

Red Oak Community School District

604 S Broadway

Red Oak, Iowa 51566

712.623.6600

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/193257221>

Wednesday, January 21, 2026 – 5:30 p.m.

Agenda

Public Hearing to Use the District's Flexibility Account to Purchase Science Curriculum

- 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
 - 4.3 Visitors and Presentations
 - 4.3.1 Elizabeth Jones, Opaa Food Management, Inc.
- 5.0 Consent Agenda
 - 5.1 Review and Approval of Minutes from December 17, 2025 Board Meetings.
 - 5.2 Review and Approval of Monthly Business Reports
 - 5.3 Personnel Considerations
 - 5.3.1 Hiring of Michael Swanson as Transportation Van Driver for the 2025-2026 School Year
 - 5.3.2 Resignation of Kaylee Jacobs as Classroom Teacher at Inman Elementary at the End of the 2025-2026 School Year
 - 5.3.3 Resignation of Sierra Wilkinson as 8th Grade Volleyball Coach at the Jr-Sr High School at the end of 2025-2026 School Year

- 5.3.4 Resignation of Holly Anderson as Transportation Driver Effective Immediately
 - 5.3.5 Resignation of Max Thrasher as Paraprofessional at Inman Elementary Effective Immediately
 - 5.3.6 Resignation of Jamie Sherley as Inman Elementary Assistant Principal at the End of the 2025-2026 School Year
- 5.4 School Budget Review Committee (SBRC) Request for Modified Supplemental Amount (i.e., Spending Authority)
 - 5.4.1 Approval of SBRC Request for Modified Supplemental Amount for At-Risk/Dropout Prevention (\$17,991)
- 5.5 Open Enrollment Requests to Iowa Virtual School
 - 5.5.1 Denial of Open Enrollment for 10th grader from Des Moines Public Schools to Iowa Virtual School Due to a Lack of Appropriate Programming or Supports
 - 5.5.2 Denial of Open Enrollment for 2nd grader from West Delaware Community School District to Iowa Virtual School Due to a Lack of Appropriate Programming or Supports
- 6.0 General Business for the Board of Directors
 - 6.1 Old Business
 - 6.2 New Business
 - 6.2.1 Discussion/Approval of First Reading of Board Policies 403-406
 - 6.2.2 Discussion/Approval of Resolution Directing Expenditure of the School Flexibility Fund
 - 6.2.3 Discussion/Approval of Resolution Approving FY 2026 District Dropout Prevention Plan
 - 6.2.4 Discussion/Approval of Non Renewal of the Probationary Administrator Contract of Mr. Steven Green at the End of the 2025-2026 School Year Due to Budget Constraints
 - 6.2.5 Discussion/Approval of 2026-2027 Budget Guarantee Resolution
 - 6.2.6 Discussion FY2026 Certified Budget Parameters and Maximum Property Tax Rates
- 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, February 18, 2026 – 5:30 pm
 - Red Oak Virtual Learning Center
 - Red Oak Jr/Sr High
- 9.0 Adjournment

Red Oak Community School District
Meeting of the Board of Directors
Meeting Location: Virtual Classroom/ Phone/Internet
Red Oak Junior Senior High School Campus
December 17, 2025

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

Present

Directors: Scott Bruce, Paster Ricky Rohrig (Remote), Kelly Carlson-Osheim
Superintendent Ron Lorenz, Board Secretary Heidi Harris

Approval of Agenda

Motion by Director Carlson-Osheim, second by Director Rohrig to approve the agenda with the order of agenda items at the discretion of the meeting chair. Motion carried unanimously.

Good News

Ron Lorenz presented the Red Oak Community School District's good news.

Visitors and Presentations

The High School Minisingers performed "Follow That Star" and "Text Me Merry Christmas" for the Board and other attendees.

Consent Agenda

Motion by Director Carlson-Osheim, second by Director Rohrig to approve the consent agenda as presented including meeting minutes, monthly business reports, personnel considerations, open enrollment request for Iowa Virtual School, service agreements, and student transportation agreement with Stanton Community School District. Motion carried unanimously.

Board Policies 508.10

Motion by Director Carlson-Osheim, second by Director Rohrig to approve the second reading of board policy 508.10 (District Wellness Plan). Motion carried unanimously.

Bus Lease

Motion by Director Carlson-Osheim, second by Director Rohrig to approve leasing three new 71 passenger gasoline buses for a period beginning with the 2026-2027 school year through the 2028-2029 school year from Blue Bird Corporation. Motion carried unanimously.

Inman Elementary Renovation

Motion by Director Carlson-Osheim, second by Director Rohrig to approve the amendment of scope of work and rebids for the Inman Elementary Renovation (i.e. Bid Packages 7a and 9a). Motion carried unanimously.

School Improvement Advisory Committee

Principals Nate Perrien and Dr. Jane Chaillie discussed the recent meeting and the goals of the 2025-2026 SIAC Committee for the 2025-2026 school year.

Adjournment

Motion by Director Carlson-Osheim, second by Director Rohrig to adjourn the regular meeting at 6:08 p.m. Motion carried unanimously.

Next Board of Directors Meeting

Work Session

Wednesday, January 14, 2026 – 2:00 p.m.

Virtual Classroom/Phone/Internet

Red Oak Junior Senior High School Campus

Regular Meeting

Wednesday, January 21, 2025 – 5:30 p.m.

Red Oak Virtual Learning Center

Red Oak Jr/Sr High School

Bret Blackman, President

Heidi Harris, Board Secretary

December 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 12-01-2025	\$5,362,786.73	\$209,094.29	\$3,974,940.31	\$1,182,016.07	\$3,789,845.42
Revenue	\$972,173.14	\$7,596.92	\$85,967.67	\$99,539.65	\$224,277.31
Expenditure	\$1,051,568.38	0	\$2,771.00	39712	\$73,652.00
Balance 12-31-2025	\$5,283,391.49	\$216,691.21	\$4,058,136.98	\$1,241,843.72	\$3,940,470.73

Balance 12-31-2024	\$5,391,928.87	\$514,564.04	\$3,410,525.90	\$1,411,121.93	\$3,589,514.40
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Checking Account .33%

Checking Account	\$6,681,561.39
Bank Iowa	\$2,737,890.44
ISJIT	\$5,378,929.86
Petty Cash	\$100.00
Outstanding Checks	\$57,947.56
	<u>\$14,740,534.13</u>

ACTIVITY FUND

Beg. Balance 12-01-2025	\$60,299.32
Revenue	\$9,345.87
Expenditure	\$11,112.38
Balance 12-31-2025	<u>\$58,532.81</u>

NUTRITION FUND

	\$877,925.92
	\$105,841.93
	\$49,049.39
	<u>\$934,718.46</u>

Balance 12-31-2024	\$74,412.04	\$795,152.95
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Checking Account .33%

Checking Account	\$58,532.81
Petty Cash Boxes	\$200.00
Outstanding cks	\$3,031.10
	<u>\$55,701.71</u>

	\$934,736.56
	\$ -
	\$16.20
	<u>\$934,720.36</u>

Capital Projects Fund

2022-2023		2023-2024		2024-2025		2025-2026	
Beg Balance (July 1)	\$2,264,484	Beg Balance (July 1)	\$2,815,738	Beg Balance (July 1)	\$ 3,299,759	Beg Balance (July 1)	\$ 3,770,421
Add: Revenue		Add: Revenue		Add: Revenue		Add: Revenue	
1¢ Sales Tax	\$1,447,127	1¢ Sales Tax	\$1,341,320	1¢ Sales Tax	\$ 1,290,656.06	1¢ Sales Tax	\$ 697,380.13
Interest	\$14,279	Interest	\$31,323	Interest	\$ 178,285.79	Interest	\$ 41,421.32
Subtotal	\$3,725,890	Subtotal	\$4,188,381	Subtotal	\$4,768,700	Subtotal	\$4,509,222
LESS: Expenditures		LESS: Expenditures		LESS: Expenditures		LESS: Expenditures	
Revenue Bond Payment	\$73,612	Revenue Bond Payment	\$73,803	Revenue Bond Payment	\$ 73,955.67	Revenue Bond Payment	\$ 73,652.00
FY22 Expense Paid in FY23	\$3,500	AOI Bldg Master	\$173	Revenue Bond Payment	\$ 73,955.67	Alley Poyner-Bldg Master	\$ 36,170.00
Revenue Bond Payment	\$73,612	Revenue Bond Payment	\$73,803	Revenue Bond Payment	\$ 73,955.67	Revenue Bond Payment	\$ 73,652.00
Revenue Bond Payment	\$73,612	Revenue Bond Payment	\$73,803	Revenue Bond Payment	\$ 73,955.67	Alley Poyner-Bldg Master	\$ 31,911.50
Revenue Bond Payment	\$73,612	Alley Poyner-Bldg Master	\$2,983	Revenue Bond Payment	\$ 73,955.67	Revenue Bond Payment	\$ 73,652.00
Revenue Bond Payment	\$73,612	Revenue Bond Payment	\$73,803	Revenue Bond Payment	\$ 73,955.67	Geotechnical Exploration	\$ 3,700.00
Alley Poyner-Bldg Master	\$9,717	Revenue Bond Payment	\$73,803	Revenue Bond Payment	\$ 73,955.67	IES Remodel	\$ 25,733.20
Alley Poyner-Bldg Master	\$6,000	Revenue Bond Payment	\$73,803	Revenue Bond Payment	\$ 73,955.67	Revenue Bond Payment	\$ 73,652.00
Revenue Bond Payment	\$73,612	Revenue Bond Payment	\$73,803	Alley Poyner-Bldg Master	\$ 14,715.00	Alley Poyner-Bldg Master	\$ 29,325.00
Alley Poyner-Bldg Master	\$7,596	Revenue Bond Payment	\$73,803	Alley Poyner-Bldg Master	\$ 36,530.00	Revenue Bond Payment	\$ 73,652.00
Revenue Bond Payment	\$73,612	Revenue Bond Payment	\$73,803	Revenue Bond Payment	\$ 73,955.66	Revenue Bond Payment	\$ 73,652.00
Revenue Bond Payment	\$73,612	Revenue Bond Payment	\$73,803	Alley Poyner-Bldg Master	\$ 7,657.70	Revenue Bond Payment	\$ 73,652.00
Revenue Bond Payment	\$73,612	Revenue Bond Payment	\$73,803	Revenue Bond Payment	\$ 73,955.66		
Revenue Bond Payment	\$73,612	Revenue Bond Payment	\$73,803	Revenue Bond Payment	\$ 73,955.66		
Revenue Bond Payment	\$73,612	Revenue Bond Payment	\$73,803	Revenue Bond Payment	\$ 73,955.66		
Revenue Bond Payment	\$73,612	Revenue Bond Payment	\$73,803	Revenue Bond Payment	\$ 73,955.66		
Revenue Bond Payment	\$73,612	Revenue Bond Payment	\$73,803	Alley Poyner-Bldg Master	\$ 8,200.50		
Subtotal	\$910,152	Subtotal	\$888,796	Subtotal	\$954,571	Subtotal	\$568,752
Fund Balance	\$2,815,738	Fund Balance	\$3,299,585	Fund Balance	\$3,814,129	Fund Balance	\$3,940,471

PHYSICAL PLANT AND EQUIPMENT LEVY

Beginning Balance (July 1)	2022-2023	2023 - 2024	Beginning Balance (July 1)	2024-2025	Beginning Balance (July 1)	2025-2026
Add: Revenue			Add: Revenue		Add: Revenue	
Property Taxes	\$ 174,097.05	\$ 599,750.69	Property Taxes	\$ 668,751.44	Property Taxes	\$84,169.19
Voted PPEL	\$ 420,024.91	Voted PPEL	Voted PPEL	\$ 19,812.75	Voted PPEL	\$310,438.84
Voted PPEL Surtax	\$ 45,787.95	Voted PPEL Surtax	Voted PPEL Surtax	\$ 60,487.46	Voted PPEL Surtax	\$48,616.76
Utility Replacement Tax	\$ 3,776.43	Utility Replacement Tax	Utility Replacement Tax	\$ 16,955.18	Utility Replacement Tax	\$1,784.89
Utility Replacement Tax (SAVE)	\$ 13,371.56	Utility Replacement Tax (SAVE)	Utility Replacement Tax (SAVE)	\$ 125.51	Utility Replacement Tax (SAVE)	\$6,390.12
Mobile Home Tax	\$ 88.96	Mobile Home Tax	Mobile Home Tax	\$ 14.45	Mobile Home Tax	\$128.32
Voted PPEL Mobile Home	\$ 88.06	Voted PPEL Mobile Home	Voted PPEL Mobile Home	\$ 14.45	Voted PPEL Mobile Home	\$14.13
Voted PPEL Military Credit	\$ 27.29	Voted PPEL Military Credit	Voted PPEL Military Credit		Voted PPEL Military Credit	
Military Credit (SAVE)	\$ 98.69	Military Credit (SAVE)	Military Credit (SAVE)		Military Credit (SAVE)	
Commercial Industrial tax		Commercial Industrial tax	Commercial Industrial tax	\$ 8,314.30	Commercial Industrial tax	
Commercial Ind. Voted PPEL		Commercial Ind. Voted PPEL	Commercial Ind. Voted PPEL	\$ 200,012.90	Commercial Ind. Voted PPEL	\$93,637.87
Interest	\$ 17,061.65	Interest	Interest		Interest	
		School Bus Refunds	Sale of Real Property/Computers	7994.5	Sale of Real Property/Computers	\$2,726.00
Subtotal	\$ 674,422.55	Subtotal	Subtotal	\$ 981,868.49	Subtotal	\$547,906.12
TOTAL AVAILABLE	\$ 3,867,908.16	TOTAL AVAILABLE	TOTAL AVAILABLE	\$ 4,151,548.44	TOTAL AVAILABLE	\$4,313,027.83
LESS: Expenditures		LESS: Expenditures		LESS: Expenditures		
Chrome Book Lease (Double Payment)	\$ 169,794.56	Chrome Book Lease (Double Payment)	Chrome Book Lease	\$ 80,485.64	Software Renewals	\$81,543.69
Frontline/SUI Software	\$ 41,560.28	Frontline/SUI Software	Frontline/SUI Software Renewal	\$ 52,471.62	Chromebooks Lease	\$80,485.64
FY22 Expenses Paid in FY23	\$ 18,715.00	Boiler Construction Documents	Portable Rental/Apex Rent	\$ 3,118.76	Gym Floor - Capital Sanitary	\$7,955.00
Boiler Construction Documents	\$ 7,000.00	FY23 Expenses Paid in FY24	Portable Rental/Apex Rent	\$ 5,916.40	Wells Fargo - Bus Lease	\$77,184.00
Portable Rental	\$ 34,356.02	HS Gym Floor	Cap San Gym Floor Wax	\$ 4,465.00	Heartland Rent	\$01.24
Bus Lease	\$ 61,602.40	Portable Rental	Gundwalde/Boiler Repair	\$ 56,400.52	Software Renewals	\$2,300.00
Garage Doors-Bus Barn	\$ 11,609.00	Bus Lease	Gundwalde/Boiler Repair	\$ 63,106.43	Heartland Rent	\$2,150.28
Chrome Book Lease (Double Pymt R#)	\$ (84,897.28)	New Bus Lease Advance	Portable Rental/Apex Rent	\$ 2,958.20	Heartland Rent	\$2,771.00
Portable Rental	\$ 3,015.34	Correction from FY23	Boiler/Construction Docs	\$ 11,794.25		
Press Box Chairs	\$ 419.93	Frontline Software	Portable Rental/Apex Rent	\$ 2,958.20		
Track Resurfacing	\$ 82,000.00	Portable Rental	Software Subscription - ISFIS	\$ 2,000.00		
Portable Rental	\$ 2,978.20	Maintenance Van	Building Repair/Svcs	\$ 8,270.00		
Boiler Construction Documents	\$ 3,500.00	Gas Piping - IES	Portable Rental/Apex Rent	\$ 2,958.20		
Portable Rental	\$ 2,968.20	IES Re-Roofting Project	Gundwalde/Boiler	\$ 30,683.90		
Rent Council Bluffs Sp Ed	\$ 2,484.44	Rent Council Bluffs Spd	Jr/Sr HS Audio Equipment	\$ 10,623.90		
Portable Rental	\$ 2,968.20	Architectural Svcs	Portable Rental/Apex Rent	\$ 3,965.45		
Lunch Van	\$ 57,186.00	ISFIS Software	Audio System - Secondary Gym	\$ 5,633.10		
Gym Floor Resurfacing	\$ 5,678.50	Portable Rental	Timeclock Repair	\$ 735.00		
Portable Rental	\$ 2,968.20	Portable Rental/Apex Rent	Portable Rental/Apex Rent	\$ 2,958.20		
Rent Council Bluffs Sp Ed	\$ 2,272.87	SW Iowa Parking Lot	Carter Surveying - Land Survey	\$ 4,520.00		
Portable Rental	\$ 2,968.20	Inman Roof	Portable Rental/Apex Rent	\$ 4,498.20		
HS Boiler	\$ 178,070.00	Portable Rental	Grainger/Door Stops	\$ 1,676.96		
Software Subscription	\$ 3,100.00	Inman Roof Construction	GoTo Meeting Renewal	\$ 192.00		
Rent Council Bluffs Sp Ed	\$ 1,947.40	Micro Bus	Portable Rental/Apex Rent	\$ 2,958.20		
Portable Rental	\$ 2,968.20	Portable Rental/Apex Rent	Tech Disposal	\$ 375.00		
K-12 Docs	\$ 1,435.00	Portable Rental/Apex Rent	Portable Rental/Apex Rent	\$ 8,800.90		
Gym Floor Resurfacing	\$ 3,920.00	Portable Rental/Apex Rent	Portable Rental/Apex Rent	\$ 6,169.94		
Rent Council Bluffs Sp Ed	\$ 2,003.36	Portable Rental/Apex Rent				
Portable Rental	\$ 2,958.20	Portable Rental/Apex Rent				
Architect Svcs	\$ 6,000.00	Gundwalde/ETI Engineering				
Rent Council Bluffs Sp Ed	\$ 7,112.92	Inteconex IES Door Replacement				
Architect Svcs	\$ 9,042.55	CAR Adjustments				
Portable Rental	\$ 2,958.20					
Rent Council Bluffs Sp Ed						
Subtotal	\$ 652,662.89	Subtotal	Subtotal	\$ -	Subtotal	\$254,890.85
Cash Balance	\$ 3,215,245.27	Cash Balance	Cash Balance	\$ 4,141,322.88	Cash Balance	\$4,058,136.98

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
Checking Account ID 1	Fund Number 10	OPERATING FUND
AGTAC SERVICES, LLC	3578	34,199.00
10 9010 2630 000 0000 340	January Janitorial	34,199.00
Vendor Name AGTAC SERVICES, LLC		34,199.00
AHLERS & COONEY	905505	1,107.50
10 9010 2310 000 0000 342	Legals	1,107.50
Vendor Name AHLERS & COONEY		1,107.50
ALPHA SCHOOL	13602	3,540.00
10 9010 1200 217 3303 580	Alpha School	3,540.00
Vendor Name ALPHA SCHOOL		3,540.00
AMAZON CAPITAL SERVICES, INC.	1DKT-4LK6-RLQJ	207.28
10 0418 2620 000 0000 618	plumbing supplies and faucet	207.28
AMAZON CAPITAL SERVICES, INC.	1GNK-JH7L-NP4K	55.98
10 0418 1000 100 8001 612	Pto Supplies	55.98
AMAZON CAPITAL SERVICES, INC.	1H6X-H7NK-H1G3	264.08
10 9010 2235 000 0000 618	Audio Enhancements XD Teacher Microphone	264.08
AMAZON CAPITAL SERVICES, INC.	1JVM-Y17T-HHMQ	50.22
10 0109 2620 000 0000 618	toilet parts	50.22
AMAZON CAPITAL SERVICES, INC.	1K6N-9LRX-3XRP	7.19
10 0418 2620 000 0000 618	garbage can caster	7.19
AMAZON CAPITAL SERVICES, INC.	1MFQ-4HT9-HTNQ	22.10
10 0109 2620 000 0000 618	photocell	22.10
AMAZON CAPITAL SERVICES, INC.	1WGX-HVQ3-V767	300.47
10 9010 2620 000 0000 618	parking lot lights	300.47
AMAZON CAPITAL SERVICES, INC.	Multi	1,170.02
10 9010 2620 000 0000 618	District Supplies	585.01
10 0418 1000 100 8001 612	PTO Supplies	585.01
Vendor Name AMAZON CAPITAL SERVICES, INC.		2,077.34
BNP EDUCATION PARTNERS dba MARZANO RESEARCH, LLC	20260114	7,450.00
10 0418 1000 432 4508 332	Marzano Research Literacy support servic	7,450.00
Vendor Name BNP EDUCATION PARTNERS dba MARZANO RESEARCH, LLC		7,450.00
BOMGAARS SUPPLY INC	20260107	14.99
10 0418 2620 000 0000 618	Supplies	14.99
Vendor Name BOMGAARS SUPPLY INC		14.99
BURGESS, SHELBY	REG-REFUND 2025	80.00
10 9010 1942 000 0000	Registration Refund x 2	80.00
Vendor Name BURGESS, SHELBY		80.00
CASEY'S BUSINESS MASTERCARD	AF-DEC-2025	129.64

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
10 9010 2700 000 0000 626	Activities Fuel Dec 2025	129.64
Vendor Name CASEY'S BUSINESS MASTERCARD		129.64
CDW GOVERNMENT, INC.	20260113	2,500.00
10 9010 2235 000 0000 358	Adobe Creative Cloud Subscription	2,500.00
Vendor Name CDW GOVERNMENT, INC.		2,500.00
CHEMSEARCH	9439954	311.95
10 0418 2620 000 0000 618	urinal treatment pods	311.95
CHEMSEARCH	94522273	531.16
10 0418 2640 000 0000 433	IES Boiler	531.16
CHEMSEARCH	9456216	531.93
10 0109 2640 000 0000 433	HS Boiler	531.93
Vendor Name CHEMSEARCH		1,375.04
CITY OF RED OAK	WaterDec2025	1,572.63
10 0109 2620 000 0000 411	HS Water	548.58
10 0418 2620 000 0000 411	IES Water	619.32
10 0445 2620 000 0000 411	ROECC Water	279.94
10 9010 2620 000 0000 411	Admin/Bus Barn/BBF/BBF	124.79
Vendor Name CITY OF RED OAK		1,572.63
CREXENDO BUSINESS SOLUTIONS, INC	309674	1,449.83
10 9010 2510 000 0000 532	Internet Phone	1,449.83
Vendor Name CREXENDO BUSINESS SOLUTIONS, INC		1,449.83
DHS CASHIER 1ST FLOOR	10153487	3,062.29
10 9010 4634 219 4634	Medicaid Bill	3,062.29
Vendor Name DHS CASHIER 1ST FLOOR		3,062.29
FILTER SHOP, THE	266663	1,944.15
10 9010 2620 000 0000 618	air filters	1,944.15
Vendor Name FILTER SHOP, THE		1,944.15
FIRST BANKCARD - HH	20260113-0001	34.35
10 9010 2310 000 0000 340	Fingerprinting	34.35
FIRST BANKCARD - HH	20260113-0002	89.35
10 9010 2700 000 0000 652	Dec- Bouncie Subscription	89.35
FIRST BANKCARD - HH	20260113-0003	246.21
10 0109 2620 000 0000 618	ballasts	246.21
Vendor Name FIRST BANKCARD - HH		369.91
FIRST BANKCARD - OFFICE CARD 1	20260113	119.55
10 0418 2620 000 0000 618	IES Supplies	119.55
FIRST BANKCARD - OFFICE CARD 1	20260113-0001	41.96
10 9010 2620 000 0000 618	part organizers	41.96
FIRST BANKCARD - OFFICE CARD 1	20260113-0002	53.99
10 0418 1000 100 8001 612	PTO - Kunze	53.99
FIRST BANKCARD - OFFICE CARD 1	20260113-	15.00

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
	0003	
10 9010 2630 000 0000 340	Pesticide License	15.00
Vendor Name FIRST BANKCARD - OFFICE CARD 1		230.50
GLENWOOD COMMUNITY SCHOOLS	ApexDec2025	5,651.40
10 9010 1200 217 3303 580	Apex Dec 2025	5,651.40
Vendor Name GLENWOOD COMMUNITY SCHOOLS		5,651.40
GRAINGER	9747530492	282.46
10 0109 2620 000 0000 618	toilets	282.46
Vendor Name GRAINGER		282.46
GREEN HILLS AEA	6087	30,792.00
10 9010 6100 000 3214 961	Property Tax	10,589.30
10 9010 6100 000 3214 961	State Aid	20,202.70
Vendor Name GREEN HILLS AEA		30,792.00
HERRICK, KEVIN	MileageDec2025	123.76
10 9010 2235 000 0000 580	Mileage Oct- Dec 2025	123.76
Vendor Name HERRICK, KEVIN		123.76
HOOD MASTERS	87820	682.39
10 0109 2620 000 0000 432	HS Maintenance	682.39
HOOD MASTERS	87821	267.77
10 0418 2620 000 0000 432	IES Maintenance	267.77
Vendor Name HOOD MASTERS		950.16
HY VEE FOOD STORES	20251229	54.62
10 0109 1300 340 0000 612	Facs-Groceries	54.62
Vendor Name HY VEE FOOD STORES		54.62
J. F. AHERN	785269	705.00
10 0418 2620 000 0000 432	IES Sprinkler Inspection DEC	309.00
10 0109 2620 000 0000 432	HS Sprinkler Inspection DEC	396.00
Vendor Name J. F. AHERN		705.00
LORENZ, RONALD	cellphone-dec2025	250.00
10 9010 2231 000 0000 580	Cell Phone Stipen Qtr 2	250.00
Vendor Name LORENZ, RONALD		250.00
MATHESON TRI-GAS	20260107	184.35
10 0109 1300 370 0000 612	C-25 Welding Gas	184.35
MATHESON TRI-GAS	20260107-0001	24.28
10 0109 1300 370 0000 612	Replacement nozzle for welder	24.28
MATHESON TRI-GAS	94439B	10.20
10 0109 1300 370 0000 612	Collet 3/32	10.20
Vendor Name MATHESON TRI-GAS		218.83
MEDIACOM	0648DEC2025	180.39
10 9010 2236 000 0000 536	Internet	180.39

Vendor Name	Invoice Number	Amount	
Account Number	Detail Description		Amount
MEDIACOM	1339JAN	91.37	
10 9010 2236 000 0000 536	Internet 1339		91.37
MEDIACOM	1909DEC2026	346.90	
10 9010 2236 000 0000 536	Internet		346.90
MEDIACOM	2692DEC2025	1,550.00	
10 9010 2236 000 0000 536	Internet		1,550.00
Vendor Name	MEDIACOM		2,168.66
MIDAMERICAN ENERGY	574730932	487.27	
10 0109 2620 000 0000 622	Field House Electric		487.27
MIDAMERICAN ENERGY	574733423	146.12	
10 9010 2620 000 0000 622	Admin Electric		146.12
MIDAMERICAN ENERGY	574737252	2,253.62	
10 0445 2620 000 0000 622	ROECC Electric		2,253.62
MIDAMERICAN ENERGY	574737508	236.40	
10 9010 2620 000 0000 622	FBF Electric		236.40
MIDAMERICAN ENERGY	574737904	4,414.32	
10 0418 2620 000 0000 622	IES Electric		4,414.32
MIDAMERICAN ENERGY	574738165	8,283.27	
10 0109 2620 000 0000 622	HS Electric		8,283.27
MIDAMERICAN ENERGY	574747351	252.03	
10 9010 2620 000 0000 622	Bus Barn Electric		252.03
MIDAMERICAN ENERGY	574753666	372.77	
10 9010 2620 000 0000 622	Sports Complex Electric		372.77
Vendor Name	MIDAMERICAN ENERGY		16,445.80
MONTGOMERY CO. MEMORIAL HOSP.	15615	8,372.00	
10 9010 2134 000 1134 597	Nurse Pay Dec		8,372.00
Vendor Name	MONTGOMERY CO. MEMORIAL HOSP.		8,372.00
NEW COOPERATIVE INC	7654609	6.99	
10 0109 1300 370 0000 612	White spray paint for projects		6.99
NEW COOPERATIVE INC	7661527	5.56	
10 0109 1300 370 0000 612	1/4 dowels		5.56
NEW COOPERATIVE INC	7681105	55.96	
10 0109 1300 370 0000 612	Wood Filler		9.99
10 0109 1300 370 0000 612	Butcher Blick Oil		23.98
10 0109 1300 370 0000 612	3 Inch Hole Saw		21.99
NEW COOPERATIVE INC	NCIDEC2025	3,180.62	
10 9010 2700 000 0000 626	Gas/Ethanol		496.56
10 9010 2700 000 0000 626	Maintenance Gas		350.33
10 9010 2700 000 0000 627	Diesel		881.88
10 9010 2620 000 0000 618	Supplies		15.98
10 9010 2700 000 0000 624	Oil		36.99
10 9010 2700 217 3303 627	Sped Gas		1,398.88
Vendor Name	NEW COOPERATIVE INC		3,249.13
ONESOURCE THE BACKGROUND CHECK COMPANY	20260107	97.50	
10 9010 2310 000 0000 340	One Source		97.50
Vendor Name	ONESOURCE THE BACKGROUND CHECK COMPANY		97.50
POTTAWATTAMIE COUNTY AUDITOR	Elections2025	101.18	

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
10 9010 2310 000 0000 340	School Elections	101.18
Vendor Name POTTAWATTAMIE COUNTY AUDITOR		101.18
REA, CHRISTY	MileageDec2025	31.50
10 9010 2235 000 0000 580	Mileage Oct- Dec 2025	31.50
Vendor Name REA, CHRISTY		31.50
RED OAK PUBLISHING LLC	174866	30.97
10 9010 2572 000 0000 540	Publcations	30.97
RED OAK PUBLISHING LLC	174867	133.78
10 9010 2572 000 0000 540	Publcations	133.78
RED OAK PUBLISHING LLC	174868	152.96
10 9010 2572 000 0000 540	Publcations	152.96
RED OAK PUBLISHING LLC	174869	69.85
10 9010 2572 000 0000 540	Publcations	69.85
RED OAK PUBLISHING LLC	Renewal2025	58.00
10 9010 2572 000 0000 540	Subscription Renewal	58.00
Vendor Name RED OAK PUBLISHING LLC		445.56
RIVERSIDE TECHNOLOGIES, INC	RC0005086	920.00
10 9010 2235 000 0000 359	Managed Services	920.00
RIVERSIDE TECHNOLOGIES, INC	RC0005142	12.00
10 9010 2235 000 0000 359	DUO MFA	12.00
Vendor Name RIVERSIDE TECHNOLOGIES, INC		932.00
SAFEGUARD BUSINESS SYSTEMS	9009558220	543.78
10 9010 2310 000 0000 611	General Fund Checks	543.78
Vendor Name SAFEGUARD BUSINESS SYSTEMS		543.78
SCHOOL BUS SALES	01P70336	211.85
10 9010 2700 000 0000 673	Blower assy/ RH Heater Bus #2	211.85
SCHOOL BUS SALES	01P70696	204.03
10 9010 2700 217 3303 673	Roof Mount School Bus Magnetic	204.03
Vendor Name SCHOOL BUS SALES		415.88
STANTON COMMUNITY SCHOOL DIST.	OE-SEM1-2025	308,911.14
10 9010 1000 100 3216 567	EIC x 78	3,293.16
10 9010 1000 100 0000 567	OE x 72	287,568.00
10 9010 1000 100 3116 567	TLC x 78	15,026.70
10 9010 1000 100 3116 567	Prof Dev X 78	3,023.28
Vendor Name STANTON COMMUNITY SCHOOL DIST.		308,911.14
SW IA TIRE & SERVICE	20260113	508.06
10 9010 2700 217 3303 434	#4 Right Front Wheel Bearing Replacement	508.06
Vendor Name SW IA TIRE & SERVICE		508.06
THYSSENKRUPP ELEVATOR CORP	3009061757	210.66
10 9010 2620 000 0000 432	Elevator Maintenace	210.66
Vendor Name THYSSENKRUPP ELEVATOR CORP		210.66

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
TOWN & COUNTRY SANITATION	Dec2025	4,415.00
10 0109 2630 000 0000 421	HS Trash	1,440.00
10 0418 2630 000 0000 421	IES Trash	1,440.00
10 0445 2630 000 0000 421	ROECC Trash	1,440.00
10 9010 2630 000 0000 421	Admin/BBF/FBF Trash	95.00
Vendor Name	TOWN & COUNTRY SANITATION	4,415.00

US CELLULAR	0774940134	23.28
10 9010 2236 000 0000 536	Failover Lines	23.28
US CELLULAR	0775633542	644.65
10 9010 2490 000 0000 532	Maintenance Phones	138.75
10 9010 2490 000 0000 532	Technology Phone	46.25
10 0109 2410 000 0000 532	Principal Phones	138.75
10 9010 2510 000 0000 532	RBR/BBF MiFi	228.40
10 9010 2490 000 0000 530	Bus Barn Cellphone	46.25
10 9010 2490 000 0000 530	Nurse Phone	46.25
Vendor Name	US CELLULAR	667.93

VISUAL EDGE IT dba COUNSEL	24AR3215735	610.68
10 0109 1000 100 0000 359	HS Copier Clicks	172.29
10 0418 1000 100 0000 359	IES Copier Clicks	272.59
10 9010 2520 000 0000 618	Admin Copier Clicks	56.89
10 9010 2520 000 0000 618	Steady Serve	12.99
10 0445 1000 100 0000 359	ROECC Copier Clicks	95.92
Vendor Name	VISUAL EDGE IT dba COUNSEL	610.68

VRBA, BRENDA	20251216	145.00
10 9010 2321 000 0000 618	Brenda Vrba Catering	145.00
Vendor Name	VRBA, BRENDA	145.00

WELLS FARGO LEASING	5036956187	1,215.50
10 0418 1000 100 0000 359	IES CopierLease	331.50
10 0109 1000 100 0000 359	HS Coipier Lease	552.20
10 0445 1000 100 0000 359	ROECC Copier Lease	221.30
10 9010 2520 000 0000 618	Admin Copier Lease	110.50
Vendor Name	WELLS FARGO LEASING	1,215.50

YOUNG AUTO PARTS INC.	20260113	17.99
10 9010 2700 000 0000 673	Boxed Capsules	17.99
YOUNG AUTO PARTS INC.	20260113-0001	144.24
10 9010 2700 214 3303 671	oil for Special Vehicles	144.24
Vendor Name	YOUNG AUTO PARTS INC.	162.23

Fund Number	10	449,780.24
Checking Account ID	1	Fund Number 33
ALLEY, POYNER, MACCHIETTO, ARCHITECTURE, INC	24077-12	CAPITAL PROJECTS - LOST
33 9010 2620 000 0000 490	Inman Remodel	1,225.00
Vendor Name	ALLEY, POYNER, MACCHIETTO, ARCHITECTURE, INC	1,225.00
Fund Number	33	1,225.00
Checking Account ID	1	Fund Number 36
JOHNSON CONTROLS FIRE PROTECTION LP	53654285	PHYSICAL PLANT & EQUIPMENT
		3,864.01

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
36 0445 2235 000 0000 739	Fire Alarm Panel Repair	3,864.01
Vendor Name	JOHNSON CONTROLS FIRE PROTECTION LP	3,864.01
THYSSENKRUPP ELEVATOR CORP	7000143750	1,658.50
36 0109 2620 000 0000 432	HS Elevator Repair	1,658.50
Vendor Name	THYSSENKRUPP ELEVATOR CORP	1,658.50
WILLIAMS SCOTSMAN INC	9022568801	2,958.20
36 9010 2620 000 0000 441	Portable	2,958.20
Vendor Name	WILLIAMS SCOTSMAN INC	2,958.20
Fund Number	36	8,480.71
Checking Account ID	1	459,485.95
Checking Account ID	2	Fund Number 61
OPAA! FOOD MANAGEMENT INC	IA00069195	2,656.34
61 9010 3110 000 4557 631	FFVP	2,656.34
OPAA! FOOD MANAGEMENT INC	IA00069269	41,899.23
61 9010 3110 000 0000 570	Food Expenses Dec	41,899.23
Vendor Name	OPAA! FOOD MANAGEMENT INC	44,555.57
SAFEGUARD BUSINESS SYSTEMS	9009558220	251.04
61 9010 3110 000 0000 618	Nutrition Fund Checks	251.04
Vendor Name	SAFEGUARD BUSINESS SYSTEMS	251.04
Fund Number	61	44,806.61
Checking Account ID	2	44,806.61
Checking Account ID	3	Fund Number 21
ABRAHAM LINCOLN SCHOOL	ALWRESTLING1 21525	125.00
21 0109 1400 920 6790 810	Wrestling Fee	125.00
Vendor Name	ABRAHAM LINCOLN SCHOOL	125.00
ATLANTIC HIGH SCHOOL	Wrestling011 226	125.00
21 0109 1400 920 6790 810	Wrestling Entry Fee	125.00
Vendor Name	ATLANTIC HIGH SCHOOL	125.00
AUDUBON HIGH SCHOOL	AUDUBON12152 5	150.00
21 0109 1400 920 6790 810	Wrestling Fee	150.00
Vendor Name	AUDUBON HIGH SCHOOL	150.00
BRUCK, JAMES	BRUCK011326	200.00
21 0109 1400 920 6790 340	HS WR OFFICIAL	200.00
Vendor Name	BRUCK, JAMES	200.00
BURMEISTER, SHANE	BURMEISTER12 1525	90.00
21 0109 1400 920 6710 345	V GBB OFFICIAL	90.00
Vendor Name	BURMEISTER, SHANE	90.00
BURT, ZACH	BURT010226	170.00
21 0109 1400 920 6710 345	JV/V BBB OFFICIAL	170.00

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
BURT, ZACH	BURT121925	170.00
21 0109 1400 920 6710 345	V/V BB OFFICIAL	170.00
Vendor Name BURT, ZACH		340.00
CENTRAL DECATUR HIGH SCHOOL	CENTRALDECAT UR121525	150.00
21 0109 1400 920 6790 810	Wrestling Fee	150.00
Vendor Name CENTRAL DECATUR HIGH SCHOOL		150.00
EBLEN, ANTHONY	EBLEN121525	90.00
21 0109 1400 920 6710 345	V GBB OFFICIAL	90.00
Vendor Name EBLEN, ANTHONY		90.00
EDIE, DUSTIN	EDIE011326	225.00
21 0109 1400 920 6790 340	HS WR OFFICIAL	225.00
Vendor Name EDIE, DUSTIN		225.00
FAREWAY FOOD STORES	20251222	1,696.53
21 0109 1400 950 7407 618	FFA Fruit and Herring	1,696.53
FAREWAY FOOD STORES	20260107	17.00
21 0109 1400 950 7407 618	FFA Fruit	17.00
Vendor Name FAREWAY FOOD STORES		1,713.53
FARLEY, SHANE	FARLEY010526	90.00
21 0109 1400 920 6710 345	V GBB OFFICIAL	90.00
Vendor Name FARLEY, SHANE		90.00
FIRST BANKCARD - OFFICE CARD 4	20260113	2,328.20
21 0109 1400 920 6790 580	Wrestling Hotel	2,328.20
Vendor Name FIRST BANKCARD - OFFICE CARD 4		2,328.20
FOUR SEASONS FUND RAISING	10113346.1	5,081.40
21 0109 1400 950 7407 618	FFA Fundraiser	5,081.40
Vendor Name FOUR SEASONS FUND RAISING		5,081.40
GREBERT, RON	GREBER121925	170.00
21 0109 1400 920 6710 345	V/V BB OFFICIAL	170.00
GREBERT, RON	GREBERT01022 6	170.00
21 0109 1400 920 6710 345	JV/V BBB OFFICIAL	170.00
Vendor Name GREBERT, RON		340.00
HUNTER, JOE	HUNTER010626	250.00
21 0109 1400 920 6710 345	JV/V/V BB OFFICIAL	250.00
Vendor Name HUNTER, JOE		250.00
IOWA GIRLS' COACHES ASSOC	22415	32.00
21 0109 1400 920 6810 618	BB Scoresheets	32.00
Vendor Name IOWA GIRLS' COACHES ASSOC		32.00
IOWA HIGH SCHOOL ATHLETIC ASSO	INV8164	75.00
21 0109 1400 920 6600 618	State XC Plaques	75.00
Vendor Name IOWA HIGH SCHOOL ATHLETIC ASSO		75.00

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
JOHNSON, BOB	JOHNSON010625	170.00
21 0109 1400 920 6710 345	V/V BB OFFICIAL	170.00
Vendor Name JOHNSON, BOB		170.00
JOSTENS	n003431984	358.31
21 0109 1400 920 6600 618	Pins and Chenilles	358.31
Vendor Name JOSTENS		358.31
LAVALLEUR, ROBERT	LAVALLEUR011226	100.00
21 0109 1400 920 6710 345	JH GBB OFFICIAL	100.00
Vendor Name LAVALLEUR, ROBERT		100.00
LOVETTE/GLS & ASSOC, GREG	LOVETTE010526	90.00
21 0109 1400 920 6710 345	V GBB OFFICIAL	90.00
Vendor Name LOVETTE/GLS & ASSOC, GREG		90.00
MCDERMOTT, MIKE	MCDERMOTT121925	85.00
21 0109 1400 920 6710 345	JV BBB OFFICIAL	85.00
Vendor Name MCDERMOTT, MIKE		85.00
MOORE, NOLAN	MOORE011326	200.00
21 0109 1400 920 6790 340	HS WR OFFICIAL	200.00
Vendor Name MOORE, NOLAN		200.00
OSBORN, CURTIS	OSBORN011226	100.00
21 0109 1400 920 6710 345	JH GBB OFFICIAL	100.00
OSBORN, CURTIS	OSBORN121625	130.00
21 0109 1400 920 6710 345	JH BBB OFFICIAL	130.00
Vendor Name OSBORN, CURTIS		230.00
PAULSEN, MARK	PAULSEN121525	90.00
21 0109 1400 920 6710 345	V GBB OFFICIAL	90.00
Vendor Name PAULSEN, MARK		90.00
PEITZMEIER, MIKE	PEITZMEIER010526	90.00
21 0109 1400 920 6710 345	V GBB OFFICIAL	90.00
Vendor Name PEITZMEIER, MIKE		90.00
PELZER, CASEY	PELZER010226	170.00
21 0109 1400 920 6710 345	JV/V BBB OFFICIAL	170.00
Vendor Name PELZER, CASEY		170.00
PEPPER & SON, INC.	368105452	52.39
21 0109 1400 910 6210 618	Honor Choir Music	52.39
PEPPER & SON, INC.	368107861	103.99
21 0109 1400 910 6121 618	Honor Choir Music	103.99
PEPPER & SON, INC.	368115746	31.80

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
21 0109 1400 910 6121 618	Honor Choir Music	31.80
Vendor Name PEPPER & SON, INC.		188.18
PIRATE MAT CLUB, INC. DBA KC STAMPEDE, THE	25MW1	1,300.00
21 0109 1400 920 6790 810	Stampede Registration	1,300.00
Vendor Name PIRATE MAT CLUB, INC. DBA KC STAMPEDE, THE		1,300.00
RIVERSIDE COMMUNITY SCHOOLS	RIVERSIDE121525	130.00
21 0109 1400 920 6790 810	Wrestling Fee	130.00
Vendor Name RIVERSIDE COMMUNITY SCHOOLS		130.00
SAFEGUARD BUSINESS SYSTEMS	9009558220	339.07
21 9010 1400 920 6600 618	Activity Fund Checks	339.07
Vendor Name SAFEGUARD BUSINESS SYSTEMS		339.07
VANN BRANDS CUSTOM DESIGNS, LLC	23595	479.36
21 0109 1400 950 7407 618	FFA Apparel	479.36
Vendor Name VANN BRANDS CUSTOM DESIGNS, LLC		479.36
WEST CENTRAL VALLEY CSD	Wrestling011226	110.00
21 0109 1400 920 6790 810	Wrestling Entry Fee	110.00
Vendor Name WEST CENTRAL VALLEY CSD		110.00
WEST DELAWARE HIGH SCHOOL	WESTDELEWARE121525	125.00
21 0109 1400 920 6790 810	Wrestling Fee	125.00
Vendor Name WEST DELAWARE HIGH SCHOOL		125.00
WHITEHILL, KEVIN	WHITEHILL010626	85.00
21 0109 1400 920 6710 345	JV BBB OFFICIAL	85.00
WHITEHILL, KEVIN	WHITEHILL121925	85.00
21 0109 1400 920 6710 345	JV BBB OFFICIAL	85.00
Vendor Name WHITEHILL, KEVIN		170.00
WILLIAMS, AARON	WILLIAMS121925	170.00
21 0109 1400 920 6710 345	V/V BB OFFICIAL	170.00
Vendor Name WILLIAMS, AARON		170.00
WOOD, JACOB	WOOD011326	130.00
21 0109 1400 920 6790 340	HS WR Medical	130.00
Vendor Name WOOD, JACOB		130.00
WRIGHT, TOM	WRIGHT121625	130.00
21 0109 1400 920 6710 345	JH BBB OFFICIAL	130.00
Vendor Name WRIGHT, TOM		130.00
WULK, MATTHEW	WULK010626	170.00
21 0109 1400 920 6710 345	V G/B BB OFFICIAL	170.00

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
Vendor Name	WULK, MATTHEW	170.00
Fund Number	21	16,430.05
Checking Account ID	3	16,430.05

403.1 - Release or Credit Information (no revisions)

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. Confidential information about the employee will be released to an inquiring creditor with a written authorization from the employee.

It is the responsibility of the board secretary or superintendent to respond to inquiries from creditors.

Approved: July 25, 2018

Reviewed: ~~May 23, 2022~~ January 21, 2025

Revised: May 23, 2022

403.2 - Child Abuse Reporting

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. All licensed school employees, teachers, coaches and paraeducators **and all school employees 18 years of age or older** are mandatory reporters as provided by law and are to report alleged incidents of child abuse they become aware of within the scope of their professional duties.

When a mandatory reporter suspects a student is the victim of child abuse, **they** shall make an oral report of the suspected child abuse 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've taken the course within the previous three years. Once the training course has been taken, the certificate will remain valid for three years. Employees who have taken the ~~post-July 1, 2019 two-hour~~ training course will take the one-hour follow up training course every three years and prior to the expiration of their certificate.

Approved March 26, 2018

Reviewed ~~July 11, 2022~~ January 21, 2025

Revised August 8, 2022

403.2R1 - Child Abuse Reporting Regulation

Iowa law requires ~~licensed employees~~ **all school employees 18 years of age or older** to report to the Iowa Department of Human Services (DHS) instances of suspected child abuse which they become aware of within the scope of their professional duties.

The law further specifies that a ~~licensed~~ **an** employee who is a mandatory reporter who knowingly or willfully fails to report a suspected case of child abuse is guilty of a simple misdemeanor and that the licensed employee may be subject to civil liability for damages caused by the failure to report.

Employees participating in good faith in the making of a report or in a judicial proceeding that may result from the report, are immune from liability.

Child Abuse Defined

“Child abuse“ is defined as:

- Any non-accidental physical injury, or injury which is at variance with the history given of it, suffered by a child as the result of the acts or omissions of a person responsible for the care of the child.
- Any mental injury to a child’s intellectual or psychological capacity as evidenced by an observable and substantial impairment in the child’s ability to function within the child’s normal range of performance and behavior as the result of the acts or omissions of a person responsible for the care of the child, if the impairment is diagnosed and confirmed by a licensed physician or qualified mental health professional as defined by Iowa law.
- The commission of a sexual offense with or to a child pursuant to Iowa law, as a result of the acts or omissions of the person responsible for the care of the child.
- The failure on the part of a person responsible for the care of a child to provide for the adequate food, shelter, clothing or other care necessary for the child’s health and welfare when financially able to do so or when offered financial or other reasonable means to do so. A parent or guardian legitimately practicing religious beliefs who does not provide specified medical treatment for a child for that reason alone shall not be considered abusing the child.
- The acts or omissions of a person responsible for the care of a child which allow, permit, or encourage the child to engage in acts of prostitution.
- An illegal drug is present in a child’s body as a direct and foreseeable consequence of the acts or omissions of the person responsible for the care of the child.
- The person responsible for the care of a child has, in the presence of the child, manufactured a dangerous substance, or in the presence of the child possesses a

product containing ephedrine, its salts, optical isomers, salts of optical isomers, or pseudoephedrine, its salts, optical isomers, salts of optical isomers, with the intent to use the product as a precursor or an intermediary to a dangerous substance.

- The commission of bestiality in the presence of a minor by a person who resides in a home with a child, as a result of the acts or omissions of a person responsible for the care of the child.
- Knowingly allowing a person custody or control of, or unsupervised access to a child or minor, after knowing the person is required to register or is on the sex offender registry.

Teachers in public schools are not “persons responsible for the care of the child” under this definition. However, a teacher who abuses a child is subject to civil, criminal, and professional sanctions.

Reporting Procedures

All licensed school employees, including teachers, coaches, nurses, and paraeducators, are required to report, orally, within 24 hours ~~or~~ and in writing, within 48 hours to the Iowa Department of Human Services (DHS) when the employee reasonably believes a child has suffered from abuse within the scope of employment.

Each report should contain as much of the following information as can be obtained within the time limit. However, the law specifies a report will be considered valid even if it does not contain all of the following information:

- name, age, and home address of the child;
- name and home address of the parents, guardians or other persons believed to be responsible for the care of the child;
- the child’s present whereabouts if not the same as the parent’s or other person’s home address;
- description of injuries, including evidence of previous injuries;
- name, age, and condition of other children in the same home;
- any other information considered helpful; and,
- name and address of the person making the report.
-

It is not the responsibility of employees to prove that a child has been abused or neglected. Employees should not take it upon themselves to investigate the case or contact the family of the child. DHS is responsible for investigating the incident of alleged abuse.

Approved: July 25, 2018

Reviewed: ~~May 23, 2022~~ January 21, 2025

Revised: May 23, 2022

403.3 - Abuse of Students by School District Employees

Physical or sexual abuse of students, including ~~inappropriate and intentional sexual behavior~~, **but not limited to sexual or physical relationships, grooming behavior, and otherwise inappropriate relationships with students** by employees will not be tolerated. The definition of employees for the purpose of this policy includes not only those who work for pay but also those who are volunteers of the school district under the direction and control of the school district. Employees found in violation of this policy will be subject to disciplinary action, up to and including termination.

The school district will respond promptly to allegations of abuse of students by school district employees by ~~investigating or arranging for the investigation of an allegation~~ **timely reporting to all relevant agencies as required by law**. The processing of a complaint or allegation will be handled confidentially to the maximum extent possible. Employees are required to assist in the investigation when requested to provide information and to maintain the confidentiality of the reporting and investigation process. **If the Iowa Department of Health and Human Services reports to the board of directors of the district that an allegation of abuse of a student has been made against a school employee, the district will place the employee on administrative leave until the resolution of the investigation. The employee will be prohibited from entering school property while on administrative leave.**

~~The school district has appointed a Level I investigator and alternate Level I investigator. The school district has also arranged for a trained, experienced professional to serve as the Level II investigator. The Level I investigator and alternate will be provided training in the conducting of an investigation at the expense of the school district. The names of the investigators are listed in the student handbook, published annually in the local newspaper and posted in all school facilities.~~

The superintendent is responsible for drafting administrative regulations to implement this policy.

Approved: July 25, 2018

Reviewed: ~~May 23, 2022~~ **January 21, 2026**

Revised: May 23, 2022

403.3R1 - Abuse of Student by School District Employees Regulation (delete)

~~An individual who has knowledge an employee has physically or sexually abused a student may immediately report it to the school district's Level I investigator. "Employee" means one who works for pay or as a volunteer under the direction and control of the school district. The report is written, signed and witnessed by a person of majority age. The witness may be the Level I investigator. The reporter is the individual filing the report.~~

The report will contain the following:

- The full name, address, and telephone number of the person filing.
- The full name, age, address, and telephone number, and attendance center of the student.
- The name and place of employment of the employee who allegedly committed the abuse.
- A concise statement of the facts surrounding the incident, including date, time, and place of occurrence, if known.
- A list of possible witnesses by name, if known.
- Names and locations of persons who examined, counseled or treated the student for the alleged abuse, including the dates on which those services were provided, if known.

Upon request, the Level I investigator may assist the reporter in completing the report. An incomplete report will not be rejected unless the missing information would render the investigation futile or impossible. An employee receiving a report of alleged abuse of a student by an employee will pass the report to the investigator and will keep the report confidential to the maximum extent possible.

In order for the school district to have jurisdiction over the acts and to constitute a violation of the law, acts of the employee must be alleged to have occurred on school grounds, on school time, at a school-sponsored activity, or in a school-related context. However, the student need not be a student in the school district. The student can be from another school district.

To be investigable, the written report must include basic information showing that the victim of the alleged abuse is or was a student at the time of the incident, that the alleged act of the employee resulted in injury or otherwise meets the definition of abuse in these rules, and that the person responsible for the act is currently an employee. If the report is not investigable due to lack of jurisdiction, the investigator will dismiss the complaint and inform the reporter of other options available. Other options available to the reporter include contacting law enforcement authorities, private counsel, or the Board of Educational Examiners in the case of a licensed employee.

If the Level I investigator believes the student is in imminent danger if continued contact is permitted between the employee and the student, the Level I investigator may:

- temporarily remove the student from contact with the employee;
- temporarily remove the employee from service; or,
- take other appropriate action to ensure the student's safety.

The Level I investigator will have access to the educational records of the student and access to the student for purposes of interviewing the student about the report.

Any Level I investigation shall follow all applicable Iowa laws and regulations.

403.3E1 - Abuse of Students by School District Employees (delete)

Complaint of Injury to or Abuse of a Student by a School District Employee
Please complete the following as fully as possible. If you need assistance, contact the Level I investigator in your school.

Student's Name and Address: _____

Student's Telephone number: _____

Student's School: _____

Name and place of employment of employee accused of abusing student:

Allegation is of _____ Physical abuse _____ Sexual abuse _____

Please describe what happened. Included the date, time and where the incident took place, if known. If physical abuse is alleged, also state the nature of the student's injury:

Were there any witnesses to the incident or are there students or persons who may have information about this incident? _____ yes _____ no

If yes, please list by name, if known, or classification (for example "third grade class," "fourth period geometry class"):

*Parents of children who are in pre-kindergarten through sixth grade and whose children are the alleged victims of or witnesses to sexual abuse have the right to see and hear any interviews of their children in this investigation. Please indicate "yes" if the parent/guardian wishes to exercise this right:

_____ Yes _____ No Telephone Number _____

Has any professional person examined or treated the student as a result of the incident?
_____ yes _____ no _____ unknown

If yes, please provide the name and address of the professional(s) and the date(s) of examination or treatment, if known

Has anyone contacted law enforcement about this incident? _____ yes _____ no
Please provide any additional information you have which would be helpful to the investigator. Attach additional pages if needed.

Your name, address and telephone number:

Relationship to student: _____

Complainant Signature

Witness Signature

Date

Witness Name (please print)

Witness Address

Be advised that you have the right to contact the police or sheriff's office, the county attorney, a private attorney, or the State Board of Educational Examiners (if the accused is a licensed employee) for investigation of this incident. The filing of this report does not deny you that opportunity.

You will receive a copy of this report (if you are the named student's parent or guardian) and a copy of the Investigator's Report within fifteen calendar days of filing this report unless the investigation is turned over to law enforcement.

403.3E2 - Abuse of Student by School District Employees (delete)

Report of Level I Investigation

Students Name: _____

Student's Age _____ Students Grade: _____

Student's Address: _____

Student's School: _____

Name of accused school employee: _____ Building: _____

Name and address of person filing report: _____

Name and address of student's parent or guardian, if different from person filing report: _____

Date report of abuse was filed: _____

Allegation is: Physical Abuse: _____ Sexual Abuse: _____

Describe the nature, extent and cause of the student's injury, if any and if known: (Attach additional pages if needed)

Describe your investigation: Attached additional pages if needed. (Please do not use student witnesses' full names.)

*Were parent(s) or guardian(s) advised of their right to see and hear any interview of their pre-kindergarten through sixth grade children who are alleged victims of or a witness in a sexual abuse investigation? _____ Yes _____ No

Was the right exercised? _____ Yes _____ No

Were audio tapes made of any interviews? _____ Yes _____ No

Were video tapes made of any interviews? _____ Yes _____ No

Was any action taken to protect the student during or as a result of the investigation?

_____ Yes _____ No

If yes, describe:

_____ student excused from school _____ school employee placed on leave

_____ student assigned to different class _____ other (please specify)

Level I investigator's conclusions:

_____ The complaint is being dismissed for lack of jurisdiction.

_____ Physical abuse was alleged, but no allegation of injury was made.

_____ Physical abuse was alleged, but no evidence of physical injury exists, and the nature of the alleged incident makes it unlikely an injury, as defined in the rules, occurred.

_____ Sexual abuse was alleged, but the alleged actions of the school employee, even if true, would not meet the definition of sexual abuse in the rules.

_____ Alleged victim was not a student at the time of the incident.

_____ Alleged school employee is not currently employed by this school district.

_____ Alleged incident did not occur on school grounds, on school time, at a school-sponsored activity, nor in a school-related context.

_____ The complaint has been investigated and concluded at Level I as unfounded.

_____ Complaint was withdrawn.

_____ Insufficient evidence exists that an incident of abuse, as defined in the rules, took place.

_____ The complaint has been investigated at Level I and is founded.

~~_____ The investigation is founded at Level I and is being turned over to Level II for further investigation.~~

~~_____ Investigation of the complaint was deferred at Level I and referred to law enforcement at this time.~~

~~_____ The investigation is concluded at Level I because the accused school employee has admitted the violation, has resigned, or has agreed to relinquish any teaching license held.~~

Current status of investigation:

~~_____ Closed. No further investigation is warranted.~~

~~_____ Closed and referred to school officials for further investigation as a personnel matter.~~

~~_____ Deferred to law enforcement officials.~~

~~_____ Turned over to Level II investigator.~~

Other Comments:

I have given a copy of the report of abuse and of this investigative report to the employee named in the report, the employee's supervisor, and the student's parent or guardian and informed the person filing the report of the options of contacting law enforcement, private counsel, or the State Board of Educational Examiners, if the accused school employee holds an Iowa teacher's certificate or license.

Name of investigator (please print) _____ Investigator's place of employment

Signature of investigator

Date

403.4 - Gifts to Employees (no changes)

Employees may receive a gift on behalf of the school district. Employees will not, either directly or indirectly, solicit, accept or receive any gift, series of gifts or an honorarium unless the donor does not meet the definition of “restricted donor” stated below or the gift or honorarium does not meet the definition of gift or honorarium stated below.

A “restricted donor” is defined as a person or other entity which:

- Is seeking to be, or is a party to, any one or any combination of sales, purchases, leases or contracts to, from or with the school district;
- Will be directly and substantially affected financially by the performance or nonperformance of the employee’s official duty in a way that is greater than the effect on the public generally or on a substantial class of persons to which the person belongs as a member of a profession, occupation, industry or region; or
- Is a lobbyist or a client of a lobbyist with respect to matters within the school district’s jurisdiction?

A “gift” is the giving of anything of value in return for which something of equal or greater value is not given or received. However, “gift” does not include any of the following:

- Contributions to a candidate or a candidate’s committee;
- Information material relevant to an employee’s official function, such as books, pamphlets, reports, documents, periodicals or other information that is recorded in a written, audio or visual format;
- Anything received from a person related within the fourth degree by kinship or marriage, unless the donor is acting as an agent or intermediary for another person not so related;
- An inheritance;
- Anything available or distributed to the general public free of charge without regard to the official status of the employee;
- Items received from a charitable, professional, educational or business organization to which the employee belongs as a dues paying member if the items are given to all members of the organization without regard to an individual member’s status or positions held outside of the organization and if the dues paid are not inconsequential when compared to the items received;

- Actual expenses of an employee for food, beverages, travel and lodging for a meeting, which is given in return for participation in a panel or speaking engagement at the meeting when the expenses relate directly to the day or days on which the employee has participation or presentation responsibilities;
- Plaques or items of negligible resale value given as recognition for public service;
- Nonmonetary items with a value of less than three dollars that are received from any one donor during one calendar day;
- Items or services solicited or given to a state, national or regional organization in which the state of Iowa or a school district is a member for purposes of a business or educational conference, seminar or other meeting or solicited by or given for the same purposes to state, national or regional government organizations whose memberships and officers are primarily composed of state or local government officials or employees for purposes of a business or educational conference, seminar or other meeting;
- Items or services received by members or representatives of members as part of a regularly scheduled event that is part of a business or educational conference, seminar or other meeting that is sponsored and directed by any state, national or regional government organization in which the state of Iowa or a political subdivision of the state of Iowa is a member or received at such an event by members or representatives of members of state, national or regional government organizations whose memberships and officers are primarily composed of state or local government officials or employees;
- Funeral flowers or memorials to a church or nonprofit organization;
- Gifts which are given to an employee for the employee's wedding or twenty-fifth or fiftieth wedding anniversary;
- Payment of salary or expenses by the school district for the cost of attending a meeting of a subunit of an agency when the employee whose expenses are being paid serves on a board, commission, committee, council or other subunit of the agency and the employee is not entitled to receive compensation or reimbursement of expenses from the school district for attending the meeting; or
- Gifts other than food, beverages, travel and lodging received by an employee which are received from a person who is a citizen of a country other than the United States and is given during a ceremonial presentation or as a result of a custom of the other country and is of personal value only to the employee.
- Actual registration costs for informational meetings or sessions which assist a public official or public employee in the performance of the person's official functions. The costs of food, drink, lodging and travel are not "registration costs" under this paragraph. Meetings or sessions which a public official or public employee attends for personal or professional licensing purposes are not "informational meetings or sessions which assist a public official or public employee in the performance of the person's official functions" under this paragraph.

An “honorarium” is anything of value that is accepted by, or on behalf of, an employee as consideration for an appearance, speech or article. An honorarium does not include any of the following:

- Actual expenses of an employee for registration, food, beverages, travel or lodging for a meeting, which is given in return for participation in a panel or speaking engagement at a meeting when the expenses relate directly to the day or days on which the employee has participation or presentation responsibilities;
- A nonmonetary gift or series of nonmonetary gifts donated within thirty days to a public body, an educational or charitable organization or the Iowa department of general services; or
- A payment made to an employee for services rendered as part of a private business, trade or profession in which the employee is engaged if the payment is commensurate with the actual services rendered and is not being made because of the person’s status as an employee of the district, but, rather, because of some special expertise or other qualification.

It is the responsibility of each employee to know when it is appropriate to accept or reject gifts or an honorarium. An employee who violates this policy may be subject to disciplinary action up to and including termination.

Approved July 25, 2018

Reviewed: ~~May 23, 2022~~ **January 21, 2025**

Revised: May 23, 2022

403.5 - Employee Outside Employment

The **board believes the** primary responsibility of employees is to the duties of their position within the school district as outlined in their job description. The board considers an employee’s duties as part of a regular, full-time position as full-time employment. The board expects such employees to give the responsibilities of their positions in the school district precedence over any other employment.

It is the responsibility of the superintendent to counsel employees, whether full-time or part-time, if, in the judgment of the superintendent and the employee’s immediate supervisor, the employee’s outside employment interferes with the performance of the employee’s duties required in the employee’s position within the school district.

The board may request the employee to cease the outside employment as a condition of continued employment with the school district. ~~If an employee is on leave from his/her position in the school district and is engaged in outside employment, the board may request the employee to cease the outside employment, provided such request is reasonable.~~

Approved: July 25, 2018

Reviewed: ~~May 23, 2022~~ January 21, 2025

Revised: May 23, 2022

404 - Employees' Health and Well-Being

404.1 - Employee Physical Examinations

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

~~Employees may be required to submit to a pre-employment physical examination after an offer of employment has been made and before the beginning of service. The district will provide the standard examination form to be completed by an appropriately licensed health care provider who performs the physical examination. A written report of the physical examination shall be submitted to the district. The date by which any such physical examination report shall be submitted to the district shall be determined by the superintendent, but in no case shall be any less than five (5) business days prior to the first working day.~~

~~Bus drivers will be examined using all applicable state and federal criteria at the beginning of employment and every two (2) years thereafter.~~

~~Fitness-for-duty examinations may be required following an absence from work due to illness, if there is a reasonable belief that the employee is unable to perform the essential functions of the job, or if there is a reasonable belief that the employee poses a direct threat to the employee or others because of a health condition. A direct threat occurs when an individual poses a significant risk of substantial harm to him/herself or others, and the risk cannot be reduced below the direct threat level through reasonable accommodations. The district also reserves the right to request additional physical or mental evaluation as deemed by a licensed physician for job performance.~~

~~The school district will provide the standard examination form to be completed by Heartland Occupational Medicine. Failure to use our designated doctor, Heartland Occupational Medicine, will result in loss of reimbursement.~~

~~The cost of the initial physical examination will be paid by the employee. The cost of bus driver renewal physicals will be paid by the district up to a maximum set by the district provider.~~

The cost of the initial examination will be paid by the district. The form indicating the employee is able to perform the duties, with or without reasonable accommodation, for which the employee was hired, must be returned prior to the performance of duties. The cost of bus driver renewal physicals will be paid by the school district up to a maximum of \$50.00. The school district will provide the standard examination form to be completed by the personal physician of the employee or a certified medical examiner for bus drivers.

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

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

~~All new employees will be reimbursed \$50.00 out of pocket expense by the Red Oak Community School District.~~

Approved: July 25, 2018

Reviewed: ~~May 23, 2022~~ January 21, 2025

Revised: May 23, 2022

404.2 - Employee Injury on the Job (no changes)

When 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 employees as quickly as possible. The school district is not responsible for medical treatment of an injured employee.

It is the responsibility of the employee injured on the job to inform the superintendent within twenty-four (24) hours of the occurrence. It is the responsibility of the employee's immediate supervisor to file an accident report within twenty-four (24) hours after the employee reported the injury. An employee who fails to follow this policy may be subject to disciplinary action up to and including termination.

It is the responsibility of the board secretary to file worker's comp claims.

Approved: July 25, 2018

Reviewed: ~~May 23, 2022~~ January 21, 2025

Revised: May 23, 2022

404.3 - Communicable Diseases-Employees

(no changes)

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 direct threat and/or 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. ~~A “direct threat” occurs when an individual poses a significant risk of substantial harm to him/herself or others, and the risk cannot be reduced below the direct threat level through reasonable accommodations.~~

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. This plan is reviewed annually by the superintendent and school nurse.

An employee shall notify the superintendent or the school nurse when the employee learns a communicable disease exists. It shall be the responsibility of the superintendent, when the superintendent or school nurse, upon investigation, has knowledge that a reportable communicable disease is present, to notify the Iowa Department of Public Health.

The health risk to immunoexpressed employees is determined by their personal physician. The health risk to others in the school district environment from the presence of an employee with a communicable disease is determined on a case-by-case basis by the employee’s personal physician, a physician chosen by the school district or public health officials.

Health data of an employee is confidential, and it will not be disclosed to third parties. Employee medical records are kept in a file separate from their personal file.

It is the responsibility of the superintendent, in conjunction with the school nurse, to develop administrative regulations stating the procedures for dealing with employees with a communicable disease.

Approved: July 25, 2018

Reviewed: ~~May 23, 2022~~ **January 21, 2025**

Revised: May 23, 2022

Universal precautions (UP) are intended to prevent transmission of infection, as well as decrease the risk of exposure for employees and students. It is not currently possible to identify all infected individuals, thus precautions must be used with every individual. UP pertain to blood and other potentially infectious materials (OPIM) containing blood. These precautions do not apply to other body fluids and wastes (OBFW) such as saliva, sputum, feces, tears, nasal secretions, vomitus and urine unless blood is visible in the material. However, these OBFW can be sources of other infections and should be handled as if they are infectious.

The single most important step in preventing exposure to and transmission of any infection is anticipating potential contact with infectious materials in routine as well as emergency situations. Based on the type of possible contact, employees and students should be prepared to use the appropriate precautions prior to the contact. Diligent and proper hand washing, the use of barriers, appropriate disposal of waste products and needles, and proper decontamination of spills are essential techniques of infection control. All individuals should respond to situations practicing UP followed by the activation of the school response team plan. Using common sense in the application of these measures will enhance protection of employees and students.

Hand Washing

Proper hand washing is crucial to preventing the spread of infection. Textured jewelry on the hands or wrists should be removed prior to washing and kept off until completion of the procedure and the hands are rewashed. Use of running water, lathering with soap and using friction to clean all hand surfaces is key. Rinse well with running water and dry hands with paper towels.

The following are general guidelines regarding hand washing:

- Hands should be washed before physical contact with individuals and after contact is completed.
- Hands should be washed after contact with any used equipment.
- If hands (or other skin) come into contact with blood or body fluids, hands should be washed immediately before touching anything else.
- Hands should be washed whether gloves are worn or not and, if gloves are worn, after the gloves are removed.

Barriers

Barriers anticipated to be used at school include disposable gloves, absorbent materials and resuscitation devices. Their use is intended to reduce the risk of contact with blood and body fluids as well as to control the spread of infectious agents from individual to

individual. Gloves should be worn when in contact with blood, OPIM or OBFW. Gloves should be removed without touching the outside and disposed of after each use.

Disposal of Waste

Blood, OPIM, OBFW, used gloves, barriers and absorbent materials should be placed in a plastic bag and disposed of in the usual procedure. When the blood or OPIM is liquid, semi-liquid or caked with dried blood, it is not absorbed in materials, and is capable of releasing the substance if compressed, special disposal as regulated waste is required. A band-aid, towel, sanitary napkin or other absorbed waste that does not have the potential of releasing the waste if compressed would not be considered regulated waste. It is anticipated schools would only have regulated waste in the case of a severe incident. Needles, syringes and other sharp disposable objects should be placed in special puncture-proof containers and disposed of as regulated waste. Bodily wastes such as urine, vomitus or feces should be disposed of in the sanitary sewer system.

Clean up

Spills of blood and OPIM should be cleaned up immediately. The employee should:

- Wear gloves.
- Clean up the spill with paper towels or other absorbent material.
- Use a solution of one part household bleach to one hundred parts of water (1:100) or other EPA-approved disinfectant and use it to wash the area well.
- Dispose of gloves, soiled towels and other waste in a plastic bag.
- Clean and disinfect reusable supplies and equipment.

Laundry

Laundry with blood or OPIM should be handled as little as possible with a minimum of agitation. It should be bagged at the location. If it has the potential of releasing the substance when compacted, regulated waste guidelines should be followed. Employees who have contact with this laundry should wear protective barriers.

Exposure

An exposure to blood or OPIM through contact with broken skin, mucous membrane or by needle or sharp stick requires immediate washing, reporting and follow-up.

- Always wash the exposed area immediately with soap and water.
- If a mucous membrane splash (eye or mouth) or exposure of broken skin occurs, irrigate or wash the area thoroughly.
- If a cut or needle stick injury occurs, wash the area thoroughly with soap and water.

The exposure should be reported immediately, the parent or guardian is notified, and the person exposed contacts a physician for further health care.

404.3E1 HEPATITIS B VACCINE INFORMATION AND RECORD

The Disease

Hepatitis B is a viral infection caused by the Hepatitis B virus (HBV) which causes death in 1-2% of those infected. Most people with HBV recover completely, but approximately 5-10% become chronic carriers of the virus. Most of these people have no symptoms, but can continue to transmit the disease to others. Some may develop chronic active hepatitis and cirrhosis. HBV may be a causative factor in the development of liver cancer. Immunization against HBV can prevent acute hepatitis and its complications.

The Vaccine

The HBV vaccine is produced from yeast cells. It has been extensively tested for safety and effectiveness in large scale clinical trials.

Approximately 90 percent of healthy people who receive two doses of the vaccine and a third dose as a booster achieve high levels of surface antibody (anti-HBs) and protection against the virus. The HBV vaccine is recommended for workers with potential for contact with blood or body fluids. Full immunization requires three doses of the vaccine over a six-month period, although some persons may not develop immunity even after three doses.

There is no evidence that the vaccine has ever caused Hepatitis B. However, persons who have been infected with HBV prior to receiving the vaccine may go on to develop clinical hepatitis in spite of immunization.

Dosage and Administration

The vaccine is given in three intramuscular doses in the deltoid muscle. Two initial doses are given one month apart and the third dose is given six months after the first.

Possible Vaccine Side Effects

The incidence of side effects is very low. No serious side effects have been reported with the vaccine. Ten to 20 percent of persons experience tenderness and redness at the site of injection and low-grade fever. Rash, nausea, joint pain, and mild fatigue have also been reported. The possibility exists that other side effects may be identified with more extensive use.

404.3E2 HEPATITIS B VACCINE INFORMATION AND RECORD

CONSENT FORM OF HEPATITIS B VACCINATION

I have knowledge of Hepatitis B and the Hepatitis B vaccination. I have had an opportunity to ask questions of a qualified nurse or physician and understand the benefits and risks of Hepatitis B vaccination. I understand that I must have three doses of the vaccine to obtain immunity. However, as with all medical treatment, there is no guarantee that I will become immune or that I will not experience side effects from the vaccine. I give my consent to be vaccinated for Hepatitis B.

Signature of Employee (consent for Hepatitis B vaccination)

Date

Signature of Witness

Date

REFUSAL FORM OF HEPATITIS B VACCINATION

I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring the Hepatitis B virus infection. I have been given the opportunity to be vaccinated with Hepatitis B vaccine at no charge to myself. However, I decline the Hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with the Hepatitis B vaccine, I can receive the vaccination series at no charge to me.

Signature of Employee (refusal for Hepatitis B vaccination)

Date

Signature of Witness

Date

I refuse because I believe I have (check one)

_____ started the series _____ completed the series

404.3E3 HEPATITIS B VACCINE INFORMATION AND RECORD

RELEASE FORM FOR HEPATITIS B MEDICAL INFORMATION

I hereby authorize _____ (individual or organization holding Hepatitis B records and address) to release to the Red Oak Community School District, my Hepatitis B vaccination records for required employee records.

I hereby authorize release of my Hepatitis B status to a health care provider, in the event of an exposure incident.

Signature of Employee Date

Signature of Witness Date

403.3E4 HEPATITIS B VACCINE INFORMATION AND RECORD

CONFIDENTIAL RECORD

Employee Name (last, first, middle) Social Security No.

Job Title:

	Hepatitis B Vaccination Date	Lot Number	Site	Administered by
1	_____	_____	_____	_____
2	_____	_____	_____	_____
3	_____	_____	_____	_____

Additional Hepatitis B status information:

Post-exposure incident: (Date, time, circumstances, route under which exposure occurred)

Identification and documentation of source individual:

Source blood testing consent:

Description of employee's duties as related to the exposure incident:

Copy of information provided to health care professional evaluating an employee after an exposure incident:

Attach a copy of all results of examinations, medical testing, follow-up procedures, and health care professional's written opinion.

Training Record: (date, time, instructor, location of training summary)

404.4 - Hazardous Chemical Disclosure (no changes)

The board authorizes the development of a comprehensive hazardous chemical communication program for the school district to disseminate information about hazardous chemicals in the workplace.

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 superintendent will maintain a file indicating which hazardous substances are present in the workplace and when training and information sessions take place.

Employees who will be instructing or otherwise working with students will disseminate information about the hazardous chemicals with which they will be working as part of the instructional program.

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

Approved: July 25, 2018

Reviewed: ~~May 23, 2022~~ January 21, 2025

Revised: May 23, 2022

404.5 - Substance-Free Workplace (no changes)

The board expects the school district and its employees to remain substance free. No employee will 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 alcoholic beverage as defined by federal or state law. "Workplace" includes school district facilities, school district premises or school district vehicles. "Workplace" also includes non-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.

If an employee is charged with and/or convicted of a violation of any criminal drug or alcohol offense, the employee will notify the employee's supervisor of the charge and/or conviction within five (5) days of the charge and/or conviction.

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. An employee who violates this policy may be required to successfully participate in a substance abuse treatment program approved by the board. If the employee fails to successfully participate in a program, the employee may be subject to discipline up to and including termination.

The superintendent is responsible for publication and dissemination of this policy to each employee. In addition, the superintendent will oversee the establishment of a substance-free awareness program to educate employees about the dangers of substance abuse and notify them of available substance abuse treatment programs.

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

Approved: July 25, 2018

Reviewed: ~~May 23, 2022~~ January 21, 2025

Revised: May 23, 2022

404.5R1 - Substance-Free Workplace Regulation (no change)

A superintendent who suspects an employee has a substance abuse problem will follow these procedures:

1. Identification - the superintendent will document the evidence the superintendent has which leads the superintendent to conclude the employee has violated the Substance-Free Workplace policy. After the superintendent has determined there has been a violation of the Substance-Free Workplace policy, the superintendent will discuss the problem with the employee.

2. Discipline - if, after the discussion with the employee, the superintendent determines there has been a violation of the Substance-Free Workplace policy, the superintendent may recommend discipline up to and including termination or may recommend the employee seek substance abuse treatment. Participation in a substance abuse treatment program is voluntary.
 3. Failure to participate in referral – if the employee refuses to participate in a substance abuse treatment program or if the employee does not successfully complete a substance abuse treatment program, the employee may be subject to discipline up to and including termination.
 4. Conviction - if an employee is convicted of a criminal drug offense committed in the workplace, the employee must notify the employer of the conviction within five days of the conviction.
-

404.5E1 - Substance-Free Workplace Notice to Employees

(no changes)

EMPLOYEES ARE HEREBY NOTIFIED it is a violation of the Substance-Free Workplace policy 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 as 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 a employee. This includes school district facilities, other school premises or school district vehicles.

“Workplace” also includes non-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.

The superintendent retains the discretion to discipline an employee for violation of the Substance-Free Workplace policy. Employees who violate the terms of the Substance-Free Workplace policy may be required to successfully participate in a substance abuse treatment program approved by the board. If the employee fails to successfully participate in such a program, the employee is subject to discipline up to and including termination.

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 or alcohol statute no later than five (5) days after the conviction.

SUBSTANCE-FREE WORKPLACE ACKNOWLEDGMENT FORM

I, _____, have read and understand the Substance-Free Workplace policy. I understand that if I violate the Substance-Free Workplace policy, I may be subject to discipline up to and including termination or I may be required to participate in a substance abuse treatment

program. If I fail to successfully participate in a substance abuse treatment program, I understand I may be subject to discipline up to and including termination. I understand that if I am required to participate in a substance abuse treatment program and I refuse to participate, I may be subject to discipline up to and including termination. I also understand that if I am convicted of a criminal drug offense committed in the workplace, I must report that conviction to my supervisor within five days of the conviction.

(Signature of Employee)

(Date)

404.6 - Drug and Alcohol Testing Program

(no changes)

Employees who operate school vehicles are subject to drug and alcohol testing if a commercial driver's license is required to operate the school vehicle and the school vehicle transports sixteen or more persons including the driver or the school vehicle weighs twenty-six thousand one pounds or more. For purposes of the drug and alcohol testing program, the term "employees" includes applicants who have been offered a position to operate school vehicles.

The employees operating a school vehicle as described above are subject to pre-employment drug testing and random, reasonable suspicion and post-accident drug and alcohol testing pursuant to state and federal law. Employees operating school vehicles will not perform a safety-sensitive function within four hours of using alcohol. Employees governed by this policy are subject to the drug and alcohol testing program beginning the first day they operate or are offered a position to operate school vehicles and continue to be subject to the drug and alcohol testing program as long as they may be required to perform a safety-sensitive function as it is defined in the administrative regulations.

Employees who violate the terms of this policy are subject to discipline up to and including termination. The district is required to keep a record of all drug or alcohol violations by employees for a minimum of five years. Employees are put on notice that information related to drug or alcohol violations will be reported to the Federal Motor Carrier Safety Administration (FMCSA) Clearinghouse. Additionally, the district will conduct FMCSA Clearinghouse queries for employees annually. Employees must provide written consent for the district to conduct FMCSA Clearinghouse queries; however, employees who choose to withhold consent will be prohibited from performing any safety sensitive functions.

It is the responsibility of the superintendent to develop administrative regulations to implement this policy in compliance with the law. The superintendent will inform

applicants of the requirement for drug and alcohol testing in notices or advertisements for employment.

The superintendent will also be responsible for publication and dissemination of this policy and its supporting administrative regulations and forms to employees operating school vehicles. The superintendent will also oversee a substance-free awareness program to educate employees about the dangers of substance abuse and notify them of available substance abuse treatment resources and programs.

Employees with questions about the drug and alcohol testing program may contact the school district contact person, the school nurse at Inman Elementary School, 900 Inman Drive, Red Oak, IA 51566, OR the superintendent of schools at the Red Oak Administrative Center, 604 S. Broadway St. Red Oak, IA 51566.

Approved: July 25, 2018

Reviewed: ~~May 23, 2022~~ January 21, 2025

Revised: May 23, 2022

404.6E1 - Drug and Alcohol Testing Program Notice to Employees (no changes)

EMPLOYEES GOVERNED BY THE DRUG AND ALCOHOL TESTING POLICY ARE HEREBY NOTIFIED they are subject to the school district's drug and alcohol testing program for pre-employment drug testing and random, reasonable suspicion and post-accident drug and alcohol testing as outlined in the Drug and Alcohol Testing Program policy, its supporting documents and the law.

Employees who operate school vehicles are subject to drug and alcohol testing if a commercial driver's license is required to operate the school vehicle and the school vehicle transports sixteen or more persons including the driver or the school vehicle weighs 26,001 pounds or more. For purposes of the drug and alcohol testing program, "employees" also includes applicants who have been offered a position to operate a school vehicle. The employees operating a school vehicle are subject to the drug and alcohol testing program beginning the first day they operate or are offered a position to operate a school vehicle and continue to be subject to the drug and alcohol testing program until such time employment is terminated or the employee will no longer operate, at any time, a commercial motor vehicle for the school.

It is the responsibility of the superintendent to inform employees of the drug and alcohol testing program requirements. Employees with questions regarding the drug and alcohol testing requirements will contact the school district's contact person.

EMPLOYEES GOVERNED BY THE DRUG AND ALCOHOL TESTING POLICY ARE FURTHER NOTIFIED that employees violating this policy, its supporting documents or the law may be subject to discipline up to and including termination.

EMPLOYEES GOVERNED BY THE DRUG AND ALCOHOL TESTING POLICY ARE FURTHER NOTIFIED it is a condition of their continued employment to comply with the Drug and Alcohol Testing Program policy, its supporting documents, regulations and the law. It is a condition of continued employment for employees operating a school vehicle to notify their supervisor of any prescription medication they are using. Drug and alcohol testing records about a driver are confidential and are released in accordance with this policy, its supporting documents, regulations or the law.

404.6E2 - Drug and Alcohol Program Pre-Employment Testing Acknowledgement Form
(no changes)

I, (_____), have received a copy, read and understand the Drug and Alcohol
Name of Employee

Testing Program policy of the Red Oak Community School District and its supporting documents.

I also understand that I must inform my supervisor of any prescription medication I use.

I understand that if I violate the Drug and Alcohol Testing Program policy, its supporting documents, or the law, I may be subject to discipline up to and including termination.

In addition, I have received a copy of the U.S. DOT publication, "What Employees Need to Know about DOT Drug & Alcohol Testing," and have read and understand its contents.

Furthermore, I know and understand that I am required to submit to a controlled substance (drug) test, the results of which must be received by this employer before being employed by the school district and before being allowed to perform a safety-sensitive function. I also understand that if the results of the pre-employment test are positive, that I will not be considered further for employment with the school district.

I further understand that drug and alcohol testing records and information about me are confidential, and may be released at my request or in accordance with the district's drug and alcohol testing program policy, its supporting documents or the law.

(Signature of Employee)

(Date)

404.7 - Licensed Employee Family and Medical Leave

(no change)

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

Employees eligible for family and medical leave must comply with the family and medical leave administrative rules prior to starting family and medical leave. Employees shall be required to complete all necessary Family and Medical Leave Act documentation prior to any leave being approved as family and medical leave. The required documentation shall be as outlined in this policy and as required by the Department of Labor. All documentations and forms shall be available on the district’s website. If the employee fails to complete and return all necessary Family and Medical Leave Act documentation, and the leave is such that would be covered as approved family and medical leave, administration may designate the leave as approved family and medical leave.

The district may require, or employees may request, to run concurrently applicable paid leave during any family and medical leave by meeting the requirements set out in the family and medical leave administrative rules.

The requirements stated in the Master Contract between employees in the various collective bargaining units, if applicable, and the board and/or district regarding family and medical leave of such employees and the requirements stated in any other contract, collective or individual, between any employees and the board and/or district regarding family and medical leave of such employees will be followed. This policy provision, as well as all policy provisions, concerning family and medical leave may be applied differently to classified, non-classified, certified, non-certified and other classifications of employees.

It is the responsibility of the superintendent/designee to develop administrative rules to implement this policy.

Approved: July 25, 2018

Reviewed: ~~May 23, 2022~~ January 21, 2025

Revised: May 23, 2022

404.7R1 - Employee Family and Medical Leave Regulation

(no change)

A. School District Notice

1. The school district will post the notice in this series regarding family and medical leave.

2. Information on the Family and Medical Leave Act and the board policy on family and medical leave, including leave provisions and employee obligations will be provided annually. The information will be in the employee handbook.
3. When an employee requests family and medical leave, the school district will provide the employee with information listing the employee's obligations and requirements. Such information will include:
 - a. a statement clarifying whether the leave qualifies as family and medical leave and will, therefore, be credited to the employee's annual 12-week entitlement or 26 week entitlement depending on the purpose of the leave;
 - b. a reminder that employees requesting family and medical leave for their serious health condition or for that of an immediate family member must furnish medical certification of the serious health condition and the consequences for failing to do so or proof of call to active duty in the case of military family and medical leave;
 - c. an explanation of the employee's right to run concurrently applicable paid leave for family and medical leave including a description of when the school district requires substitution of paid leave and the conditions related to the substitution; and
 - d. a statement notifying employees that they must pay and must make arrangements for paying any premium or other payments to maintain health or other benefits.

B. Eligible Employees

1. Employees are eligible for family and medical leave if the following criteria are met:
 - a. The employee has worked for the school district for at least twelve (12) months or fifty-two (52) weeks (the months and weeks need not be consecutive); and
 - b. The employee has worked at least 1,250 hours within the previous year. Full-time professional employees who are exempt from the wage and hour law may be presumed to have worked the minimum hour requirement.
2. If the employee requesting leave is unable to meet the above criteria, the employee is not eligible for family and medical leave.

C. Employee Requesting Leave (two types of leave)

1. Foreseeable family and medical leave
 - a. Definition - leave is foreseeable for the birth or placement of an adopted or foster child with the employee or for planned medical treatment.
 - b. Employee must give at least thirty (30) days notice for foreseeable leave. Failure to give the notice may result in the leave beginning thirty (30) days after notice was received. For those taking leave due to military family and medical leave, notice should be given as soon as possible.

- c. Employees must consult with the school district prior to scheduling planned medical treatment leave to minimize disruption to the school district. The scheduling is subject to the approval of the health care provider.
- 2. Unforeseeable family and medical leave.
 - a. Definition - leave is unforeseeable in such situations as emergency medical treatment or premature birth.
 - b. Employee must give notice as soon as possible but no later than one to two work days after learning that leave will be necessary.
 - c. A spouse or family member may give the notice if the employee is unable to personally give notice.

D. Eligible Family and Medical Leave Determination

- 1. The following is a list of the acceptable purposes for family or medical leave:
 - a. The birth of a son or daughter of the employee and in order to care for that son or daughter prior to the first anniversary of the child's birth;
 - b. The placement of a son or daughter with the employee for adoption or foster care and in order to care for that son or daughter prior to the first anniversary of the child's placement;
 - c. To care for the spouse, son, daughter or parent of the employee if the spouse, son, daughter or parent has a serious health condition;
 - d. Employee's serious health condition that makes the employee unable to perform the essential functions of the employee's position;
 - e. Because of a qualifying exigency arising out of the fact that an employee's spouse, son or daughter or parent is on active duty or call to active duty status in support of a contingency operation as a member of the National Guard or Reserves; or
 - f. Because the employee is the spouse, son or daughter, parent or next of kin of a covered service member with a serious injury or illness.
- 2. The school district may require the employee giving notice of the need for leave to provide reasonable documentation or a statement of family relationship.
- 3. Medical certification.
 - a. When required:
 - i. Employees shall be required to present medical certification of the employee's serious health condition and inability to perform the essential functions of the job;

- ii. Employees shall be required to present medical certification of the family member's serious health condition and that it is medically necessary for the
 - iii. employee to take leave to care for the family member; and/or
 - iv. Employees may be required to present certification of the call to active duty when taking military family and medical leave.
- b. Employee's medical certification responsibilities:
 - i. The employee must obtain the certification from the health care provider who is treating the individual with the serious health condition;
 - ii. The school district may require the employee to obtain a second certification by a health care provider chosen by and paid for by the school district if the school district has reason to doubt the validity of the certification an employee submits. The second health care provider cannot, however, be employed by the school district on a regular basis;
 - iii. If the second health care provider disagrees with the first health care provider, then the school district may require a third health care provider to certify the serious health condition. This health care provider must be mutually agreed upon by the employee and the school district and paid for by the school district. This certification or lack of certification is binding upon both the employee and the school district.
- c. Medical certification will be required fifteen (15) days after family and medical leave begins unless it is impracticable to do so. The school district may request recertification every thirty (30) days. Recertification must be submitted within fifteen (15) days of the school district's request.
- d. Employees taking military caregiver family and medical leave to care for a family service member cannot be required to obtain a second opinion or to provide recertification.
- e. Family and medical leave requested for the serious health condition of the employee or to care for a family member with a serious health condition which is not supported by medical certification will be denied until such certification is provided.
- f. An employee who fails to complete and return all necessary Family and Medical Leave Act documentation may have the leave designated by administration as approved family and medical leave, provided the leave is such that would be covered as approved family and medical leave.

E. Entitlement.

- 1. Employees are entitled to twelve (12) weeks unpaid family and medical leave per year. Employees taking military caregiver family and medical leave to care for a family service

member are entitled to twenty-six (26) weeks of unpaid family and medical leave but only in a single twelve (12) month period.

2. Year is defined as a “rolling” twelve (12) month period measured backward from the date of any FMLA leave usage.
3. If insufficient leave is available, the school district may:
 - a. Deny the leave if entitlement is exhausted;
 - b. Award leave available; and/or
 - c. Award leave in accordance with other provisions of board policy or the collective bargaining agreement.

F. Type of Leave Requested.

1. Continuous - employee will not report to work for set number of days or weeks
2. Intermittent - employee requests family and medical leave for separate periods of time.
 - a. Intermittent family and medical leave is available for:
 - i. the birth or adoption of the employee’s child, foster care placement subject to agreement by the district;
 - ii. the employee or the employee’s parent or child, when medically necessary, is suffering from a serious health condition;
 - iii. a qualifying exigency arising out of the fact that the employee’s spouse, the employee’s son or daughter, the employee’s parent is on active duty or call
 - iv. to active duty status in support of a contingency operation as a member of the National Guard or Reserves; and/or
 - v. the employee is the spouse, son or daughter, parent or next of kin of a covered service member with a serious injury or illness.
 - b. In the case of foreseeable intermittent leave, the employee must schedule the leave to minimize disruption to the school district operation.
 - c. During the period of foreseeable intermittent leave, the school district may move the employee to an alternative position with equivalent pay and benefits. (For instructional employees, see G below.)
3. Reduced work schedule - employee requests a reduction in the employee’s regular work schedule.
 - a. Reduced work schedule family and medical leave is available for:
 - i. the birth or adoption of the employee’s child, foster care placement subject to agreement by the district;
 - ii. the employee or the employee’s parent or child, when medically necessary, is suffering from a serious health condition;

- iii. a qualifying exigency arising out of the fact that the employee's spouse, the employee's son or daughter, the employee's parent is on active duty or call to active duty status in support of a contingency operation as a member of the National Guard or Reserves; and/or
 - iv. the employee is the spouse, son or daughter, parent or next of kin of a covered service member with a serious injury or illness.
- b. In the case of foreseeable reduced work schedule leave, the employee must schedule the leave to minimize disruption to the school district operation.
- c. During the period of foreseeable reduced work schedule leave, the school district may move the employee to an alternative position with equivalent pay and benefits. (For instructional employees, see G below.)

G. Special Rules for Instructional Employees.

1. Definition - an instructional employee is one whose principal function is to teach and instruct students in a class, a small group or an individual setting. This includes, but is not limited to, teachers, coaches, driver's education instructors and special education assistants.
2. Instructional employees who request foreseeable medically necessary intermittent or reduced work schedule family and medical leave greater than twenty percent (20%) of the work days in the leave period may be required to:
 - a. Take leave for the entire period or periods of the planned medical treatment; or
 - b. Move to an available alternative position, with equivalent pay and benefits, but not necessarily equivalent duties, for which the employee is qualified.
3. Instructional employees who request continuous family and medical leave near the end of a semester may be required to extend the family and medical leave through the end of the semester. The number of weeks remaining before the end of a semester does not include scheduled school breaks, such as summer, winter or spring break.
 - a. If an instructional employee begins family and medical leave for any purpose more than five weeks before the end of a semester, the school district may require that the leave be continued until the end of the semester if the leave will last at least three weeks and the employee would return to work during the last three weeks of the semester if the leave was not continued.
 - b. If the employee begins family and medical leave for a purpose other than the employee's own serious health condition during the last five weeks of a semester, the school district may require that the leave be continued until the end of the semester if the leave will last more than two weeks and the employee would return to work during the last two weeks of the semester.
 - c. If the employee begins family and medical leave for a purpose other than the employee's own serious health condition during the last three weeks of the semester and the leave will last more than five working days, the school district

may require the employee to continue taking leave until the end of the semester.

4. The entire period of leave taken under the special rules is credited as family and medical leave. The school district will continue to fulfill the school district's family and medical leave responsibilities and obligations, including the obligation to continue the employee's health insurance and other benefits, if an instructional employee's family and medical leave entitlement ends before the involuntary leave period expires.

H. Employee responsibilities while on family and medical leave.

1. Employee must continue to pay health care benefit contributions or other benefit contributions regularly paid by the employee unless employee elects not to continue the benefits while on FMLA leave.
2. The employee contribution payments will be deducted from any money owed to the employee or the employee will reimburse the school district by delivery of cash or check to the employer's business office by the first day of the month in which premiums are due to the carrier.
3. An employee who fails to make the health care contribution payments within thirty (30) days after they are due will be notified that their coverage may be canceled if payment is not received within an additional fifteen (15) days.
4. An employee may be asked to re-certify the medical necessity of family and medical leave for the serious medical condition of an employee or family member once every thirty (30) days and return the certification within fifteen (15) days of the request.
5. The employee must notify the school district of the employee's intent to return to work at least once each month during their leave and at least two (2) weeks prior to the conclusion of the family and medical leave.
6. If an employee intends not to return to work, the employee must immediately notify the school district, in writing, of the employee's intent not to return. The school district will cease benefits upon receipt of this notification.

I. Use of paid leave for family and medical leave.

1. The district may require, or an employee may request, their unpaid family and medical leave run concurrently with applicable paid leave available to the employee under board policy, individual contracts or the collective bargaining agreement, as outlined in the family and medical leave administrative rules. When the district determines that paid leave is being taken for an FMLA reason, the district will notify the employee within two (2) business days that the paid leave will be counted as FMLA leave.

2. The district may require, or an employee may request, to run concurrently paid sick and/or personal leave with unpaid FMLA leave for the serious health condition of the employee only. Upon the expiration of paid leave, the FMLA leave for the serious health condition of the employee is unpaid.
 3. The district may require, or an employee may request, to run concurrently paid family sick leave and personal leave with unpaid FMLA leave for the serious health condition of an employee's family member. Upon the expiration of paid leave, the FMLA leave for the serious health condition of an employee's family member is unpaid.
 4. The district may require or an employee may request to run concurrently paid sick leave/family illness leave with their unpaid FMLA leave for the birth of their child as follows: a mother may run concurrently her available paid sick leave for so long as her health care provider certifies that she is unable to perform the essential functions of her job/has a serious health condition; a mother may run concurrently her available paid family illness leave for so long as a health care provider certifies that her newborn infant has a serious health condition; and a spouse may run concurrently his/her available paid family illness leave for so long as a health care provider certifies that the employee is needed to care for the mother who has a serious health condition or child who has a serious health condition. Upon the expiration of paid leave, the FMLA leave for the birth of a child or for the placement of a child for adoption or foster care is unpaid.
 5. The district may require, or an employee may request, to run concurrently available paid personal leave with their unpaid FMLA leave for the birth of their child or for placement with the employee of a child for adoption or foster care. Upon the expiration of paid leave, the FMLA leave for the birth of a child or for the placement of a child for adoption or foster care is unpaid.
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404.7R2 - Employee Family and Medical Leave Definitions

(no change)

Active Duty - duty under a call or order to active duty under a provision of law referring to in section 101(a)(13) of title 10, U.S. Code.

Common Law Marriage - according to Iowa law, common law marriages exist when there is a present intent by the two parties to be married, continuous cohabitation, and a public declaration that the parties are husband and wife. There is no time factor that needs to be met in order for there to be a common law marriage.

Contingency Operation - has the same meaning given such term in section 101(a)(13) of title 10, U.S. Code.

Continuing Treatment - a serious health condition involving continuing treatment by a health care provider includes any one or more of the following:

- A period of incapacity (i.e., inability to work, attend school or perform other regular daily activities due to the serious health condition, treatment for or recovery from) of more than three consecutive calendar days and any subsequent treatment or period of incapacity relating to the same condition that also involves:
 - treatment two or more times by a health care provider, by a nurse or physician's assistant under direct supervision of a health care provider, or by a provider of health care services (e.g., physical therapist) under orders of, or in referral by, a health care provider; or
 - treatment by a health care provider on at least one occasion which results in a regimen of continuing treatment under the supervision of the health care provider.
- Any period of incapacity due to pregnancy or for prenatal care.
- Any period of incapacity or treatment for such incapacity due to a chronic serious health condition. A chronic serious health condition is one which:
 - requires periodic visits for treatment by a health care provider or by a nurse or physician's assistant under direct supervision of a health care provider;
 - continues over an extended period of time (including recurring episodes of a single underlying condition); and
 - may cause episodic rather than a continuing period of incapacity (e.g., asthma, diabetes, epilepsy, etc.).
- Any period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective. The employee or family member must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider. Examples include Alzheimer's, a severe stroke or the terminal stages of a disease.
- Any period of absence to receive multiple treatments (including any period of recovery) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three consecutive calendar days in the absence of medical intervention or treatment, such as cancer (chemotherapy, radiation, etc.), severe arthritis (physical therapy), kidney disease (dialysis).

Covered Servicemember - a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness.

Eligible Employee - the district has more than 50 employees on the payroll at the time leave is requested. The employee has worked for the district for at least twelve months and has worked at least 1250 hours within the previous year.

Essential Functions of the Job - those functions which are fundamental to the performance of the job. It does not include marginal functions.

Employment Benefits - all benefits provided or made available to employees by an employer, including group life insurance, health insurance, disability insurance, sick leave, annual leave, educational benefits, and pensions, regardless of whether such benefits are provided by a practice or written policy of an employer or through an “employee benefit plan.”

Family Member - individuals who meet the definition of son, daughter, spouse or parent.

Group Health Plan - any plan of, or contributed to by, an employer (including a self-insured plan) to provide health care (directly or otherwise) to the employer’s employees, former employees, or the families of such employees or former employees.

Health Care Provider-

- A doctor of medicine or osteopathy who is authorized to practice medicine or surgery by the state in which the doctor practices; or
- Podiatrists, dentists, clinical psychologists, optometrists, and chiropractors (limited to treatment consisting of manual manipulation of the spine to correct a subluxation as demonstrated by X ray to exist) authorized to practice in the state and performing within the scope of their practice as defined under state law; and
- Nurse practitioners and nurse-midwives, and clinical social workers who are authorized to practice under state law and who are performing within the scope of their practice as defined under state law; and
- Christian Science practitioners listed with the First Church of Christ Scientist in Boston, Massachusetts;
- Any health care provider from whom an employer or a group health plan’s benefits manager will accept certification of the existence of a serious health condition to substantiate a claim for benefits;
- A health care provider as defined above who practices in a country other than the United States who is licensed to practice in accordance with the laws and regulations of that country.

In Loco Parentis - individuals who had or have day-to-day responsibilities for the care and financial support of a child not their biological child or who had the responsibility for an employee when the employee was a child.

Incapable of Self-Care - that the individual requires active assistance or supervision to provide daily self-care in several of the “activities of daily living” or “ADLs.” Activities of daily living include adaptive activities such as caring appropriately for one’s grooming and hygiene, bathing, dressing, eating, cooking, cleaning, shopping, taking public

transportation, paying bills, maintaining a residence, using telephones and directories, using a post office, etc.

Instructional Employee - an employee employed principally in an instructional capacity by an educational agency or school whose principal function is to teach and instruct students in a class, a small group, or an individual setting, and includes athletic coaches, driving instructors, and special education assistants such as signers for the hearing impaired. The term does not include teacher assistants or aides who do not have as their principal function actual teaching or instructing, nor auxiliary personnel such as counselors, psychologists, curriculum specialists, cafeteria workers, maintenance workers, bus drivers, or other primarily noninstructional employees.

Intermittent Leave - leave taken in separate periods of time due to a single illness or injury, rather than for one continuous period of time, and may include leave or periods from an hour or more to several weeks.

Medically Necessary - certification for medical necessity is the same as certification for serious health condition.

“Needed to Care For” - the medical certification that an employee is “needed to care for” a family member encompasses both physical and psychological care. For example, where, because of a serious health condition, the family member is unable to care for his or her own basic medical, hygienic or nutritional needs or safety or is unable to transport himself or herself to medical treatment. It also includes situations where the employee may be needed to fill in for others who are caring for the family member or to make arrangements for changes in care.

Next of Kin - an individual’s nearest blood relative

Outpatient Status - the status of a member of the Armed Forces assigned to one of the following:

- either a military medical treatment facility as an outpatient; or,
- a unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients.

Parent - a biological parent or an individual who stands in loco parentis to a child or stood in loco parentis to an employee when the employee was a child. Parent does not include parent-in-law.

Physical or Mental Disability - a physical or mental impairment that substantially limits one or more of the major life activities of an individual.

Reduced Leave Schedule - a leave schedule that reduces the usual number of hours per workweek, or hours per workday, of an employee.

Serious Health Condition - An illness, injury, impairment, or physical or mental condition that involves:

- Inpatient care (i.e. an overnight stay) in a hospital, hospice or residential medical care facility including any period of incapacity (for purposes of this section, defined to mean inability to work, attend school or perform other regular daily activities due to the serious health condition, treatment for or recovery from), or any subsequent treatment in connection with such inpatient care; or
- Continuing treatment by a health care provider. A serious health condition involving continuing treatment by a health care provider includes:
 - A period of incapacity (i.e., inability to work, attend school or perform other regular daily activities due to the serious health condition, treatment for or recovery from) of more than three consecutive calendar days, including any subsequent treatment or period of incapacity relating to the same condition, that also involves:
 - Treatment two or more times by a health care provider, by a nurse or physician's assistant under direct supervision of a health care provider, or by a provider of health care services (e.g., physical therapist) under orders or, or on referral by, a health care provider; or
 - Treatment by a health care provider on at least one occasion which results in a regimen of continuing treatment under the supervision of the health care provider.
 - Any period of incapacity due to pregnancy or for prenatal care.
 - Any period of incapacity or treatment for such incapacity due to a chronic serious health condition. A chronic serious health condition is one which:
 - Requires periodic visits for treatment by a health care provider or by a nurse or physician's assistant under direct supervision of a health care provider;
 - Continues over an extended period of time (including recurring episodes of a single underlying condition); and,
 - May cause episodic rather than a continuing period of incapacity (e.g., asthma, diabetes, epilepsy, etc.).
 - A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective. The employee or family member must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider. Examples include Alzheimer's a severe stroke or the terminal stages of a disease.
 - Any period of absence to receive multiple treatments (including any period of recovery from) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider, either for restorative

surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three consecutive calendar days in the absence of medical intervention or treatment, such as cancer (chemotherapy, radiation, etc.), severe arthritis (physical therapy), kidney disease (dialysis).

- Treatment for purposes of this definition includes, but is not limited to, examinations to determine if a serious health condition exists and evaluation of the condition. Treatment does not include routine physical examinations, eye examinations or dental examinations. Under this definition, a regimen of continuing treatment includes, for example, a course of prescription medication (e.g., an antibiotic) or therapy requiring special equipment to resolve or alleviate the health condition (e.g., oxygen). A regimen of continuing treatment that includes the taking of over-the-counter medications such as aspirin, antihistamines, or salves; or bed rest, drinking fluids, exercise and other similar activities that can be initiated without a visit to a health care provider, is not, by itself, sufficient to constitute a regimen of continuing treatment for purposes of FMLA leave.
- Conditions for which cosmetic treatments are administered (such as most treatments for acne or plastic surgery) are not “serious health conditions” unless inpatient hospital care is required or unless complications develop. Ordinarily, unless complications arise, the common cold, the flu, ear aches, upset stomach, ulcers, headaches other than migraine, routine dental or orthodontia problems, periodontal disease, etc., are examples of conditions that do not meet the definition of a serious health condition and do not qualify for FMLA leave. Restorative dental or plastic surgery after an injury or removal of cancerous growths are serious health conditions provided all the other conditions of this regulation are met. Mental illness resulting from stress or allergies may be serious health conditions, but only if all the conditions of this section are met.
- Substance abuse may be a serious health condition if the conditions of this section are met. However, FMLA leave may only be taken for treatment for substance abuse by a health care provider or by a provider of health care on referral by a health care provider. On the other hand, absence because of the employee’s use of the substance, rather than for treatment, does not qualify for FMLA leave.
- Absence attributable to incapacity under this definition qualify for FMLA leave even though the employee or the immediate family member does not receive treatment from a health care provider during the absence, and even if the absence does not last more than three days. For example, an employee with asthma may be unable to report for work due to the onset of an asthma attack or because the employee’s health care provider has advised the employee to stay home when the pollen count exceeds a certain level. An employee who is pregnant may be unable to report to work because of severe morning sickness.

Serious Injury or Illness - an injury or illness incurred by a member of the Armed forces, including the National Guard or Reserves in the line of duty on active duty in the Armed Forces that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating.

Son or daughter - a biological child, adopted child, foster child, stepchild, legal ward, or a child of a person standing in loco parentis. The child must be under age 18 or, if over 18, incapable of self-care because of a mental or physical disability.

Spouse - a husband or wife recognized by Iowa law including common law marriages.

404.7E1 - Employee Family and Medical Leave Notice to Employees (no change)

LEAVE ENTITLEMENTS - Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within 1 year of the child's birth or placement);
- To care for the employee's spouse, child, or parent who has a qualifying serious health condition;
- For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job;
- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

An eligible employee who is a covered servicemember's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious injury or illness.

An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule.

Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, the employee must comply with the employer's normal paid leave policies.

BENEFITS & PROTECTIONS - While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave.

Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions.

An employer may not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

ELIGIBILITY REQUIREMENTS - An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must:

- Have worked for the employer for at least 12 months;
- Have at least 1,250 hours of service in the 12 months before taking leave; and
- Work at a location where the employer has at least 50 employees within 75 miles of the employee's worksite.

REQUESTING LEAVE - Generally, employees must give 30-days' advance notice of the need for FMLA leave. If it is not possible to give 30-days' notice, an employee must notify the employer as soon as possible and, generally, follow the employer's usual procedures. Employees do not have to share a medical diagnosis but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection. Sufficient information could include informing an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified.

Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the certification is incomplete, it must provide a written notice indicating what additional information is required.

EMPLOYER RESPONSIBILITIES - Once an employer becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, the employer must notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility. Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

ENFORCEMENT - Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit against an employer.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

For additional information or to file a complaint:

1-866-4-USWAGE

(1-866-487-9243) TTY: 1-877-889-5627

www.dol.gov/whd

U.S. Department of Labor | Wage and Hour Division

404.7E2 - Employee Family and Medical Leave Request Form

(no change)

Date:

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

_____ for the birth of my child;

_____ for the placement of a child for adoption or foster care;

_____ to care for my child who has a serious health condition;

_____ to care for my parent who has a serious health condition;

_____ to care for my spouse who has a serious health condition; or

_____ because I am seriously ill and unable to perform the essential functions of my position.

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

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

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

_____ continuous

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

_____ intermittent leave for the:

_____ birth of my child or adoption or foster care placement subject to agreement
by the district

_____ serious health condition of myself, parent, or child when medically
necessary

Details of the needed intermittent leave:

I anticipate returning to work at my regular schedule on _____

_____ reduced work schedule for the:

_____ birth of my child or adoption or foster care placement subject to agreement by the
school district

_____ serious health condition of myself, parent, or child when medically necessary

Details of needed reduction in work schedule as follows:

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

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

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

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

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

Signed _____

Date _____

405 - Employee Conduct and Appearance

405.1 - Employee Conduct and Appearance (no change)

Employees are role models for the students who come in contact with them during and after school hours. The board recognizes the positive effect employees can have on students in this capacity. To this end, the board strongly suggests and encourages employees to dress themselves, groom themselves and conduct themselves in a manner appropriate to the educational environment.

Employees will conduct themselves in a professional manner. Employees will act appropriately, professionally, and respectful in their roles as employees of the district. As role models for the students of the district, employees must recognize that their failure to act appropriately reflects negatively upon them and upon the district.

Employees will dress in attire appropriate for their position. Clothing should be neat, clean, and in good taste. Discretion and common sense call for an avoidance of extremes which would interfere with or have an effect on the educational process.

Licensed employees of the school district, including administrators, will follow the code of ethics for their profession as established by the Iowa Board of Educational Examiners.

Approved: July 25, 2018

Reviewed: May 23, 2022 **January 21, 2025**

Revised: May 23, 2022

405.1R1 - Employee Conduct and Appearance – **Code of Professional Conduct and Ethics**

I. ~~Commitment to the Student:~~

~~The educator measures success by the progress of each student toward realization of potential as a worthy and effective citizen. The educator therefore works to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals. In fulfilling obligations to the student, the educator:~~

- ~~1.—Shall not without just cause restrain the student from independent action in a pursuit of learning and shall not without just cause deny the student access to varying points of view.~~
- ~~2.—Shall not deliberately suppress or distort subject matter for which the educator bears responsibility.~~
- ~~3.—Shall make reasonable effort to protect the student from conditions harmful to learning or to health and safety.~~
- ~~4.—Shall conduct professional business in such a way that the educator does not expose the student to unnecessary embarrassment or disparagement.~~
- ~~5.—Shall not on the basis of race, color, creed, age, sex, physical or mental handicap, marital status, or national origin exclude any student from participation in or deny the student benefits under any program nor grant any discriminatory consideration or advantage.~~
- ~~6.—Shall not use professional relationships with students for private advantage.~~
- ~~7.—Shall keep in confidence information that has been obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.~~
- ~~8.—Shall not tutor for remuneration students assigned to the educator's classes, unless no other qualified teacher is reasonably available.~~

II. ~~Commitment to the Public:~~

~~The educator believes that patriotism in its highest form requires dedication to the principles of our democratic heritage. The educator shares with all other citizens the responsibility for the development of sound public policy and assumes full political and citizenship responsibilities. The educator bears particular responsibility for the development of policy relating to the extension of educational opportunities for all and for~~

interpreting educational programs and policies to the public. In fulfilling an obligation to the public, the educator:

- 1.—Shall not misrepresent an institution or organization with which the educator is affiliated and shall take adequate precautions to distinguish between personal and institutional or organizational views.
- 2.—Shall not knowingly distort or misrepresent the facts concerning educational matters in direct and indirect public expressions.
- 3.—Shall not interfere with a colleague's exercise of political and citizenship rights and responsibilities.
- 4.—Shall not sue institutional privileges for monetary private gain or to promote political candidates or partisan political activities.
- 5.—Shall accept no gratuities, gifts, or favors that might impair or appear to impair professional judgment, not offer any favor, service, or thing of value to obtain special advantage.

III.—Commitment to the Profession:

The educator believes that the quality of the services of the education profession directly influences the nation and its citizens. The educator therefore exerts every effort to raise professional standards, to improve service, to promote a climate in which the exercise of professional judgment is encouraged, and to achieve conditions which attract persons worthy of the trust to careers in education. In fulfilling an obligation to the profession, the educator:

- 1.—Shall not discriminate on the basis of race, color, creed, age, sex, physical or mental handicap, marital status, or national origin for membership in the profession, nor interfere with the participation or nonparticipation of colleagues in the affairs of their professional associations.
- 2.—Shall accord just and equitable treatment to all members of the profession in the exercise of their professional rights and responsibilities.
- 3.—Shall not use coercive means or promise special treatment in order to influence professional decisions of colleagues.
- 4.—Shall withhold and safeguard information acquired about colleagues in the course of employment, unless disclosure serves professional purposes.
- 5.—Shall not refuse to participate in a professional inquiry when requested by the commission board.
- 6.—Shall provide upon the request of the aggrieved party a written statement of specific reason for recommendations that lead to the denial of increments, significant change in employment, or termination of employment.
- 7.—Shall not misrepresent professional qualifications.
- 8.—Shall not knowingly distort evaluations of colleagues.

IV.—Commitment to Professional Employment Practices:

The educator regards the employment agreement as a pledge to be executed both in spirit and in fact in a manner consistent with the highest ideals of professional service. The educator believes that sound professional personnel relationships with governing boards are built upon personal integrity, dignity and mutual respect. The administrator discourages the practice of the profession by unqualified persons. In fulfilling the obligation to professional employment practices, the educator:

- 1.—Shall apply for, accept, offer, or assign a position or responsibility on the basis of professional preparation and legal qualifications:
- 2.—Should recognize salary schedules and the salary clause of an individual teacher's contract as a binding document on both parties. The educator should not in anyway violate the terms of the contract.
- 3.—Shall not knowingly withhold information regarding a position from an applicant or misrepresent an assignment or conditions of employment:
- 4.—Shall give prompt notice to the employing agency of any change in availability of service, and the employing agent shall give prompt notice of change in availability or nature of a position.
- 5.—Shall adhere to the terms of a contract or appointment unless these terms have been legally terminated, falsely represented, or substantially altered by unilateral action of the employing agency:
- 6.—Shall not delegate assigned tasks to unqualified personnel:
- 7.—Shall use time or funds granted for the purpose for which they were intended:

V.—Commitment of Board Members and Staff:

The board members and staff will be independent and impartial and not use the public office for private gain. In fulfilling their obligation the board employees will not:

- 1.—Receive any remuneration for services, other than that payable by law:
- 2.—Solicit, accept or agree to accept any gifts, loans, gratuities, discounts, favors, hospitalities or services from anyone with vested interests in board matters:
- 3.—Disclose confidential information garnered from official duties:
- 4.—Solicit, accept or agree to accept compensation contingent upon board actions:
- 5.—Hold positions, perform duties, or engage in activities not compatible with official capacity:

These rules are intended to implement Iowa Code, chapter 272:

Violation of this policy may be grounds for disciplinary action, up to and including termination:

CHAPTER 25

282—25.1(272) Scope of standards. This code of professional conduct and ethics constitutes mandatory minimum standards of practice for all licensed practitioners as defined in Iowa Code chapter 272. The adherence to certain professional and ethical standards is essential to maintaining the integrity of the education profession.

282—25.2(272) Definitions. Except where otherwise specifically defined by law:

“Administrative and supervisory personnel” means any licensed employee such as superintendent, associate superintendent, assistant superintendent, principal, associate principal, assistant principal, or other person who does not have as a primary duty the instruction of pupils in the schools.

“Board” means the Iowa board of educational examiners.

“Discipline” means the process of sanctioning a license, certificate or authorization issued by the board.

“Ethics” means a set of principles governing the conduct of all persons governed by these rules.

“Fraud” means knowingly providing false information or representations on an application for licensure or employment, or knowingly providing false information or representations made in connection with the discharge of duties.

“License” means any license, certificate, or authorization granted by the board.

“Licensee” means any person holding a license, certificate, or authorization granted by the board.

“Practitioner” means an administrator, teacher, or other licensed professional, including an individual who holds a statement of professional recognition, who provides educational assistance to students.

“Responsibility” means a duty for which a person is accountable by virtue of licensure.

“Right” means a power, privilege, or immunity secured to a person by law.

“Student” means a person, regardless of age, enrolled in a prekindergarten through grade 12 school, who is receiving direct or indirect assistance from a person licensed by the board.

“Teacher” means any person engaged in the instructional program for prekindergarten through grade 12 children, including a person engaged in teaching, administration, and supervision, and who is required by law to be licensed for the position held. [ARC 7979B, IAB 7/29/09, effective 9/2/09]

282—25.3(272) Standards of professional conduct and ethics. Licensees are required to abide by all federal, state, and local laws applicable to the fulfillment of professional obligations. Violation of federal, state, or local laws in the fulfillment of professional obligations constitutes unprofessional and unethical conduct which can result in disciplinary action by the board. In addition, it is hereby deemed unprofessional and unethical for any licensee to violate any of the following standards of professional conduct and ethics:

25.3(1) Standard I—conviction of crimes, sexual or other immoral conduct with or toward a student, and child and dependent adult abuse. Violation of this standard includes:

- a. Fraud. Fraud means the same as defined in rule 282—25.2(272).
- b. Criminal convictions. The commission of or conviction for a criminal offense as defined by Iowa law provided that the offense is relevant to or affects teaching or administrative performance.
 - 1) Disqualifying criminal convictions. The board shall deny an application for licensure and shall revoke a previously issued license if the applicant or licensee has, on or after July 1, 2002, been convicted of, has pled guilty to, or has been found guilty of the following criminal offenses, regardless of whether the judgment of conviction or sentence was deferred:
 - i. Any of the following forcible felonies included in Iowa Code section 702.11: child endangerment, assault, murder, sexual abuse, or kidnapping;
 - ii. Any of the following criminal sexual offenses, as provided in Iowa Code chapter 709, involving a child:
 1. First-, second- or third-degree sexual abuse committed on or with a person who is under the age of 18;
 2. Lascivious acts with a child;
 3. Assault with intent to commit sexual abuse;
 4. Indecent contact with a child;
 5. Sexual exploitation by a counselor;
 6. Lascivious conduct with a minor;
 7. Sexual exploitation by a school employee;
 8. Enticing a minor under Iowa Code section 710.10; or
 9. Human trafficking under Iowa Code section 710A.2;
 - iii. Incest involving a child as prohibited by Iowa Code section 726.2;
 - iv. Dissemination and exhibition of obscene material to minors as prohibited by Iowa Code section 728.2;
 - v. Telephone dissemination of obscene material to minors as prohibited by Iowa Code section 728.15;
 - vi. Any offense specified in the laws of another jurisdiction, or any offense that may be prosecuted in a federal, military, or foreign court, that is comparable to an offense listed in subparagraph 25.3(1)“b”(1); or
 - vii. Any offense under prior laws of this state or another jurisdiction, or any offense under prior law that was prosecuted in a federal, military, or foreign court, that is comparable to an offense listed in subparagraph 25.3(1)“b”(1).
 - 2) Other criminal convictions and founded child abuse. In determining whether a person should be denied a license or whether a licensee should be disciplined based upon any other criminal conviction,

including a conviction for an offense listed in 25.3(1)“b”(1) which occurred before July 1, 2002, or a founded report of abuse of a child, the board shall consider:

- i. The nature and seriousness of the crime or founded abuse in relation to the position sought;
 - ii. The time elapsed since the crime or founded abuse was committed;
 - iii. The degree of rehabilitation which has taken place since the crime or founded abuse was committed;
 - iv. The likelihood that the person will commit the same crime or abuse again;
 - v. The number of criminal convictions or founded abuses committed; and
 - vi. Such additional factors as may in a particular case demonstrate mitigating circumstances or heightened risk to public safety.
- c. Sexual involvement or indecent contact with a student. Sexual involvement includes, but is not limited to, the following acts, whether consensual or nonconsensual: fondling or touching the inner thigh, groin, buttocks, anus or breasts of a student; permitting or causing to fondle or touch the practitioner’s inner thigh, groin, buttocks, anus, or breasts; or the commission of any sex act as defined in Iowa Code section 702.17.
- d. Sexual exploitation of a minor. The commission of or any conviction for an offense prohibited by Iowa Code section 728.12, Iowa Code chapter 709 or 18 U.S.C. Section 2252A(a)(5)(B).
- e. Student abuse. Licensees shall maintain professional relationships with all students, both inside and outside the classroom. The following acts or behavior constitutes unethical conduct without regard to the existence of a criminal charge or conviction:
- 1) Committing any act of physical abuse of a student;
 - 2) Committing any act of dependent adult abuse on a dependent adult student;
 - 3) Committing or soliciting any sexual or otherwise indecent act with a student or any minor;
 - 4) Soliciting, encouraging, or consummating a romantic or otherwise inappropriate relationship with a student;
 - 5) Furnishing alcohol or illegal or unauthorized drugs or drug paraphernalia to any student or knowingly allowing a student to consume alcohol or illegal or unauthorized drugs in the presence of the licensee;
 - 6) Failing to report any suspected act of child or dependent adult abuse as required by state law; or
 - 7) Committing or soliciting any sexual conduct as defined in Iowa Code section 709.15(3)“b” or soliciting, encouraging, or consummating a romantic relationship with any person who was a student within 90 days prior to any conduct alleged in the complaint, if that person was taught by

the practitioner or was supervised by the practitioner in any school activity when that person was a student.

25.3(2) Standard II—alcohol or drug abuse. Violation of this standard includes:

- a. Being on school premises or at a school-sponsored activity involving students while under the influence of, possessing, using, or consuming illegal or unauthorized drugs or abusing legal drugs.
- b. Being on school premises or at a school-sponsored activity involving students while under the influence of, possessing, using, or consuming alcohol.

25.3(3) Standard III—misrepresentation, falsification of information. Violation of this standard includes:

- a. Falsifying or deliberately misrepresenting or omitting material information regarding professional qualifications, criminal history, college credit, staff development credit, degrees, academic award, or employment history when applying for employment or licensure.
- b. Falsifying or deliberately misrepresenting or omitting material information regarding compliance reports submitted to federal, state, and other governmental agencies.
- c. Falsifying or deliberately misrepresenting or omitting material information submitted in the course of an official inquiry or investigation.
- d. Falsifying any records or information submitted to the board in compliance with the license renewal requirements imposed under 282—Chapter 20.
- e. Falsifying or deliberately misrepresenting or omitting material information regarding the evaluation of students or personnel, including improper administration of any standardized tests, including, but not limited to, changing test answers, providing test answers, copying or teaching identified test items, or using inappropriate accommodations or modifications for such tests.

25.3(4) Standard IV—misuse of public funds and property. Violation of this standard includes:

- a. Failing to account properly for funds collected that were entrusted to the practitioner in an educational context.
- b. Converting public property or funds to the personal use of the practitioner.
- c. Submitting fraudulent requests for reimbursement of expenses or for pay.
- d. Combining public or school-related funds with personal funds.
- e. Failing to use time or funds granted for the purpose for which they were intended.

25.3(5) Standard V—violations of contractual obligations.

- a. Violation of this standard includes:
 - 1) Asking a practitioner to sign a written professional employment contract before the practitioner has been unconditionally released from a current contract,

unless the practitioner provided notice to the practitioner's employing board as set forth in subparagraph 25.3(5)“b”(2).

- 2) Abandoning a written professional employment contract without prior unconditional release by the employer.
 - 3) As an employer, executing a written professional employment contract with a practitioner which requires the performance of duties that the practitioner is not legally qualified to perform.
 - 4) As a practitioner, executing a written professional employment contract which requires the performance of duties that the practitioner is not legally qualified to perform.
- b. In addressing complaints based upon contractual obligations, the board shall consider factors beyond the practitioner's control. For purposes of enforcement of this standard, a practitioner will not be found to have abandoned an existing contract if:
- I. The practitioner obtained a release from the employing board before discontinuing services under the contract; or
 - II. The practitioner provided notice to the employing board no later than the latest of the following dates:
 - a. The practitioner's last work day of the school year;
 - b. The date set for return of the contract as specified in statute; or
 - c. June 30.

25.3(6) Standard VI—unethical practice toward other members of the profession, parents, students, and the community. Violation of this standard includes:

- a. Denying the student, without just cause, access to varying points of view.
- b. Deliberately suppressing or distorting subject matter for which the educator bears responsibility.
- c. Failing to make reasonable effort to protect the health and safety of the student or creating conditions harmful to student learning.
- d. Conducting professional business in such a way that the practitioner repeatedly exposes students or other practitioners to unnecessary embarrassment or disparagement.
- e. Engaging in any act of illegal discrimination, or otherwise denying a student or practitioner participation in the benefits of any program on the grounds of race, creed, color, religion, age, sex, sexual orientation, gender identity, disability, marital status, or national origin.
- f. Soliciting students or parents of students to purchase equipment, supplies, or services from the practitioner for the practitioner's personal advantage.
- g. Accepting gifts from vendors or potential vendors where there may be the appearance of or an actual conflict of interest.
- h. Intentionally disclosing confidential information including, but not limited to, unauthorized sharing of information concerning student academic or disciplinary records, health and medical information, assessment or testing results, or family income. Licensees shall comply with state and federal laws and local school

board policies relating to the confidentiality of student records, unless disclosure is required or permitted by law.

- i. Refusing to participate in a professional inquiry when requested by the board.
- j. Aiding, assisting, or abetting an unlicensed person in the completion of acts for which licensure is required.
- k. Failing to self-report to the board within 60 days any founded child abuse report, or any conviction for a criminal offense listed in 25.3(1)“b”(1) which requires revocation of the practitioner’s license.
- l. Delegating tasks to unqualified personnel.
- m. Failing to comply with federal, state, and local laws applicable to the fulfillment of professional obligations.
- n. Allowing another person to use one’s practitioner license for any purpose.
- o. Performing services beyond the authorized scope of practice for which the individual is licensed or prepared or performing services without holding a valid license.
- p. Falsifying, forging, or altering a license issued by the board.
- q. Failure of the practitioner holding a contract under Iowa Code section 279.13 to disclose to the school official responsible for determining assignments a teaching assignment for which the practitioner is not properly licensed.
- r. Failure of a school official responsible for assigning licensed practitioners holding contracts under Iowa Code section 279.13 to adjust an assignment if the practitioner discloses to the official that the practitioner is not properly licensed for an assignment.

25.3(7) Standard VII—compliance with state law governing obligations to state or local governments, child support obligations, and board orders. Violation of this standard includes:

- a. Failing to comply with 282—Chapter 8 concerning payment of debts to state or local governments.
- b. Failing to comply with 282—Chapter 10 concerning child support obligations.
- c. Failing to comply with a board order.

25.3(8) Standard VIII—incompetence. Violation of this standard includes, but is not limited to:

- a. Willfully or repeatedly departing from or failing to conform to the minimum standards of acceptable and prevailing educational practice in the state of Iowa.
- b. Willfully or repeatedly failing to practice with reasonable skill and safety.

Approved: July 25, 2018

Reviewed: ~~July 25, 2018~~ January 21, 2025

Revised: July 25, 2018

CHAPTER 26

282—26.1 (272) Purpose. The code of professional conduct and ethics in 282—Chapter 25 defines unprofessional and unethical conduct justifying disciplinary sanction. The board acknowledges that the discharge of professional obligations should occur in recognition of certain fundamental rights and responsibilities. Accordingly, the board recognizes the following rights and responsibilities of all educators licensed under IOWA CODE chapter 272 and agrees that the exercise of these rights and responsibilities may present mitigating facts and circumstances in the board’s evaluation of allegations of unprofessional or unethical conduct.

282—26.2 (272) Rights. Educators licensed under IOWA CODE chapter 272 have the following rights:

1. The educator has a right to be licensed and endorsed under professional standards established and enforced by the board.
2. The educator has a right to refuse assignments for which the educator is not legally authorized, in terms of holding a valid Iowa license with the appropriate endorsement(s) or approval(s).
3. The educator has a right, subject to board and administrator authority, to exercise professional judgment in the evaluation, selection, and use of teaching methods and instructional materials appropriate to the needs, abilities, and background of each student.

282—26.3 (272) Responsibilities. Educators licensed under IOWA CODE chapter 272 have the following responsibilities:

1. The educator has a responsibility to maintain and improve the educator’s professional competence.
2. The educator has a responsibility to accept only those assignments for which the educator is legally authorized.
3. The educator has a responsibility to provide conditions that are conducive to teaching and student learning.
4. The educator shall protect students from conditions harmful to learning or to health or safety.
5. The educator shall not, without just cause, restrain a student from independent action in the pursuit of learning and shall not, without just cause, deny a student access to varying points of view.

6. The educator shall not use professional relationships with students for personal advantage.
 7. The educator shall not discriminate against any student on the grounds of race, color, religion, age, sex, sexual orientation, gender identity, disability, marital status, or national origin.
 8. The educator shall accord just and equitable treatment to all members of the profession.
 9. The educator shall keep in confidence personally identifiable information regarding a student or the student's family members that has been obtained in the course of professional service, unless disclosure is required by law or is necessary for the personal safety of the student or others.
 10. The educator who has reasonable basis to believe that a student has been abused, as defined by law, shall make all reports required by law and the IOWA ADMINISTRATIVE CODE and which are necessary to ensure the safety and well-being of the student.
 11. In the administration of discipline, the educator shall treat all students with respect and in compliance with all policies of the school district served by the educator.
 12. The educator shall provide accurate, truthful, and complete information to the board and to the local education system concerning all licensure transactions.
 13. The educator shall not refuse to participate in a professional inquiry, when requested by the board.
 14. The educator shall not require or direct another educator to violate any provisions of the code of professional conduct and ethics or any rights of a student, parent, educator or citizen.
 15. The educator shall not delegate assigned tasks to unqualified personnel.
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405.2 - Professionalism and Courtesy in the Workplace/Communications (no changes)

To promote professionalism and collegial interaction in the workplace, the board expects its employees to communicate in the workplace in a professional and courteous manner.

Collaborative meetings and discussions among employees about educational issues may involve confidential information. Such meetings and discussions also are normally most productive and best conducted in an atmosphere of trust and respect.

To engender effective professional communication about educational issues, employees should not record meetings or communications without the knowledge of other participants. Recording of any professional communication should normally also be done by mutual consent of the parties.

Approved: July 25, 2018

Reviewed: ~~May 23, 2022~~ January 21, 2025

Revised: May 23, 2022

405.3 Employee Complaints

Complaints of employees against fellow employees should be discussed directly between employees ~~as appropriate for the nature of the complaint.~~ Complaints should be made in a constructive and professional manner. Complaints should generally not be made in the presence of other employees, students or outside persons.

~~If necessary, complaints will be brought directly to the~~ If the complaint cannot be resolved, the employee may discuss the matter with their immediate supervisor, principal or superintendent and will be made in a constructive and professional manner. Complaints will never be made in the presence of other employees, students or outside persons to include social media. If the matter cannot be resolved within 5 days of speaking with the immediate supervisor, the employee may discuss it with the principal within 5 days of the supervisor's decision. If the matter cannot be resolved by the principal, the employee may discuss it with the superintendent within 5 days after speaking with the principal.

This policy is designed to create an appropriate process for pursuing general employee complaints. Employees wishing to address a complaint on a topic with a more specialized procedure such as master contract grievances, or bullying or harassment claims should follow the appropriate process set forth in the master contract, employee handbook or other board policies specific to that topic.

Approved March 8, 2021

Reviewed ~~May 23, 2022~~ January 21, 2025

Revised May 23, 2022

405.4 Dishonesty (no changes)

Employees of the District serve in a position of public trust, are compensated with public funds, and are entrusted with public property. Employee actions and behavior must be honest and above reproach at all times. This work rule requires complete honesty in the discharge of an employee's duties, and, unless otherwise prohibited by law, it applies to all conduct whether the employee is on duty or off duty.

The conduct which is prohibited by this work rule includes, but is not limited to, the following:

1. Making statements to representatives of the District which the employee knows or has reason to believe are untrue, inaccurate, or incomplete.
2. Stealing cash, funds, or property of any kind belonging to the District, belonging to a fellow employee, or belonging to other persons who are on District property.
3. Failing to report or to transfer to the District any funds or property belonging to the District.
4. Unauthorized use, possession or removal of vehicles, property or equipment belonging to the District, belonging to a fellow employee, or belonging to other persons who are on District property.
5. Falsification of employment applications or any District records, including, but not limited to, work records and time records. Time record violations include, but are not limited to, claiming time for work which was not performed by the employee and punching/signing another employee in or out.
6. Performing official duties in an unauthorized manner.
7. Charging items for personal use to a District credit card or account, or making unauthorized withdrawals from a District account using a debit card.
8. Misuse or unauthorized use of accounts or allowances (clothing, mileage, meals, etc.).
9. Converting surplus District property to personal use without authorization, or declaring property to be surplus or junk and then converting it to personal use.
10. Making improper claims for overtime when no overtime was worked, or working slowly to create the need for overtime work.
11. Using sick leave, or any other leave of absence, for any purpose which is not authorized.

Employees who violate this policy are subject to disciplinary action, including termination.

Approved March 8, 2021

Reviewed ~~May 23, 2022~~

January 21, 2025

Revised May 23, 2022

405.5 Cooperation in Investigations

(no changes)

All employees are required to fully cooperate with any representative of the District who is conducting a work-related investigation. Employees will be disciplined for lying to any representative of the District, or providing information to any representative of the District which is dishonest, misleading, inaccurate, or incomplete.

Employees will also be disciplined for impeding, obstructing, or failing to cooperate with an inquiry or investigation conducted by any representative of the District. "Obstructing" includes, but is not limited to, threatening, intimidating, or coercing other individuals who may be contacted by a representative of the District, and discouraging other individuals who may be contacted by a representative of the District from responding to or

cooperating with the District. "Failing to cooperate" includes, but is not limited to, failing to provide information, documents, or materials requested by a representative of the District, and providing information, documents, or materials to a representative of the District which are dishonest, misleading, inaccurate, or incomplete.

If an employee is the subject of an investigation, the District will respect the rights afforded to the employee by the Iowa Public Employment Relations Act, the United States Constitution, and any other applicable state or federal law.

Approved March 8, 2021

Reviewed ~~May 23, 2022~~ **January 21, 2025**

Revised May 23, 2022

406 - Licensed Employee Evaluation

(no changes)

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

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

Licensed employees will be required to:

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

- Engage in professional growth.
- Fulfill professional responsibilities established by the school district.

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

Approved: January 24, 2024

Reviewed: **January 21, 2025**

Revised:

RESOLUTION DIRECTING EXPENDITURES OF THE SCHOOL FLEXIBILITY FUND

WHEREAS, 565 School Flexibility Fund, was established in the 2017 Legislative Session to provide local control and flexibility regarding the use of ending balances in certain categorical funds effective July 1, 2018; and HF 847 Education Matters was established in the 2021 Legislative Session to expand opportunities for transfer ending balances to the Flexibility Account; and

WHEREAS, the Red Oak Community School District has transferred the following funds authorized pursuant to HF 565 into the School Flexibility Fund:

Professional Development funds received under Iowa Code 257.10 (10) with an ending balance of \$235,143.69 of which \$50,000 was transferred to the Flexibility Fund from FY 2024; and

Before and After School Enterprise fund which is no longer required to be expended for those purposes as the fund has been discontinued with an ending balance of \$8,049.79 of which \$8,049.79 was transferred to the Flexibility Fund from FY 2024.

WHEREAS, the Board of Directors of the Red Oak Community School District has determined the needs of students would be better served by the flexible expenditure of these funds during the budget year beginning in or after the calendar year in which the transfer to the flexibility fund occurs, for the following purposes:

Professional Development requirements under Iowa Code 284 not to exceed the amount of \$17,950.21;

Before and After School Enterprise fund in the amount of \$8,049.79; and

Any school district general fund purpose for science curriculum not to exceed the amount of \$26,000.00.

NOW, THEREFORE, IT IS RESOLVED:

- 1) The Board of Directors of the Red Oak Community School District acknowledges the transfer of such funds to the Flexibility Account within the General Fund, and requires expenditures accordingly for those purposes stated above, total amount not to exceed \$26,000.00, to be available for expenditure effective for the 2026 Fiscal Year;
- 2) The Superintendent is directed to include the information concerning such expenditure in the budget certified in accordance with Iowa Code 24;
- 3) The Superintendent is directed to provide a copy of this Resolution to the Iowa Department of Education as they prescribe and make such Resolution available for any audit of the district performed under chapter 11.

PASSED AND APPROVED this 21st day of January, 2026.

Bret Blackman, President
Red Oak Community School District

Ron Lorenz, Superintendent
Red Oak Community School District



RED OAK
COMMUNITY SCHOOL DISTRICT

At-Risk/Drop Out Prevention Plan

2025-2026

I. Program Purpose

The purpose of the Dropout Prevention (DOP) Program is to provide targeted, research-based supports for students who are identified as at risk of disengagement, academic failure, or dropping out of school. The program emphasizes early identification, timely intervention, and coordinated services aligned with Iowa Code 257.38–257.41.

II. Program Goals, Objectives, and Activities

The objective of this program is to improve student engagement, attendance, and academic success while reducing behavioral barriers to learning. The program will provide targeted, individualized supports for students who are at risk of dropping out or returning after disengagement, ensuring each has a personalized success plan that addresses barriers to graduation. In addition, the program will strengthen student transitions between school levels and increase positive adult-student relationships to support the whole child and promote long-term persistence and achievement.

Goal 1: Increase student engagement and academic success.

Objectives

- Improve school attendance for identified students.
- Increase the percentage of at-risk students passing core academic courses.
- Reduce office referrals and suspensions for identified students.

Activities

- Provide check-in/check-out mentoring for at-risk students.
 - Offer targeted academic intervention blocks, tutoring, credit recovery and summer school for at-risk students.
 - Implement evidence-based SEL and behavioral supports (e.g., Conscious Discipline, restorative practices, trauma-informed and poverty-responsive practices, and whole-child supports).
 - Provide school based mental health supports for at-risk students.
 - Maintain alternative pathways for secondary students, including online coursework, work-based learning experiences, and modified schedules.
 - Solicit feedback and recommendations from the School Improvement Advisory Committee (SIAC) based on its annual review and analysis of district at-risk and dropout data to support planning, monitoring, and continuous improvement of dropout prevention efforts.
-

Goal 2: Provide individualized supports for potential and returning dropouts.

Objectives

- Increase re-engagement rates of returning dropouts.
- Ensure students have access to a range of academic pathways and learning options tailored to their unique needs, interests, and future plans.
- Ensure each identified student has an individualized success plan addressing barriers to graduation.

Activities

- Develop individualized learning plans (ILPs) with students, families, counselors, and administrators.
 - Provide flexible scheduling, online recovery options, and competency-based credit opportunities.
 - Expand the district's alternative education programming to include an online and blended learning option for non-traditional and credit-deficient students, providing access to core academic and elective coursework through existing digital platforms and staff supports, with administrative approval required for participation. This option will be designed to increase student engagement, reduce out-of-district enrollment, and support progress toward graduation.
 - Develop and implement a tiered diploma framework that provides flexible graduation pathways aligned to student needs, including options that support career and technical education participation and alternative or credit-recovery programming, while maintaining state requirements and academic expectations for all students.
 - Coordinate wraparound supports (mental health referral, transportation assistance, attendance plans).
-

Goal 3: Strengthen transitions, relationships, and whole-child supports.

Objectives

- Support transitions from elementary to middle school and from middle to high school.
- Increase positive adult-student connections for at-risk youth.
- Increase access to coordinated services, resources, and learning opportunities for at-risk students through strengthened collaboration with community and external partners.

Activities

- Implement transition programs (6th-to-7th and 8th-to-9th grade orientation, advisory groups, mentoring).
- Utilize community partners for behavioral health, mentoring, and family engagement services.

- Actively engage community partners and external organizations through grants and collaborative agreements to deliver coordinated supports and expanded learning opportunities that address academic, social, and non-academic barriers faced by at-risk students.
-

III. Student Identification Criteria and Procedures

The Red Oak Community School District uses multiple criteria and methods to identify students who may be at risk. Identification may occur through referrals from teachers, counselors, administrators, support staff, family members, peers, students themselves, or outside agencies, as well as through academic and behavioral assessments, including formative and summative measures and building-level student assistance teams. Information from these sources is reviewed to determine whether students require supplemental, intensive, or no additional support. Designated administrators and certified staff oversee the identification, monitoring, and intervention process. Additional guidance and tiered supports are outlined within the district's instructional discipline model, building-level expectations for weekly intervention meetings, attendance and graduation coach roles, and learning team data-driven decision-making processes used to address student academic and behavioral needs.

Criteria

Students may be identified as at risk using one or more of the following indicators:

- Chronic absenteeism (10% or more).
- Failing or near-failing grades in core courses.
- Reading/math performance below benchmark.
- Behavioral referrals or repeated in-school/out-of-school suspensions.
- Retention in grade level or credit deficiency.
- Family or personal circumstances affecting performance (poverty, mobility, homelessness, trauma, mental health factors).
- Previous dropout or long-term disengagement.

Procedures

1. **Universal Screening** conducted three times per year using attendance, coursework, behavioral, and assessment data.
2. **Referral Process** allowing teachers, counselors, administrators, and parents to refer students for review.
3. **Weekly Problem-Solving Team Meetings** to review multiple data sources, identify student needs, select appropriate interventions, and monitor progress as part of the MTSS process.
4. **At-Risk Review Team** meets monthly to examine data and determine eligibility.
5. **Documentation** maintained in the student information system and reviewed at semester.

6. **Parent/Guardian Notification** provided upon placement into the DOP program and when services change. This process includes notification for students in early literacy and mathematics who are persistently performing below established benchmarks.
-

IV. Staff In-Service Education Design

The district will provide annual professional learning focused on:

- Evidence-based interventions for at-risk learners.
 - Social-emotional and behavioral support practices (belonging time, relationship building, restorative practices, trauma-informed and poverty-responsive practices, and whole-child supports).
 - Effective engagement strategies, including check-in/check-out and mentoring.
 - Attendance improvement strategies.
 - Structured seminars strategies to provide academic and social-emotional/behavioral health (SEBH) supports targeted instruction, skill development, and relationship-building.
 - Legal requirements for at-risk and dropout prevention programs.
Training will be delivered through AEA support, district PD days, online modules, and targeted coaching.
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V. Staff Utilization Plan

To maximize limited resources, the district will:

- Assign a portion of each building counselor or student services coordinator to oversee at-risk programming and ILPs.
- Utilize certified teachers for intervention periods, tutoring, and credit recovery.
- Use a paraprofessional or student success liaison to assist with monitoring attendance, facilitating check-ins, and supporting SEL groups.
- Provide structured seminars to provide targeted academic and social-emotional/behavioral supports through dedicated time for skill development, progress monitoring, and relationship-building. Students receive instruction in organization, study skills, goal setting, self-regulation, and decision-making, while staff monitor progress, address concerns early, and connect students to additional supports in a supportive, small-group setting.
- Provide Weekly Study Table to provide structured, supervised time for students to complete academic work, receive academic support, and develop effective study habits, while promoting accountability, organization, and academic success. The program supports both student athletes and non-athletes by offering access to adult guidance, peer support, and monitoring to help students stay on track academically and address concerns early.

- Engage community partners to supplement mentoring, mental health supports, and transition programming.
- Ensure regular collaboration between administrators, counselors, teachers, and special education staff.

VI. Evaluation Criteria, Procedures, and Performance Measures

Annual Performance Measures

The district will evaluate progress based on:

- Attendance rates and reduction in chronic absenteeism.
- Percentage of at-risk students passing core academic classes.
- Credit accrual for secondary at-risk students.
- Decrease in behavioral referrals and suspensions.
- Engagement levels of returning dropouts (course completion, consistent attendance).
- Graduation rates and dropout rates (annual and 4-year cohort).

Evaluation Procedures

- Data collected at each grading period and reviewed by the At-Risk Review Team.
- Annual report submitted to the board summarizing progress, challenges, and recommendations.
- Adjustments to intervention strategies based on measurable outcomes.

VII. Program Budget

Category	Estimated Cost	Description
Personnel (Teacher intervention time, counselors, student liaison, alternative programming staff)	\$320,000	Salaries/benefits supported through DOP and supplemental funds
Professional Development	\$5,000	AEA training, SEL/restorative training
Instructional Supports	\$180,000	Credit recovery software, tutoring materials, Conscious Discipline, SEL curriculum (curriculum review year)
Student Supports	\$5,000	Transportation assistance, mentoring programs

Evaluation & Reporting	\$1,000	Data tools, assessment supports
Administrative Supports	\$150,000	Behavior and attendance supports

Total Estimated Budget: \$610,000

(Actual amounts will be adjusted annually based on curriculum cycles, enrollment and available modified supplemental amount.)

VIII. Qualifications Required of Personnel Delivering the Program

- **Licensed Teachers** with appropriate Iowa certification for academic interventions.
 - **School Counselors** licensed by the BOEE.
 - **Student Success Liaison or Paraeducator** meeting Iowa paraeducator requirements.
 - **Administrators** licensed in school administration overseeing implementation.
 - **Contracted Provider Qualifications** (e.g., mental health professionals) must meet state licensure requirements.
-

IX. Program for At-Risk Students

The district's at-risk program will include:

- Personalized learning plans and goal setting.
 - Targeted academic interventions, tutoring, and credit recovery.
 - Behavioral and SEL supports, including small groups and mentoring.
 - Family engagement supports (home visits, attendance meetings, conferences).
 - Alternative pathways for secondary students, including part-time enrollment in alternative programs, work-based learning, and online learning options.
 - Collaboration with AEA and community providers for behavioral health services.
-

X. Provision for Identifying At-Risk Students

The district uses a multi-tiered system of support (MTSS) to identify students through:

- Early warning indicators (attendance, grades, behavior).
- Benchmark and progress-monitoring assessments.
- Teacher and parent referrals.

- Regular review of student data by the At-Risk Review Team and building Problem-Solving Teams

Students meeting identification criteria receive services based on need intensity and an individualized intervention plan.

RESOLUTION APPROVING THE RED OAK CSD 2025-2026 DROPOUT PREVENTION/AT-RISK PLAN

Each year, the school board must, by resolution, review and approve the district's dropout prevention (DOP) plan and related property taxes to implement the DOP plan.

WHEREAS, the district is committed to helping those students that are at risk of dropping out of school or have dropped out of school, and preventing students from dropping out of school; and

WHEREAS, Iowa Code requires school boards to review and approve district dropout prevention plans, and also to approve property taxes to fund those plans;

BE IT RESOLVED, that the Board of Education of the Red Oak Community School District, pursuant to Iowa Code 257.38, hereby adopts the At-Risk/Dropout Prevention Program Plan for fiscal year 2026, including the adoption of the Dropout Prevention Program Plan budget that complies with the Program Plan, and the Dropout Prevention Program plan property tax rate for fiscal year 2026.

PASSED AND APPROVED this 21st day of January 2026

Bret Blackman, Board President

Attest:

Heidi Harris, Board Secretary

Budget Guarantee Resolution

Be it RESOLVED, that the Board of Directors of the RED OAK community school district, will levy property taxes for fiscal year 2026-2027 for the regular program budget adjustment as allowed under section 257.14, Code of Iowa.

Bret Blackman, Board President

Date

Heidi Harris, Board Secretary

Date