90 min. Early Dismissal	
P/T Conferences	

### HOLIDAYS:

Labor Day	(9/2)
Thanksgiving Day	(11/27)
Christmas Day	(12/25)
New Year's Day	(1/1)
Good Friday	(4/3)

### Min. Instructional Day = 6.58 hrs.

Approximately 8:00 a.m. to 3:00 p.m.  
6.58 hours/395 minutes  
(not including 25 minute lunch)

### Collaboration/PD Day = 5.08 hrs.

Approximately 8:00 a.m. to 1:30 p.m.  
4.58 hours/305 minutes  
(not including 25 minute lunch)

M	T	W	Th	F	S	S	Days/Hours
<b>August (2025)</b>							
11	12	13	14	15			
18	19	20	21	22			
25	26	27	28	29	5		31.40
<b>September (2025)</b>							
1*	2	3	4	5	9		56.22
8	9	10	11	12	14		87.62
15	16	17	18	19	19		119.02
22	23	24	25	26	24		150.42
29	30				26		183.58
<b>October (2025)</b>							
		1	2	3	29		181.82
6	7	8	9	10	34		213.22
13	14	15	16	17	39		246.12
20	21	22	23	24	44		277.52
27	28	29	30	31	49		308.92
<b>November (2025)</b>							
3	4	5	6	7	54		340.32
10	11	12	13	14	59		371.72
17	18	19	20	21	64		403.12
24	25	26	27*	28	69		434.52
<b>December (2025)</b>							
1	2	3	4	5	71		447.68
8	9	10	11	12	76		479.08
15	16	17	18	19	81		510.48
22	23	24	25*	26	81		510.48
29	30	31			81		510.48
<b>January (2026)</b>							
			1*	2	81		510.48
5	6	7	8	9	86		541.88
12	13	14	15	16	91		573.28
19	20	21	22	23	96		604.68
26	27	28	29	30	100		636.08
<b>February (2026)</b>							
2	3	4	5	6	105		660.90
9	10	11	12	13	110		692.30
16	17	18	19	20	115		723.70
23	24	25	26	27	120		755.10
<b>March (2026)</b>							
2	3	4	5	6	125		786.50
9	10	11	12	13	130		817.90
16	17	18	19	20	135		849.30
23	24	25	26	27	140		880.70
30	31				145		912.10
<b>April (2026)</b>							
		1	2	3*	149		943.50
6	7	8	9	10	154		974.90
13	14	15	16	17	159		1006.30
20	21	22	23	24	164		1037.70
27	28	29	30		169		1069.10
<b>May (2026)</b>							
				1	174		1099.50
4	5	6	7	8	179		1130.90
11	12	13	14	15	184		1162.30
18	19	20	21	22	189		1193.70
25	26	27	28	29	194		1225.10
<b>June (2026)</b>							
1	2	3	4	5			
8	9	10	11	12			
15	16	17	18	19			

\* Additional Paid Teacher Contract Day

### Date Events

Aug. 18-22	Preservice Days
Aug. 25	Begin 1 <sup>st</sup> Semester
Sept. 1	Labor Day: No School
Sept.	Homecoming TBD
Oct. 15	Parent/Teacher Conferences
Oct. 15	End 1 <sup>st</sup> Quarter (39 days)
Oct. 16	No School: P/T Conferences
Oct. 17	No School
Oct. 20	Begin 2 <sup>nd</sup> Quarter
Nov. 26-28	No School: Thanksgiving Break
Nov. 27	No School: Thanksgiving
Dec. 19	End 2 <sup>nd</sup> Quarter (42 days)
Dec. 22	No School: Teacher Workday
Dec. 22 - Jan. 2	Christmas Break
Dec. 25	Christmas
Jan. 1	New Years
Jan. 5	Begin 3 <sup>rd</sup> Quarter/2 <sup>nd</sup> Semester
Jan. 19	No School: MLK Day/Teacher PD
Feb. 11	Parent/Teacher Conferences
Feb. 12	No School: P/T Conferences
Feb. 13	No School
Mar. 13	End 3 <sup>rd</sup> Quarter (49 days)
Mar. 16-20	No School: Spring Break
Mar. 23	Begin 4 <sup>th</sup> Quarter
Apr. 3	No School: Good Friday
May 15	Seniors' Last Day
May 17	Graduation
May 22	End 4 <sup>th</sup> Quarter (44 days)
May 22	11:00 Early Dismissal/Last Day
May 25	Memorial Day
May 26	Teacher's Last Day



# **Red Oak JR-SR.**



## **High School Parent/Student Handbook 2025-2026**

### **MISSION STATEMENT**

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.

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### **Equal Educational Opportunity**

*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, 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.*

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*The board will not discriminate in its educational activities on the basis of race, color, national origin, creed, religion, sex, disability, sexual orientation, 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, 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.*

# RED OAK COMMUNITY SECONDARY SCHOOLS

## STUDENT HANDBOOK 2025-2026

### WELCOME

Welcome to the Red Oak Community Secondary School. It is a pleasure to serve as your principal during the 2025-2026 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.

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 & Student Portals 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 technology by contacting the school 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 Jr-Sr. HIGH SCHOOL.

Nate Perrien, Principal



## Contact Information

Physical and Mailing Address:  
2011 North 8<sup>th</sup> Street  
Red Oak, Iowa 51566

Web Address:

[www.redoakschools.org](http://www.redoakschools.org)

Main Office Phone:

(712)623-6610

Main Office Fax;

(712)623-6613

Guidance Office Phone:

(712)623-6610

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

[lastnamefirstinitial@roschools.org](mailto:lastnamefirstinitial@roschools.org)

Example: [perrienn@roschools.org](mailto:perrienn@roschools.org) for Mr. Nate Perrien

## Administration and Faculty Listing:

### Administration/Staff & Student Services:

Nathan Perrien 7-12 Jr.-Sr High Principal  
Steven Green 7-12 Jr.-Sr High Asst Principal  
Mark Erickson 7-12 Jr.-Sr. Activities Director  
Leanne Fluckey K-12 Curriculum Director  
Janelle Erickson K-12 Media Specialist  
Felisha Wingfield 7-12 Principal Secretary  
Madison Wingfield 7-12 Building Secretary

### Guidance Department:

Kelsey Mangold 7-12 Guidance Counselor  
Tracy Vannausdle 7-12 Guidance Counselor

## **Faculty**

### **Name:**

Ireland Palmer  
Melanie Rohrig  
Brittany Wiig  
Justin Williams  
Riley Brown

### **Subject:**

Art  
FACS  
Business & Math  
Industrial Arts  
Agriculture

Janelle Erickson  
Sharon Allison  
Jen Wilcoxson  
Karen Dean  
Brian Orr  
Adam Hietbrink  
Patrick Freese  
Weston Rolenc  
Sierra Wilkinson  
Dan DeGroot  
Melissa Freiberg

Work Based Learning  
Special Education  
Special Education  
Special Education  
Special Education  
Math  
Math  
Math  
Science  
Science  
Science

### **Name:**

Charles Holis  
Stacey Rolenc

### **Subject:**

English Language Arts  
English Language Arts

Denise Stull  
Brett Eubank  
Josh Kippley  
Willie VanNordstrand  
Nathan Rouse  
Terra Marsden  
Tim Marsden  
Chase Hohanshelt  
Alec Ruskell  
Patty Henke  
Dion Coffey  
Tiegen Podliska  
Beth Burgess

English Language Arts  
Social Studies  
Social Studies  
Social Studies  
Spanish  
Choir  
Choir  
Band  
Physical Education  
Phys. Ed & Health  
Physical Education  
ROILP-Alt. School  
ELO

## **I-Jag Instructors**

Breanna Allensworth  
??????????

11-12 Program  
9-10 Program

## **Paraprofessionals**

Tristan Johnson  
????????????  
????????????  
Amy Confer  
Kai Aldrich

Destiny McAlpin  
John Allison  
Reagan Nissen-Eubank  
Ginny Kells  
Kya Torres

### 9-12 Coach & Sponsor Listing

<b>Sport</b>	<b>Head Coach District Location</b>	<b>Asst. Coaches</b>
Cross Country	Sueann French Weston Rolenc RO Jr.-Sr. High	
Football	Alan Gray	Tristin Johnson, Josh Kippley, Alan Gray, Dillon Wiser
Football Cheer	Barb Lombard RO Jr.-Sr. High	
Volleyball	Angela Montgomery Inman Elementary	Sharon Allison & Dana Ramirez
Bowling		
Boys Basketball	Jessie Taylor RO Inman Elementary	Brian Mensen, Jessie Taylor
Girls Basketball	Carter Bruce RO Jr.-Sr. High	Tristin Johnson
Basketball Cheer	Barb Lombard RO Central Office	
Wrestling	Tiegen Podliska RO Jr.-Sr. High	Alec Ruskell
Wrestling Cheer	Destiny McAlpin RO Jr.-Sr. High	
Boys Golf Girls Golf Boys Tennis Girls Tennis	Bob Boeye Patty Henke RO Jr.-Sr. High Weston Rolenc RO Jr.-Sr. High Luis MacDonald RO Jr.-Sr. High	
Boys Track & Field Girls Track & Field Boys Soccer Girls Soccer Baseball Softball	Sueann French Red Oak Resident Abigail Ellsworth RO Jr.-Sr. High Mark Kells Dion Coffey RO Jr.-Sr. High Mark Erickson RO Jr.-Sr. High Justin Williams RO Jr.-Sr. High	Josh Kippley, Tristan Johnson Alec Ruskell

<b><u>Activity</u></b>	<b><u>Sponsor</u></b>
Business Professionals of America (BPA)	Brittany Wiig
National Honor Society	Melanie Rohrig
Student Council	Janelle Erickson & Sierra Wilkinson
FFA	Riley Brown
Fall Play	
Speech	Laura Horn & Josie Wiser
Spring Musical	Tim Marsden
Prom	Melanie Rohrig
Yearbook	Charles Hollis

### District Building Numbers:

Red Oak Central Office 623-6600  
 Inman Elementary School 623-6635  
 Early Childhood Center 623-6630  
 Red Oak Jr/Sr. High School 623-6610  
 Bus Barn 623-6600  
 School Nurse 623-6635

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 counseling secretary. If the concern needs further attention, it will be referred to our school counselor.

Finally, regarding our athletic program, if you have a concern about the calendar for sporting events, physical forms, ticket taking, etc., please contact the athletic office.

### Daily Schedule

<b>Jr. High Schedule</b>	<b>High School Schedule</b>
<b>1<sup>st</sup> Period</b> ----- 8:00 - 8:45	<b>1<sup>st</sup> Period</b> ----- 8:00 - 8:45
<b>2<sup>nd</sup> Period</b> ----- 8:48 - 9:31	<b>2<sup>nd</sup> Period</b> ----- 8:48 - 9:31
<b>3<sup>rd</sup> Period</b> ----- 9:34 - 10:17	<b>3<sup>rd</sup> Period</b> ----- 9:34 - 10:17
<b>4<sup>th</sup> Period</b> ----- 10:20 - 11:03	<b>4<sup>th</sup> Period</b> ----- 10:20 - 11:03
<b>5<sup>th</sup> Period</b> ----- 11:06 - 11:49	<b>5<sup>th</sup> Period</b> ----- 11:06 - 12:14
<b>6<sup>th</sup> Period</b> ----- 11:52 - 12:36	<b>A Lunch Schedule</b>
<b>C Lunch</b> ----- 12:36-1:00	Lunch – 11:03-11:28
<b>7<sup>th</sup> Period</b> ----- 1:03 - 1:45	5 <sup>th</sup> Period – 11:31-12:14
<b>8<sup>th</sup> Period</b> ----- 1:48 - 2:31	<b>B Lunch Schedule</b>
<b>Seminar</b> ----- 2:34 - 3:15	5 <sup>th</sup> Period – 11:06-11:49
	Lunch – 11:49-12:14
	<b>6<sup>th</sup> Period</b> ----- 12:17 - 1:00
	<b>7<sup>th</sup> Period</b> ----- 1:03 - 1:45
	<b>8<sup>th</sup> Period</b> ----- 1:48 - 2:31
	<b>Seminar</b> ----- 2:34 - 3:15

<b>90 minute early dismissal</b>	
1 <sup>st</sup> pd	8:00 - 8:32
2 <sup>nd</sup> pd	8:35 - 9:06
3 <sup>rd</sup> pd	9:09 - 9:40
4 <sup>th</sup> pd	9:43 - 10:14
Seminar	10:17 - 10:46
<b>5<sup>th</sup> pd/Lunch</b>	
HS Lunch	10:49 - 11:19
HS 5 <sup>th</sup> pd	11:22 - 11:52
Jr High 5 <sup>th</sup> pd	10:49 - 11:19
Jr High Lunch	11:22 - 11:52
6 <sup>th</sup> pd	11:55 - 12:27
7 <sup>th</sup> pd	12:30 - 1:02
8 <sup>th</sup> pd	1:05 - 1:40

<b>2-hour late start</b>	
1 <sup>st</sup> pd	10:00 - 10:34
2 <sup>nd</sup> pd	10:37 - 11:09
3 <sup>rd</sup> pd	11:12 - 11:44
<b>4<sup>th</sup> pd/Lunch</b>	
HS Lunch	11:47 - 12:18
HS 4 <sup>th</sup> pd	12:21 - 12:52
Jr High 4 <sup>th</sup> pd	11:47 - 12:18
Jr High Lunch	12:21 - 12:52
5 <sup>th</sup> pd	12:55 - 1:27
6 <sup>th</sup> pd	1:30 - 2:02
7 <sup>th</sup> pd	2:05 - 2:37
8 <sup>th</sup> pd	2:39 - 3:15

## Student Attendance

### 1. Arrival and Departure Time:

a. Entry to the building is between 7:35 A.M and 8:00 unless earlier access has been granted by a staff member. Students are to congregate in the commons, corridor and the black gymnasium based on their grade level.

b. Students will not be admitted to classrooms until 7:55 A.M. (unless otherwise requested by staff to report earlier), and must be in their seat by 8:00 A.M. If not, you will be counted tardy and must report to the office for a pass to class

c. 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. **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.

### 3. 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.

School officials realize 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 by 8:30 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.

## Student Attendance

Students must attend school for the number of days or hours school is in session in accordance with the school calendar and school attendance policy. Students are expected to be in class and to make attendance a priority. Attendance is not only compulsory by Iowa law ([Iowa Code Chapter 299](#)) but is the only way a student can participate and benefit from Red Oak School Districts' education program and accomplish the student's educational objectives.

In some cases, students may be exempt from the required minimum days or hours. Exceptions and other related information are listed in district attendance policy.

### **Check in and out procedures**

Should a student return to school from an absence during the school day, or leave the school during the school day, the student must report to the Inman front office. If the student is returning to school during the school day, the student must check in prior to returning to class. This process is not meant to excuse an absence or act as a reason for an unexcused absence but merely to keep track of student activity and attendance.

### **Chronic Absenteeism/Absences**

Chronic Absenteeism or absences mean any absence from school for more than 10% of the days in the semester as established by the Red Oak Community School District. In accordance with Iowa Law, the school officials will notify the parent or guardian of the student when the student's absences meet the threshold.

In accordance with Iowa law, when a student meets the threshold to be considered chronically absent, the school official will notify the county attorney and the student's parent, guardian, or legal, or actual custodian. The notice will include information related to the students' absences from school and the policies and disciplinary processes associated with the additional absences and next steps.

### **School Engagement Meeting**

If a student is absent from school for at least 15% of the school days in the semester as established by the Red Oak Community School district, the school official and the parent/guardian may schedule a meeting to collaborate to find the cause of the absences and how they are negatively affecting a student's academic progress as part of school engagement meeting as required by Senate File 277. Parent participation is required by Iowa law in this meeting if the absences are negatively affecting student's child's academic progress. School officials will make reasonable effort to schedule the meetings, if parent/guardian does not participate, this matter will be turned over to the County Attorney. The purpose of the meeting is to understand the reasons for the students' absences and attempt to remove barriers to the students' ongoing absences; and to create a signed absenteeism prevention plan.

### **Absenteeism Prevention Plan**

The absenteeism prevention plan will identify the causes of the students' absences and the future responsibilities of each participant. The school official will contact the student and the student's parent/guardian at least once per week for the remainder of the school year to monitor the performance of the student and the student's parent/guardian under the plan. If the student and the student's parent/guardian do not attend the meeting, do not enter into a plan or violate the terms of the plan, the school official will notify the county attorney.

### **Truancy/Tuant Students**

Truancy or a truant student means a child of compulsory attendance age who is absent from school for any reason for at least 20% of the days in the semester as established by the Red Oak Community School district. There are certain instances where truancy may not apply. These are listed in the district policy 501.9.

### **Consequences**

If a student is absent more than 10% of days in a grading period, the student's parent will be contacted via telephone or mail regarding the student's attendance. The student-based interventionist will initiate the notification process. If a student has been absent for 5 days with no parental notification, the

student enrollment may be dropped, and the student must be registered for school before being allowed to attend. If a student is absent for 15% of the days in a grading period and/or school year, the student-based interventionist may set up a school engagement meeting with the family, student, and district to address reasons for absences and to make a formal plan to reduce the days missed. If the parent/guardian does not attend, the Montgomery County Attorney will be notified in accordance with SF 277. 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. A formal mediation will be set up with the county attorney and failure to comply with the plan set up in medication may result in charges filed with the county court as outlined in SF 277.

Students with disabilities receiving special education services or accommodations, shall not be denied their right to education. Procedural safeguards under the *Individual with Disabilities Education Act* (IDEA) and *Section 504* shall be followed prior to considering any of the above disciplinary measures.

Schoolwork missed because of absences must be made up within two times the number of days absent, not to exceed 6 days. The time allowed for make-up work may be extended at the discretion of the classroom teacher. Students will be allowed to make up all work missed due to any absence and full credit will be awarded to all make-up assignments and tests submitted that meet the teacher's specifications.

### **Poor Consequences & Disciplinary Procedures**

#### **Academic Make-up Time Definition**

- Academic Make-up Time (AMT) will be required for students to meet the minimum attendance requirement for class.
- AMT will be made up during professional development Wednesdays and/or Saturday School. • If AMT is done by the end of the semester, one may be able to retain their grade. If AMT is not done by the end of the semester, the student will be required to retake the course or attend summer school for pass/fail to obtain credit.
- If AMT is skipped during the school year and/or summer school, it will count as another class missed.

#### **Tardy Discipline**

All tardy students will need to report to the office to obtain a pass to class.

- Once a student has 2 tardies, the student is on the watch list for the quarter.

##### **Semester Consequences**

- 4th tardy- Student will have a meeting with the Behavior Supervisor about consequences for continued tardies.
- 6th tardy & beyond = \*30 minute detention

*\*If student detention time exceeds six hours. The student will be assigned a day of in-school suspension. These students will be ineligible to participate in or attend all extra/co activities.*

### Truant Discipline

- A thirty minute detention (forty-five minute detention if on block schedule) will be served for each class period a student is truant.
- If a student is truant for a full day, the student will be scheduled for AMT equal to half of the school day.
  - If AMT is skipped, AMT will double and continue to be required for course credit.
- Lunch and Seminar Truancy - If a student is marked truant for a single class period lunch or seminar, the student will be assigned detention.

### Parentally Excused Coursework Consequences

- Student/Parent Contract will be issued after 6 parentally excused absence class sessions missed.
- The student will be expected to continue attending the course.
- 8th parentally excused absence will result in a letter home detailing attendance records and attendance procedures.
- 10th parentally excused absence will result in a letter home detailing attendance records and attendance procedures. The student and parent/guardian will meet with the principal, school administrative manager, guidance counselor, and/or student support coordinator.
- 12 or more parentally excused classes missed will guarantee loss of credit until AMT is served.
- Parents may only excuse their student for 5 tardies to school per semester. Students will be counted tardy for their 1st period class after the 5th parentally excused absence each semester without a note from a doctor or a previous arrangement made with school administration.

### Tardies & Section 504 of the Rehabilitation Act of 1973 - 504 Plan

If a student has frequent medically excused absences or verified unexcused absences due to illness, 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.

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

OPEN LUNCH/LEAVING for Lunch - Juniors Seniors and approved Sophomores leaving school to eat lunch will be given an unexcused tardy if they are not back to school on time following their allotted lunch time. Special occasions/arrangements must be made with the principal in advance to excuse students returning to school later than the allotted time for lunch. Parents of all other students are required to inform the school if their student is going off site for lunch for a *special occasion*.

### **Student Medication:**

Students must have a signed and dated parent note for 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.



### **Make-up Work:**

**Collecting make-up work is the responsibility of the student.** If a student was absent, they have a two day grace period. If they miss two days, another day is added to the grace period. For every additional day absent the student gets another day (ex. Absent 3 days – 4 day grace period). If no assignment is turned in after the grace period is over, assignment will be entered as Missing.

### **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 his/her classes to complete.

### **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 any extra-curricular activities (games/events & practices).
- B. Students arriving at school more than 25 minutes late will NOT be allowed to participate in any extra-curricular activities as well as be dismissed early to travel with their team unless arrangements had been previously arranged 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 25 minutes will result in the ineligibility of the student to practice or perform in any extracurricular activities.
- D. When classes are missed due to participation in co-curricular/extra-curricular activities, the student is responsible to get missed assignments to their course instructor the following school day.

### **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 ensure 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 north parking lot between the hours of 7:30 AM and 3:30 PM. And at no time should cars block or be a hindrance to through traffic.
- 2. 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.

3. 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.

### **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 canceled by the principal for willful, flagrant, or repeated failure to observe the above requirements.

### **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 as periodic inspections may be scheduled.

Lockers are assigned to students and 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. Students may not change into another locker without the permission of an administrator.

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.

### **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.

# I. Student Academics

## GRADUATION REQUIREMENTS

The curricula of Red Oak High School have been developed through the combined efforts of the faculty and administration. The following course offerings provide evidence that we are continuously seeking methods and means to improve our schools and outcomes for our students. The school district acknowledges that its programs must meet the needs of the community it serves by preparing students for college and career opportunities.

Students of Red Oak High School are required to have between 42-52 credits to graduate depending on your pathway determined by your four year academic plan. These include:

Language Arts 8 credits, including Language Arts 9 & 10

Science 6 credits, including Biology & Physical Science

Social Studies 6 credits, including US History I & II and Government

Mathematics 6 credits, including Algebra I and Geometry

Fine Arts 0-1 credit (Music, Band, & Art)

CTE 0-2 credits, including Personal Finance (CTE areas include:

Business, Ag, Industrial Tech, Health Occupations, Family & Consumer Science, or MOC)

Physical Education (Required every semester 9-12 unless parent requests exemption due to academic conflict, alternative exercise plans or health restrictions.) In addition, students in grade twelve may be excused\* from physical education if requested in writing by the parent and if:

1. *The student is enrolled in a cooperative or work study program or other educational program authorized by the school which requires the students to leave the school premises during the school day, or*
2. *The student is involved in winter and/or spring sports and want to fill their schedule with other academic coursework.*

***\*All exemptions must be approved by the parent, principal and school board.***

CPR-CPR class provided by the school.

## COURSE REQUIREMENTS

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

### 9th

Language Arts 9

Biology

US History I

Algebra I or Pre-algebra\*\*\* Physical Education

Personal Finance\*\*

### 11th

Language Arts Elective

Earth & Space Science

Government\*

Social Studies Elective\*

Geometry or Math Elective

Physical Education

Personal Finance\*\*

### 10th

Language Arts 10

Physical Science

US History II

Algebra I or Geometry\*\*\*

Physical Education

Personal Finance\*\*

### 12th

Language Arts Elective

Government\*

Social Studies Elective\*

Physical Education

Personal Finance

\*Required as a junior or senior.

\*\*Required, anytime in grades 9-12.

\*\*Students will follow a course path including: Algebra I, Geometry, Algebra II. Students placed in Pre-algebra will then take Algebra I and Geometry.

Additionally, 2 years of foreign language are recommended for college bound students.

**Making up courses that have been failed:** Whenever a student fails 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 or she will have enough credits to graduate. The best procedure to follow whenever a course is failed in each situation, is for the student to visit with the counselor. No credit is given for courses failed.

**Duplicating Courses:** 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. Written permission from the principal and teacher is required to duplicate any course and it should be a part of the student's 4-year plan. However students cannot receive credit for ANY duplicated core class. Credit will be awarded as an elective.

### MINIMUM SCHOOL DAY FOR HIGH SCHOOL STUDENTS

The Board of Directors encourages all students to make maximum use of curricular offerings, supplemental resources, 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 are in attendance for a school day. Each student is to be enrolled in a minimum of eight courses and a seminar class per semester.

Red Oak Jr-Sr. High School DOES NOT accept part time students that are not approved through dual enrollment, IEP requirements or 504 requirements.

Seniors are allowed to schedule and leave campus for Senior Release or Work Release (documentation required from workplace). Seniors must be enrolled and on track to receive 4 credits to be considered a full time student.

### GRADING SYSTEM

Every student will receive quarter and semester grades. The only grades maintained in the school's permanent record and used to determine class rank are those shown as final semester grades. Letter grades are used in the reporting system.

<i><b>Letter Grade</b></i>	<i><b>Percentage Course Grade</b></i>
<i><b>A</b></i>	<i><b>100 – 93 4.000</b></i>
<i><b>A-</b></i>	<i><b>92 – 90 3.667</b></i>
<i><b>B+</b></i>	<i><b>89 – 87 3.333</b></i>

<i>B</i>	<i>86 – 83 3.000</i>
<i>B-</i>	<i>82 – 80 2.667</i>
<i>C+</i>	<i>79 – 77 2.333</i>
<i>C</i>	<i>76 – 73 2.000</i>
<i>C-</i>	<i>72 – 70 1.667</i>
<i>D+</i>	<i>69 – 67 1.333</i>
<i>D</i>	<i>66 – 63 1.000</i>
<i>D-</i>	<i>62 – 60 .667</i>
<i>F</i>	<i>59 and below</i>
<i>P</i>	<i>Pass</i>
<i>I</i>	<i>Incomplete</i>
<i>W</i>	<i>Withdrawal</i>
<i>M</i>	<i>Student didn't complete course for Medical reasons</i>

### **School Counseling Department**

The School Counseling department supports students with academic planning, career exploration, and personal social development.

The School Counselor will provide students with information that can assist them in developing plans for their future academics and careers after graduation.

The Student Support Coordinator will assist students in gaining positive personal social development.

Students are encouraged to visit with the School Counseling team.

### **SCHEDULING PARAMETERS**

Red Oak Senior High School will schedule students during the **second semester** 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 may vary. Students will receive a copy of their schedule in August and January.

To ensure that both parents and the guidance counselor are actively involved in the scheduling process, both parent and counselor signatures are required before a schedule is deemed "finalized."

### **SCHEDULE CHANGES**

Students needing to change their high school class schedules must sign up in the guidance office or call the counselor during the two weeks prior to the start of school in the fall and during the last week of first semester for the spring semester. Schedule changes will be done within the first 2 days of class each semester.

Schedule changes must have counselor and parent approval. It is the student's responsibility to contact his or her parents for approval.

Schedule changes may be made according to a student's 4-year plan using the following criteria:

- computer and/or clerical error
- proficiency level on Iowa Statewide Assessment of Student Progress (ISASP) •
- failure in first or second semester courses
- completion of summer school courses or independent study projects
- special education placement
- seniors who need courses for graduation in their schedule
- failure to have the necessary prerequisites of a course
- wanting to simply add a course without disturbing the rest of the schedule

Changes deemed unnecessary will not be done. Examples of these include but are not limited to: (1) requesting a specific teacher for a course; and (2) requesting a specific hour for a class.

### **INDEPENDENT STUDY**

The purpose of independent study is twofold: (1) to organize student exploration of a subject area so that a student may examine an area of interest in depth and under the direction of a faculty member or a department; and (2) to resolve a schedule conflict.

#### **Plan for Independent Study:**

1. Student contacts teacher or teachers under which independent study project class will be conducted.
2. Counselor reviews the proposal, ascertains parental consent, signs the request, and sends the form to the principal for approval.

#### **Guidelines for Participation:**

1. Independent study courses are recommended only for grades 11 and 12.

2. The student and teacher advisor must have mutually agreeable free time for consultation and planning.
3. Students must complete all work on courses for credit at least one week prior to the close of the semester in which the work will be recorded.
4. All requests must be approved by the student's parent or guardian.
5. Students must complete all necessary regularly offered courses in a particular area before approval will be given for an independent study course unless this is to resolve a schedule conflict.

### **SENIOR YEAR PLUS PROGRAM**

The Senior Year Plus (SYP) Program serves as an umbrella for a variety of programs designed to provide high school students access to courses that have the potential to generate college credit. The program was enacted to promote rigorous academic pursuits and to provide a wider variety of options to all high school students. It enables ninth through twelfth grade students to enroll part-time in nonsectarian courses in eligible post-secondary institutions of higher learning in Iowa. Different programs have specific grade, competency, and application requirements as listed within the program and course descriptions. *Students enrolling in these courses must be academically prepared for the rigors of college coursework. Those taking an online course should have the self-discipline and motivation to meet deadlines and complete work independently.*

For more information on the Senior Year Plus Program visit  
<https://educateiowa.gov/adult-career-and-community-college/senior-year-plus-syp>.

### **CREDIT RECOVERY**

Students have the opportunity to recover credit from a failed required course due to work completion, failed assessments, or attendance. This course will be offered by the Red Oak Alternative Program. Credit recovery will be available during the school year and in the summer.

### **Text Books**

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.

### **Progress Reports and Report Cards**

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

### **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.

### 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. Request to use the restroom in emergency situations only.

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.

E. Honors seminar is granted to junior and seniors who have all As & Bs in all 7 classes. Student expectations of honors seminars are made by the administration.

### **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 in. 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.

\* 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.

### **Academic Eligibility for extracurricular activities**

- A student must receive credit in at least 4 subjects at all times.
- A student must pass all and make adequate progress toward graduation to remain eligible.
- If a student is not passing all at the end of a final grading period, the student is ineligible for the first period of 20 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.
- If a student is not passing all at any check point (if school checks at any time other than the end of a grading period), a period of ineligibility and conditions of reinstatement are left to the school.
- Schools must check grades at the end of each grading period; otherwise, a school determines if and how often it checks grades.
- A student with a disability and an IEP is judged based on progress made toward IEP goals.
- The ability to use summer school or other means to make up failing grades for eligibility purposes not available. The rule now also requires that all original failing grades (even those remediated for purposes other than athletic eligibility) be reported to any school to which the student transfers.

### **Semester Tests**

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

### **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.

### **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, Green Hills AEA resource personnel, and any community members that could be helpful, depending on the situation.

### **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 student must have a statement from the Director of Admissions.
2. The student must have parental permission for visit.
3. The student must pick up the "Permission for Make-up Work Before Absence" slip from the guidance office prior to visitation.
4. "Make-up slip" must have the instructor's final okay.
5. Students must return with documentation from college advisor and or coach verifying the visit.

### **Job Shadowing/Work Experience/Internships**

Students will be allowed to participate in job shadowing, work experiences as well as internships only under the direct supervision of the district's FORGE program. Any job shadowing, work experience or internships not associated with the FORGE program will not be recognized for credit or count toward any credits.

### **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 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.

### **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 recognized 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 guardians 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.

### **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 all required credits and who have been approved for early graduation are eligible for graduation activities. Those who have completed the Board of Education's requirements for graduation will receive a diploma. Caps and gowns are purchased at student expense in the spring.

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

### **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 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.

## **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 and ROCSD board policy 507.1 grants certain rights and regulations 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.

For complete review of your child's records and who information is kept and distributed please view ROCSD board policy 507.1

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.

## **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 laptop/chrome book, textbooks, media center materials, locker, equipment, hot lunch, etc. No refunds will be made until all fees or fines have been paid.

## **Student Behavior & Student Discipline**

### **Jurisdictional and Behavioral Expectations**

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* staff member. In- school suspensions and out-of-school suspensions can only be

assigned by a school administrator.

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

### Discipline Matrix

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

- School activities on property owned by the school
- 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.

### School Behavioral Modifications/Consequences :

**Verbal Reprimand:** Issued to students as a means of decreasing poor or unacceptable behavior and do not usually include a phone call to parents.

**Minor Classroom or Commons Area Detentions:** Offenses which primarily affect only the individual student and will usually result in detention. Parents will be notified through mail of the minor infraction.

**Major Behavioral Concerns:** Serious offenses that cause a disruption to the learning environment. Disciplinary action may be detention, in-school suspension, and out-of-school suspension. Parents/guardians will be contacted.

**Extreme Behavior Concerns:** Major offenses, or an accumulation of, will receive the most severe disciplinary actions. Including out-of-school suspensions and possibly a recommendation for expulsion from the Red Oak Community School District. Parents/guardians will be contacted.

**The following rules, definitions, examples, exceptions, and consequences are used as guidelines. Administration has the right to adjust consequences as they deem necessary.**

RULE/DEFINITION	EXAMPLES	POTENTIAL CONSEQUENCES
<b>Bomb Threat or Attempt to Bomb, Burn, or to Destroy a School Building or Property:</b> Student conduct which may put others in danger will not be		Suspension, legal action & possible expulsion

permitted. Threatening is forbidden because it violates the law.		
<b>Bus Violation:</b> 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, 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 and/or supervising adult. There is no eating and/or drinking unless allowed by the bus driver and/or supervising adult.	1) Detention and parent notification of future consequences 2) Two-week (2) bus suspension 3) Four-week (4) bus suspension 4) Remainder of year bus suspension
<b>Cafeteria Violation:</b> Cafeteria rules must be followed because they ensure safety and protect the rights of others.	No running, cutting in line, throwing food, or leaving trash/trays on the tables or floor.	1) Staff discipline/Community Service 2) Detention 3) ISS
<b>Cars/Vehicles Improper Use:</b> 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.	1) Warning 2) Parking limited to West gravel lot 3) Parking privileges indefinitely revoked
<p><b>Cell Phone Use:</b> Student cell phones and other personal electronic devices are not to be used or visible anywhere in the building including: hallways, restrooms, locker rooms &amp; common areas between the first tardy bell in the morning until school is dismissed at the end of the day (Board Policy 511.R1).</p> <p>When students are sent to the office or suspended, cell phones will be turned into office personnel AND returned to the student when they are sent back to class.</p> <p>Any cell phone usage that occurs (without permission) when a student is sent to the office will result in a cell phone violation.</p>	<p>There are only three exceptions to this rule:</p> <ol style="list-style-type: none"> <li>1) Students enrolled in college classes will be allowed to utilize their cell phones if required by SWCC to log-in to online courses in the online learning classroom (log-in only)..</li> <li>2) Students given permission by staff to communicate with parents/guardians for school purposes.</li> <li>3) A task the classroom deems educationally appropriate that received prior approval from school administration.</li> </ol> <p>Students must ask permission from school administration to use their phones during class time for anything other than the items listed above.</p>	<p><u>1st offense:</u> Device(s) confiscated &amp; policy reviewed. Device(s) returned to student after policy review.</p> <p><u>2nd &amp; 3rd offense:</u> Device(s) confiscated, student can retrieve device at end of school day.</p> <p><u>4th &amp; 5th offense:</u> Device(s) confiscated &amp; parent/guardian must pick up the device. Devices WILL NOT be returned to the student.</p> <p><u>6th (+) offense:</u> Same as 5th Offense + 1 Day of in school suspension.</p>
<b>Cheating:</b> 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	Copying homework, allowing someone else to copy your homework, 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.	1) Teacher discipline, 2) Detention 3) ISS 4) OSS  Each time a student is caught cheating or allowing others to cheat, a zero

their own learning.	<p>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.) 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.</p> <p>Exception: Cooperative learning groups, open-book tests, teamwork.</p>	will be given on the assignment or assessment with the student having the opportunity to complete an alternate assignment or assessment before or after school under the guidance of a staff member.
<b>Defiance:</b> 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.	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.	1) Detention 2) ISS (1 Day) 3) ISS (3 Days) 4) OSS (5 Days)
<b>Discrimination:</b> 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.	1) Detention 2) ISS (3 Days) up to 3) OSS (3 Days)
<b>Disrespect:</b> The refusal to accept the authority or to carry out the directions of any school staff will not be tolerated because it disrupts a safe and orderly environment. School staff is defined as any teacher, substitute, aide, custodian, cafeteria worker, volunteer, chaperon, bus driver, coach, sponsor, guidance counselor, secretary, administrator, or school support staff.	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.	Verbal reprimand Detention Possible ISS or OSS
<b>Disruption:</b> Instructional time and/or any extra-curricular time will not 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.	Blurting out in class without recognition, shouting across the classroom, making unnecessary noise (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.	Verbal reprimand Detention Possible ISS or OSS



<p><b>Disruption Social Media Related:</b> Specific to posting or commenting on any social media platform during school hours or while on school premises.</p>	<p>Actions, gestures, statements (spoken or written) or cryptic messages/postings which insult, offend, taunt, or demean others because of their individual or group differences will not be tolerated.</p>	<p>1) ISS (3 Days) up to 2) OSS</p>
<p><b>Dress Code:</b> All students will arrive at school acceptably groomed and attired because improper attire is unsafe and disruptive to the educational process.</p> <p>Staff will report suspected violations of the dress code to Administration or the Guidance Department. Those departments will determine if a violation has occurred. If students comply with requested changes no violation will be documented in the students file.</p>	<ul style="list-style-type: none"> <li>• Shoes, sandals, slides, etc. must be worn at all times (no bare feet or stockings)</li> <li>• Any items of clothing considered by Administration to be indecent will not be permitted</li> <li>• When outerwear reveals the absence of undergarments, the student will be sent home/required to change</li> <li>• Apparel or property with suggestive, profane, or inappropriate words or pictures involving drugs, sex, alcohol, or the occult will not be permitted</li> <li>• The following items will not be permitted as school wear: bathing suits, undershirts worn alone, tube tops, crop tops, inappropriate tank tops, bare midriffs (there will be no exposed midriffs allowed), halter tops, or "see-through" garments that expose any inappropriate body parts and any other apparel deemed disruptive to the educational process will not be permitted.</li> <li>• Shorts, skirts and dresses- when standing with arms at sides, the hem must not be shorter than the wrist.</li> <li>• Sunglasses are not to be worn inside any school building unless the parent provides medical documentation.</li> </ul>	<p>1) Warning/Comply with requested change 2) Detention 3) ISS 4) OSS (1 Day)</p>
<p><b>Drugs and Other Substances:</b> The possession, use, distribution or attempted distribution of drugs, (illegal, prescription, and/or over-the-counter drugs), alcohol, inhalant intoxicants (including jehls, juhl pods, vaping devices), 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.</p> <p>Possession and use of tobacco/nicotine or tobacco/nicotine products, vaping devices, jehls, juhl pods, matches, or lighters is forbidden, school buses, and school are smoke/tobacco/nicotine-free and</p>	<p>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, "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.</p> <p>Exception: 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.</p> <p>Possession and/or use of cigarettes, snuff, cigars, pipes, dip, nicotine, vaping devices, or chewing tobacco to include lockers, personal belongings, and cars parked on</p>	<p>Suspension, legal action &amp; possible expulsion</p> <p>Nicotine Possession is a minimum of 3 Days ISS with students required to complete nicotine addiction &amp; education courses &amp; law enforcement contacted.</p> <p>Drugs (non-tobacco) is a minimum of 5 days OSS with law enforcement contacted</p>

tobacco/nicotine products, matches, and lighters endanger the safety and health of others	school property at any time during school or any school activity.	
<b>Fighting/Physical Abuse:</b> Physical abuse including fighting is not allowed because it causes an unsafe and disruptive learning environment.	Pushing, tripping, intentionally bumping, slamming someone into lockers, throwing, hitting, kicking, pulling hair, biting, punching.	OSS & possible expulsion
<b>Fire Regulation Violation:</b> 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.	Suspension, payment of legal fees and legal action.
<b>Forgery:</b> 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 parents'/guardians' name to any document or signing any name to a document that is not your name.	1) Detention 2) ISS (up to 3 Days) 3) OSS (up to 5 Days)
<b>Gambling:</b> Gambling is forbidden because it is illegal and it disrupts the learning environment.	Monetary betting: pitching pennies, betts/games for money, playing cards, or rolling of dice for the purpose of winning money, online	1) OSS (1 Day) 2) OSS (3 Days) 3) OSS (5 Days)
<b>Group/Mob Action:</b> Any student who participates in a group/mob action which results in disruption or disturbance at school or school related activity.	Any two or more students with the intent of doing harm to persons, property, or the school environment may be considered a group or mob.	Depending on level of involvement: Detention or Suspension Possible Legal Action
<b>Harassment:</b> 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, and/or spitting. This would include in person and/or online.	1) Detention 2) ISS 3) OSS (1 Day) 4) OSS (3 Days)
<b>Indecent Exposure:</b> 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.		Suspension, legal action & possible expulsion

<p><b>Indecent Material:</b> 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.</p>	<p>Possessing or distributing to others 'posters, pictures, written/printed materials, audio recordings, video recordings, 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.</p>	<p>Confiscation, Detention &amp; possible suspension</p>
<p><b>Lockers:</b> A locker is school property subject to the school search and seizure regulation. Lockers should contain no sealed food/drink.</p>		<p>1) Warning/Comply with requested change 2) Detention 3) ISS 4) OSS (1 Day)</p>
<p><b>Misuse of Technology:</b> See Acceptable Use Policy</p>	<p>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.</p>	<p>Depending on level of infraction involvement: Detention or Suspension Possible Legal Action</p>
<p><b>Physical Assault or Threat on a Staff Member or Student:</b> The threat of or use of force upon a staff member is expressly forbidden.</p>		<p>Suspension, legal action &amp; possible expulsion</p>
<p><b>Public Display of Affection:</b> 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.</p>		<p>Warning, possible detention</p>
<p><b>Sexual Misconduct:</b> Unwelcome acts of a sexual nature committed by a 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.</p>	<p>Student sexual misconduct may include, but not limited to: unwelcome touching victim or when victim is forced to touch another person's body, coerced sexual intercourse, unwelcome sexual propositions, invitations, or other pressure for sex; implied or overt 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.</p>	<p>Suspension, legal action &amp; possible expulsion</p>

<b>Standing By as others Violate Rules:</b> 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 members.	Watching or encouraging others who are breaking school rules.	Detention, possible ISS
<b>Theft - Minor:</b> 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. 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 into the office.	1) ISS 2) OSS (1 Day) 3) OSS (3 Days)
<b>Theft - Major:</b> Theft is forbidden because it is illegal and violates the rights of others and destroys the learning environment.	Thefts valued over \$50.00. 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 into the office.	Restitution, OSS, legal action & possible expulsion
<b>Truancy:</b> skipping school, not being where you are supposed to be without a pass.	Being in the hallways, bathroom, cafeteria, or in an unauthorized area without a pass.	1) Detention 2) ISS
<b>Unauthorized Sales:</b> Unauthorized sales are prohibited because they create disruptions.	Selling candy, gum, drinks, toys, or any other items not approved by the school.  Exceptions: Selling items for an authorized school fundraiser during designated times.	1) Teacher discipline 2) Detention 3) ISS 4) OSS
<b>Unsafe Behavior:</b> 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, horseplay of any kind, or any other action deemed unsafe by school personnel.	1) Staff discipline 2) Detention 3) ISS 4) OSS
<b>Vandalism - Minor:</b> 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.	Damage of \$50 or less. 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.	ISS possible OSS  Any vandalism can result in possible restitution, legal action
<b>Vandalism - Major:</b> 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.	Damage over \$50.00. 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	Restitution, legal action, suspension Any vandalism can result in possible restitution, legal action

<p><b>Weapon, Failure to Report:</b> 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 know of a weapon and fails to report it.</p>		<p>Suspension, legal action &amp; possible expulsion</p>
<p><b>Weapon Violation:</b> Weapons are 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>Any type of operable or inoperable weapon, other chemical agents, bullets, fireworks, other explosives, toy weapons, and other weapons or facsimiles. This also includes objects which may commonly be used in the school. 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>	<p>Suspension, legal action &amp; possible expulsion</p>

## Threats and Incidents of Violence

### Reporting a Threat of Violence or Incidence of Violence

In the case of any threat of violence or incident of violence that results in injury, property damage or assault by a student, the teacher will report to the school principal or lead administrator within 24 hours of the incident. The principal or lead administrator will notify the parent or guardian of the student(s) who threatened or perpetrated an act of violence and the student(s) who the threatened or perpetrated act of violence was made against within 24 hours after receipt of the teacher's report and complete an investigation of the incident as soon as possible. The classroom teacher may also notify the parent or guardian of the student who made the threat or caused the incident, and the parent or guardian of the student against whom the threat or incident was directed (2023 Iowa Acts, chapter 96 (House File 604), sec. 4).

An investigation will be initiated by the principal or lead administrator upon learning of an incident of violence or threat of violence through any credible means. If the principal or lead administrator finds that an incident of violence or threat of violence did occur, the administrator will determine the level of threat or incident by considering all aspects of the situation, including the student's intent and knowledge of the impact of their actions, their developmental level and context of the incident. The resolution will focus on identifying the cause behind the behavior and appropriate corrective action (2023 Iowa Acts, chapter 96 (House File 604), sec. 7, new section 279.79, subsections 1 and 4).

A student who makes a threat of violence, causes an incident of violence that results in injury or property damage, or who commits an assault, will be subject to escalating levels of discipline for each occurrence. When appropriate, referrals will be made to local law enforcement. The district retains the authority to assign the level of disciplinary measures appropriate to the severity of the threat of violence or incident of violence (2023 Iowa Acts, chapter 96 (House File 604), sec. 7, new section 279.79, subsection 5).

### Threats of Violence

Threat of violence means a written, verbal, electronic or behavioral message that either explicitly or implicitly expresses an intention to inflict emotional or physical injury, property damage, or assault.

### Incident of Violence

Incident of violence means the intentional use of physical force or power against oneself, another person, a group or community or property resulting in injury, property damage or assault.

### Injury

Injury means “physical pain, illness or any impairment of physical condition.” State v. McKee, 312 N.W.2d 907, 913 (Iowa 1981).

### Property Damage

Property damage means any destruction, damage, impairment or alteration of property to which the individual does not have a right to take such an action. Property means real property, which includes any real estate, building, or fixture attached to a building or structure, and personal property, which includes intangible property (Iowa Code section 4.1(21)).

### Assault

Assault means when, without justification, a student does any of the following:

An act which is intended to cause pain or injury to, or which is intended to result in physical contact which will be insulting or offensive to another, coupled with the apparent ability to execute the act; or any act which is intended to place another in fear of immediate physical contact which will be painful, injurious, insulting or offensive, coupled with the apparent ability to execute the act; or intentionally points any firearm toward another or displays in a threatening manner any dangerous weapon toward another.

The act is not an assault when the person doing any of the above and the other person are voluntary participants in a sport, social or other activity, not in itself criminal, when the act is a reasonably foreseeable incident of such sport or activity, and does not create an unreasonable risk of serious injury or breach of the peace (Following Iowa Code section 708.1).

### Escalating Responses by Grade Band:

Level	Escalating Response
Level 1	<ul style="list-style-type: none"> <li>▪ Requires parent or guardian notification.</li> <li>▪ Requires individualized educational program (IEP) meeting, if the student has an IEP.</li> <li>▪ Responses to an incident may include, but are not limited to, the following:               <ul style="list-style-type: none"> <li>o Parent or guardian conference that includes the student, when appropriate;</li> <li>o When appropriate and with written parent/guardian consent, counseling, and/or mental health counseling subject to available resources of the district;</li> <li>o Behavior intervention student agreement coupled with another response(s);</li> <li>o Restitution or opportunities to repair relationships coupled with another response(s);</li> <li>o Detention;</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>o Temporary removal from extracurricular activities;</li> <li>o Temporary removal from class;</li> <li>o In-school suspension; and/or</li> <li>o Suspension of transportation, if misconduct occurred in a school vehicle</li> </ul>
Level 2	<ul style="list-style-type: none"> <li>▪ Requires parent or guardian notification.</li> <li>▪ Review of response to prior offense, if applicable, to inform increased level of response.</li> <li>▪ Requires individualized educational program (IEP) meeting, if the student has an IEP.</li> <li>▪ Response to an incident may include the following:               <ul style="list-style-type: none"> <li>o Parent or guardian conference that includes the student, when appropriate;</li> <li>o When appropriate and with written parent/guardian consent, counseling, and/or mental health counseling subject to available resources of the district;</li> <li>o Behavior intervention student agreement coupled with another response(s);</li> <li>o Restitution or opportunities to repair relationships coupled with another response(s);</li> <li>o Detention;</li> <li>o Temporary or permanent removal from extracurricular activities;</li> <li>o Temporary or permanent removal from class; o In-school suspension;</li> <li>o Out-of-school suspension;</li> <li>o Suspension of transportation privileges, if misconduct occurred in a school vehicle; and/or</li> <li>o Placement in an alternative learning environment, including a therapeutic classroom, when appropriate</li> </ul> </li> </ul>
Level 3	<ul style="list-style-type: none"> <li>▪ Requires parent or guardian notification.</li> <li>▪ Review of response to prior offense, if applicable, to inform increased level of response.</li> <li>▪ Requires individualized educational program (IEP) meeting, if the student has an IEP.</li> <li>▪ Response to an incident may include the following:               <ul style="list-style-type: none"> <li>o Parent or guardian conference that includes the student, when appropriate;</li> <li>o When appropriate and with written parent/guardian consent, counseling, and/or mental health counseling subject to available resources of the district;</li> <li>o Behavior intervention student agreement coupled with another response(s);</li> <li>o Restitution or opportunities to repair relationships coupled with another response(s);</li> <li>o Detention;</li> <li>o Temporary or permanent removal from extracurricular activities;</li> <li>o Temporary or permanent removal from class; o In-school suspension;</li> <li>o Out-of-school suspension;</li> <li>o Suspension of transportation privileges, if misconduct occurred in a school vehicle;</li> <li>o Placement in an alternative learning environment, including a therapeutic classroom, when appropriate; and/or</li> </ul> </li> </ul>

	o Recommendation for expulsion.
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### Levels of Behavior

Level 1—Behaviors that jeopardize the physical safety or emotional well-being of others; behaviors that may lead to property damage (e.g., rough play, spontaneous aggressive behaviors such as pushing and shoving, antagonism, character assassination, verbal threats, fighting words, etc.)

Level 2—Aggressive behaviors that involve the intentional use of force or intimidation; behaviors that include vandalism or the destruction of property valued at less than \$500; bringing a dangerous object to school; repeated or significant incidents of Level 1 infractions (e.g., simple assault/fighting/physical altercations, physical bullying, disorderly conduct, verbal abuse, substantial or severe threats, coercion, etc.)

Level 3—Aggressive behaviors involving extreme violence and/or the intentional use of force to inflict serious bodily harm or injury; behaviors that place others in substantial risk or significant fear; vandalism or destruction of property valued over \$500; repeated or significant incidents of Level 2 infractions (e.g., serious or aggravated assault, possession or use of a weapon, premeditated threats of violence, extortion, etc.)

### Definitions

Detention means the student's presence is required during non-school hours for disciplinary purposes. The student can be required to appear prior to the beginning of the school day, after school has been dismissed for the day or on a non-school day. Whether a student will serve detention, and the length of the detention, is within the discretion of the licensed employee or the building principal disciplining the student.

Expulsion means an action by the board to remove a student from the school environment, which includes, but is not limited to, classes and activities, for a period of time set by the board. In-school suspension means the student will attend school but will be temporarily isolated from one or more classes while under supervision. An in-school suspension will not exceed ten consecutive school days.

Out-of-school suspension means the student is removed from the school environment, which includes school classes and activities. An out-of-school suspension will not exceed ten consecutive school days unless due process is provided as required by federal and state law. A restriction from school activities means a student will attend school and classes and practice but will not participate in school activities.

Placement in an alternate learning environment means placement of a student in an environment established apart from the regular educational program that includes rules, staff and resources designed to accommodate student needs and to provide a comprehensive education consistent with the student learning goals and content standards established by the school district.

Removal from the classroom means a student is sent to the building principal's office. It is within the discretion of the person in charge of the classroom to remove the student.

## **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, office personnel can teach the student the skills and attitudes necessary to prevent misbehavior and act appropriately when they return to the regular classroom. The parent should be notified when a student has been issued an In-School Suspension. Office personnel will review the referral, interview the students, explain the rules, and procedures. The office personnel can provide consultation through the school counselor, which enables the student to identify the underlying problem and eventually correct or improve the misbehavior.

### **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. Students in OSS are required to reach out to their teachers in an effort to keep up with their school work. Students who make little or no attempt at completing their school work remotely will be marked as an unexcused absence. Appeals are possible. For more complete information, see Board Policy.

### **Expulsion:**

A student may be expelled from school by the Red Oak Community Board of Education for a serious violation of rules or regulations and/or an abundance of rules and regulation violations if approved by the school board.

### **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.

### **Search & Seizure**

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 required a search without delay.

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 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.

## **Dances**

All dances must be approved by the principal. Approval must be requested at least two weeks prior to 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 allowed to return. Admission may be denied to anyone Based on the principles / sponsors judgment. Junior high students will not be allowed to attend high school dances. high school students will not be allowed to attend Junior High 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 Red Oak Junior Senior High School must have prior approval 3 weeks in advance by the principal. they will be required to prove their identity with a photo ID. students are responsible for their conduct of their guests. Organization sponsoring dancers 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 of school if applicable. The following emission rules will be strictly followed.

1) Homecoming:

- a. The homecoming dance will end no later than 11:00 p.m.
- b. All eligible high school students may attend the homecoming dance provided that 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 Red Oak Jr's & Sr's who are under the age of 21 and at least in 10th grade.
- b. Students must wear formal attire or they may be asked to leave the Prom.

### **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 that have been appraised from the knowledge gained.

### **Good Conduct Rule**

It is the belief of the Red Oak Red Oak Community School District 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 have a 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: Interscholastic athletics, all co-curricular clubs and organizations, all honorary and elected offices, (i.e. Homecoming Court, Prom Royalty), class officer or representative, cheerleading, school dances, homecoming dance, prom night activities, or any other activity where the student represents or participates in interscholastic events on behalf of the school outside the classroom, and the event attendance does not reflect their educational grade.

## Violations of the Good Conduct Rule

A student wishing to participate in activities covered under the Good Conduct Rule shall not engage in the following conduct, in school or out of school, at any time:

Possess, use or attempt to purchase items containing nicotine (cigarettes, chewing tobacco, juhls, pods, vapes, nicotine oils)

Possess, use, purchase, attempt to purchase alcohol or have presence of alcohol in body.

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 three choices:
  1. Leave immediately (an intention to leave is not acceptable).
  2. If picking up a friend, stay in the vehicle. Away from the possession of alcohol, drugs or nicotine products. Ask who you are picking up to enter your vehicle free of any items that would warrant a good conduct policy violation.
  3. Stay and assume the consequences listed in the penalty chart

Possess, use or purchase illegal drugs, drug paraphernalia, synthetic drugs or prescription medicine (misusage or illegal possession of) as defined by the Iowa Supreme Court – ref. Iowa Codes 124.401 & 155A.21

Ingestion of dangerous substances if abused or not used appropriately: huffing, misuse of over 39 the counter medicines, etc.

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).

Bullying or harassment of classmates or teammates. *\*after investigation by school or law enforcement concludes responsibility of fault.*

Any items not referenced in this matrix that are considered detrimental to the well-being of ROCSD participants of extra-curricular activities.

## 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 wrongdoing. 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 by offense over the student's 7<sup>th</sup>-8<sup>th</sup> grade school career. The offenses reset with the beginning of the student's 9<sup>th</sup> grade calendar school year.

Violations of the Good Conduct Rule will accumulate by offense over the student's 9<sup>th</sup>-12<sup>th</sup> grade school career. **A single violation cannot be counted as two penalties.** In the event a

violation includes two offenses (example: nicotine and alcohol) the student will assume the greater penalty.

* = Reducible penalty Reduction policy below	Penalty			
	2 Event dates	6 Event dates	8 Event dates	12 month ban from date of the finding of violation
<b>Nicotine</b> ( <i>possession, use or attempted purchase</i> )		1 <sup>st</sup> Offense *	2 <sup>nd</sup>	3 <sup>rd</sup> Offense +
<b>Bullying or Harassment of: teammates, classmates or ROCSD Staff</b> (after investigation is completed by school administration)	1 <sup>st</sup> Offense	2 <sup>nd</sup>	3 <sup>rd</sup> Offense +	
<b>Arrest and citation to Juvenile or Criminal Court.</b>		1 <sup>st</sup> Offense *	2 <sup>nd</sup>	3 <sup>rd</sup> Offense +
<b>Alcoholic beverages</b> ( <i>possession, attempted purchase, under the influence of</i> )		1 <sup>st</sup> Offense *	2 <sup>nd</sup>	3 <sup>rd</sup> Offense +
<b>Dangerous Consumption/ Use of: huffing of any material, cough medicine, synthetic drugs &amp; prescription medicine</b> ( <i>possession with no subscription &amp; miss use of prescribed drug</i> )			1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense +
<b>O.W.I.</b> ( <i>any charge regardless of conviction</i> )			1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense +
<b>Possession, use or attempted purchase of any illegal drug or paraphernalia as defined by state statute</b>			1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense +
*Any items not referenced in this matrix that are considered detrimental to the well-being of ROCSD participants of extra activities will receive consequences based on event, and past infractions made by the student.				

### 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, contest, performance or school function (including productions, mini singers, jazz band, FFA, homecoming functions & prom functions).

For the penalty to stand, students are also expected to end their extra/co-curricular activity in good standing if they serve 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, or school performances or school functions prior to the next activity the student participates in (including productions, mini singers, jazz band, FFA, homecoming functions & prom functions).

Students will only be allowed to serve penalties as a manager if they were already a manager or participant the previous season for the program served in. Students who are first time managers to a program will not be allowed to count that time as completion towards their penalty.

A student and their parents or guardians must meet with the head coach of a program if a student wishes to compete in an activity they had not previously been a part of. The coach, student and parents must agree to the coach's requirements to finish the season in good standing. If the student and parents or guardians do not agree with the coach's expectations this season will not count towards penalty fulfillment.

In the event a student is ruled academically ineligible, the thirty days of academic ineligibility shall be served in full before the continuance or start of a good conduct violation penalty. No penalties will ever be allowed to "double-up" and serve congruently.

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. No penalties will ever be allowed to "double-up" and serve congruently.

An ineligible student shall attend all practices or rehearsals but may not "suit up" for contests nor perform/participate.

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. All penalties will expire 12 months from the date of the finding of a violation

## **Penalty Reduction – Service Contract**

Students can receive a penalty reduction of 50% for 1<sup>st</sup> offense items in matrix with a (\*) by contracting service hours through the district's Student Support Coordinator. Service Contract forms can be found in the Athletic Director's office. Reductions can only be made by those indicated in the matrix. All events/competitions/or contests under this policy are included in the reduction. Required hours for reduction in penalty are as follows:

<b><i>Offense reduction</i></b>
<b>10 hours</b>

*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.



### **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.

### **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- EVACUATE!**

- 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.) Staff will direct students as to the safe location located outside of the building.

#### **b. Tornado Warning, Tornado Drills- SHELTER!**

The emergency shelter 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. Crisis Procedures**

In crisis situations school administration will determine the appropriate measures taken with students and staff to keep students and staff safe.

**LOCKOUT!** – Get Inside. Lock Outside Doors.

Return to normal business. Bring everyone indoors. Lock perimeter doors.  
Increase situational awareness.

**LOCKDOWN!** – Lock All Doors. Shut Off Lights. Get Out of Sight.

Move out of sight. Maintain silence. Do not open any door. Lock interior doors. Turn off lights.

**EVACUATE!** - TO ANNOUNCED LOCATION

Bring your phone. Lead student to evacuation location. Leave stuff behind. Follow instructions. Communicate missing, extra or injured students.

**SHELTER!** – Hazard and Safety Strategy

Tornado – Evacuate to shelter area

Hazmat – Seal the room

Earthquake – Drop cover and hold



# **Red Oak Community School District Online Learning Program Manual**

**2024-2025**

## Introduction

The Red Oak CSD Online Learning Program offers a rigorous, remote alternative to traditional classroom instruction. It is intended to serve students in grades 9-12 who prefer to work independently, desire a more individualized course of study, require more flexible scheduling, or thrive in alternate educational settings. Students receive support from highly qualified, certified staff, but their learning is largely self-directed. The online learning program satisfies local and state graduation requirements and leads to conferral of a Red Oak High School diploma.

## Admissions

Students must be approved to participate in the Online Learning Program. Students must meet with a building principal and counselor to discuss the appropriateness of the program relative to the child's individual needs. This meeting will include a review of the student's social-emotional needs, academic history, academic goals, attendance, current achievement in the traditional school setting, and expected outcomes in the Online Learning Program. A learning plan or course of study and clear progress criteria will be developed prior to approval. Parents/guardians and students must also agree to comply with all program requirements and academic and attendance expectations. A copy of the signed Online Learning Agreement will be provided with contact information for the Online Learning Program Coordinator.

Upon admission approval, students will be provided a school device and access to the online learning platform. Students are required to abide by the district's acceptable use policy in the use of district owned devices.

Home school students who wish to dual enroll must choose between the Online Learning Program and traditional classroom setting. (Homeschool students may participate in the Online Learning Program and co-curricular courses.) These programs are not interchangeable, because they have unique requirements.

Students who wish to apply for the Online Learning Program may do so at any time. Once approved, students participating in the Online Learning Program who wish to return to a traditional classroom setting must do so within ten (10) school days. These students may not reapply to participate in the Online Learning Program until the following semester. Students will not be approved to transition in and out of the Online Learning Program more than once unless extenuating circumstances arise.

## Academic Requirements

In order to achieve the minimum 42 credits required to graduate, students are expected to demonstrate consistent progress and regular completion of classwork. Students are generally expected to be enrolled in and complete 5-6 high school level academic classes

each semester. To remain in good academic standing, students must make adequate weekly progress in enrolled classes. Additional expectations may be placed on students according to their academic standing:

**Level 1: Good Academic Standing:**

Students who make adequate weekly progress are considered to be in Good Academic Standing. Students who do not regularly attend to their coursework and make adequate weekly progress will be placed on *Academic Alert*.

**Level 2: Academic Alert**

Students on *Academic Alert* must physically meet with the program coordinator to discuss barriers and establish progress criteria for getting back on track. Students on *Academic Alert* will meet/communicate with the program coordinator weekly to review progress. Students who achieve established goals for two consecutive weeks will return to *Good Academic Standing*. Students who fail to meet academic goals for two consecutive weeks will be placed on *Academic Peril*.

**Level 3: Academic Peril**

Students on *Academic Peril* are expected to make up lost ground. They and their parents must physically meet with the program coordinator to develop a revised progress schedule and meet weekly thereafter to monitor progress. Students who make required weekly progress will be restored to *Academic Alert* or *Good Academic Standing* at the discretion of the program coordinator. Students who fail to make required progress within prescribed timelines will be withdrawn from the program and referred to the Red Oak Immersion Learning Program (ROIL) where they can receive more direct support on a daily basis. Students may reapply to the Online Learning Program no sooner than the following semester.

The building principal, in consultation with the program coordinator, has discretion in determining whether extenuating circumstances warrant modification of the student's academic status.

Students will work with school counselors to review their current credits and identify courses that must be completed to fulfill the district's core graduation requirements. Counselors will complete an online learning plan or course of study that includes prescribed content area courses (e.g., English-Language Arts, Mathematics, Science, and Social Studies), Physical Education or applicable waiver requirements, Personal Finance, and assorted electives. The Online Learning Program Coordinator will enroll students in appropriate web-based (i.e., Edgenuity) courses, and coordinate support with content-specific instructors. The Online Learning Program Coordinator will assist students in pacing (e.g., remediation, acceleration) and completion of their course requirements.

Students who choose to participate in the Online Learning Program must forfeit their class rank, **except in rare and unusual circumstances as determined by the building administrator**. This may impact post-secondary education entrance opportunities.

Students may be required to complete coursework during the summer months or regular school holidays to remain on track to graduate.

Students enrolled in the Online Learning Program are eligible to take concurrent enrollment (i.e., college courses) through Southwestern Community College (SWCC) provided they meet prerequisite requirements.

Students who are receiving competent private instruction (i.e., homeschooled by a privately retained individual or appropriately licensed parent or guardian) may dual enroll in the Online Learning Program for up to 3 classes per semester. Students receiving competent private instruction may also take a combination of Online Learning Program courses and concurrent enrollment courses (i.e., college classes) not to exceed 3 classes per semester in accordance with Iowa Code § 31.6(2)

### Attendance

Students are expected to engage in their coursework on a daily basis. Daily attendance will be monitored in accordance with state requirements. Students who fail to “meaningfully participate” in their courses (i.e., make consistent progress toward completing 5-6 courses per semester) will be required to meet with the Online Learning Program Coordinator to develop a corrective action plan. Students who demonstrate persistent attendance issues or lack of progress may be referred to the County Attorney for violating Iowa’s compulsory attendance law.

Online assessments may be proctored remotely. Students must physically participate in standardized assessments as required by Iowa Code. Transportation is the responsibility of the student and parent(s)/guardian(s).

### Extra and Co-Curricular Activities

Students participating in the Online Learning Program may participate in extra and co-curricular activities so long as they meet and maintain prescribed eligibility requirements. Students must pass a minimum of five courses each semester.

Students who fail to make adequate weekly progress in all of their courses will be placed on academic probation and will be ineligible to compete for the following 15 academic calendar days.

The following table reflects credit requirements and online course options:

Content Area	Credit Requirement	Online Course Requirements and Electives
English Language Arts	8	<b>Language Arts 9</b> (2 credits)

		<b>Language Arts 10</b> (2 credits) <b>ELA Electives</b> (4 credits) Literacy & Comprehension I (2 credits) Literacy & Comprehension II (2 credits) Expository Reading & Writing (2 credits) English III (2 credits) English IV (2 credits)
Mathematics	6	<b>Common Core Algebra I</b> (2 credits) <b>Common Core Geometry</b> (2 credits) <b>Math Elective</b> (2 credits) Financial Math (2 credits) Pre-Algebra (2 credits) Algebra II (2 credits) Statistics (2 credits)
Science	6	<b>Physical Science</b> (2 credits) <b>Biology</b> (2 credits) <b>Earth Science</b> (2 credits)
Social Studies	6	<b>U.S. History I &amp; II</b> (4 credits) <b>Government</b> (1 credit) <b>Social Studies Elective</b> (1 credit) World Geography (1 credit) World History 1300-Present (2 credit) World History 1900-Present (2 credit) Psychology (1 credit) Sociology (1 credit) Economics (1 credit)
Physical Education	8	Foundations of Personal Wellness (1 credit per semester) or Lifetime Fitness (1 credit per semester) or Healthy Living (1 credit per semester)
Personal Finance	1	<b>Personal Finance</b> (1 credit)
Electives	7	Strategies for Academic Success (1 credit)

		<p>Intro to Art (2 credits)</p> <p>Art History I (2 credits)</p> <p>Civics and Citizenship (1 credit)</p> <p>Financial Literacy (1 credit)</p> <p>Economics and Financial Literacy (1 credit)</p> <p>Intro to Computer Science (2 credits)</p> <p>Spanish I (2 credits)</p> <p>Spanish II (2 credits)</p> <p>Chemistry (2 credits)</p> <p>Pre-Calculus (2 credits)</p> <p>Physics (2 credits)</p> <p>Work Experience (1 credit for 10-15 hours per week per semester; 2 credits for 15+ hours per week per semester)</p> <p><i>Other electives may be available upon request</i></p>
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# RSAI 2026 Legislative Issues Survey

RSAI would like to gather input from members into establishing our legislative priorities for the upcoming session. **Please complete this survey by August 1st** to inform the RSAI Legislative Committee.

The priorities and platform developed by the RSAI Legislative Committee will be presented for discussion, approval and prioritization at the RSAI Annual Meeting on October 9, 2025 in Des Moines.

For more information, see the RSAI website at: [www.rsaia.org](http://www.rsaia.org) or email [jen@iowaschoolfinance.com](mailto:jen@iowaschoolfinance.com).

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\* Indicates required question

1. School District Name \*

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2. Name of person completing this survey \*

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3. Email of person completing this survey \*

Please include the email address of the individual completing this survey so if needed, we can reach you for clarity or additional information.

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4. Role of person completing this survey \*

*Mark only one oval.*

☐ Superintendent

☐ Board Member

☐ Board Secretary/SBO

☐ Other: 

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5. Are you responding to this survey as an individual or on behalf of your district? \*

Mark only one oval.

- ☐ Individual Response
- ☐ On behalf of the District

## Legislative Issues

These legislative issues were raised at the RSAI Regional Meetings. Please let us know how important it is for RSAI to advocate for these issues in the upcoming legislative session for your district. For more details on each item below, download the RSAI 2025 Legislative Priorities at: <https://nebula.wsimg.com/42ec39a2ee32656c04064f6586bc038e?AccessKeyId=D081CCCCA2DCE3941176&disposition=0&alloworigin=1>

6. Adequate School Resources (Including Formula Per Pupil Funding, Teacher Salary Supplement and other categoricals, Transportation Equity, and Supplementary weighting.)  
How important is it for RSAI to advocate for this issue in the upcoming legislative session for your district?

Mark only one oval.

[illegible]

7. Staff Shortages (Including loan forgiveness and grow your own programs, emphasis on critical shortage positions, and licensure flexibility)
- How important is it for RSAI to advocate for this issue in the upcoming legislative session for your district?

Mark only one oval.

[illegible]

8. Quality Preschool (including 1.0 weighting for full day programming if districts choose to offer it.)

How important is it for RSAI to advocate for this issue in the upcoming legislative session for your district?

Mark only one oval.

[illegible]

9. Local School Board Authority (trusting school boards and education professionals to make the best decisions for students and community)

How important is it for RSAI to advocate for this issue in the upcoming legislative session for your district?

Mark only one oval.

[illegible]

10. Public School Priority (If private schools receive state funding, there should be a level playing field of regulations and accountability. Public schools should be held harmless for dollars diverted to private schools.)

How important is it for RSAI to advocate for this issue in the upcoming legislative session for your district?

Mark only one oval.

[illegible]

- How important is it for RSAI to advocate for this issue in the upcoming legislative session for your district?

1      2      3      4      5      6      7

Low ○ ○ ○ ○ ○ ○ ○ High Priority

- How important is it for RSAI to advocate for this issue in the upcoming legislative session for your district?

1      2      3      4      5      6      7

Low ○○○○○○ High Priority

- How important is it for RSAI to advocate for this issue in the upcoming legislative session for your district?

1      2      3      4      5      6      7

Low ○○○○○○ High Priority

14. Formula Equity (Continue to close the gap between high and low district cost per pupil amounts.)

How important is it for RSAI to advocate for this issue in the upcoming legislative session for your district?

Mark only one oval.

[illegible]

15. Bond Issues Dates & Other Restrictions (allow more special election dates, a simple majority approval for bond issues, and eliminate the \$2.70 intermediate threshold - only one ballot initiative up to \$4.05)

How important is it for RSAI to advocate for this issue in the upcoming legislative session for your district?

Mark only one oval.

[illegible]

16. AEA Services & Supports (provide adequate funding for AEAs, insure adequate resources for stable staffing and needed expertise, including school improvement supports and special education.)

How important is it for RSAI to advocate for this issue in the upcoming legislative session for your district?

Mark only one oval.

[illegible]

## 17. Other Priorities

Please use this space to let us know of any other issues you believe should be a focus for RSAI for the upcoming legislative session.

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## 18. Prioritization Activity

While RSAI will focus on all of the approved priorities, but please check up to five of those on the list below that you believe should be THE TOP PRIORITIES for RSAI to focus on during the upcoming legislative session.

*Check all that apply.*

- ☐ Adequate School Resources
- ☐ Staff Shortages
- ☐ Quality Preschool
- ☐ Local School Board Authority
- ☐ Public School Priority
- ☐ Increasing Student Needs including Poverty and Mental Health
- ☐ Whole-Grade Sharing & Reorganization Incentives
- ☐ Operational Sharing Incentives
- ☐ Formula Equity
- ☐ Bond Issue Dates
- ☐ AEAs
- ☐ Other: \_\_\_\_\_

19. Priority Comments

Please share any other comments, feedback, or thoughts around RSAI's priorities that you believe should be incorporated into the priority language or position papers for the upcoming session.

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20. RSAI Advocacy Supports

Please share any other feedback you have related to RSAI's current legislative publications and videos, advocacy supports and lobbying activities.

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21. RSAI Advocacy Supports

Please use this space to let us know what else RSAI could do to elevate your advocacy work?

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Legislative Connections

Let us know if anyone connected with your district has a particularly good connection with a legislator.

22. Individual(s) connected with the district that has the connection

Please include first name, last name, email address, and district connection (administrator, board member, former board member/administrator, parent leader, etc.) below

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23. Legislator(s) with whom the individual is connected

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