



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

***604 S Broadway***

***Red Oak, Iowa 51566***

***712.623.6600***

***www.redoakschooldistrict.com***

### **Regular Board of Directors Meeting**

Red Oak Inman Elementary School Campus for:  
Board Members, Superintendent, Business Manager  
VIA Internet and Phone for others-visit school website for information

Monday, August 10, 2020 – 7:00 pm

#### **- Agenda -**

- 1.0 Call to Order – Board of Directors President Bryce Johnson
- 2.0 Roll Call – Board of Directors Secretary Deb Drey
- 3.0 Approval of the Agenda – President Bryce Johnson
- 4.0 Public Presenters/Guest and Visitors Addressing the Board
- 5.0 Communications
  - 5.1 Good News from Red Oak Schools
  - 5.2 Visitors and Presentations
    - 5.2.1 Presentation from Sam Beeson and Sumer Sandholm
    - 5.2.2 Presentation from Mark Erickson on Fall Activities pg 1-10
  - 5.3 Affirmations and Commendations
  - 5.4 Correspondence
  - 5.5 Public Comments
- 6.0 Consent Agenda
  - 6.1 Review and Approval of Minutes from July 27, 2020 and August 4, 2020 pg 11-13
  - 6.2 Review and Approval of Monthly Business Reports pg 14-20
  - 6.3 Personnel Considerations
    - 6.3.1 Hiring of Elaine Pelzer as Para-Professional at Inman Elementary for the 2020-2021 school year pg 21
    - 6.3.2 Hiring of David Carlson as seasonal mowing for the 2020-2021 school year pg 22
    - 6.3.3 Hiring of Dan Pollock as Jr./Sr. High Football Coach for the 2020-2021 school year pg 23
    - 6.3.4 Hiring of Justin Williams as Sr. High Student Council Sponsor for the 2020-2021 school year pg 24
    - 6.3.5 Hiring of Katie VanMeter as District CNA for the 2020-2021 school year pg 25
    - 6.3.6 Issuing contracts for Michelle Cockburn, Mark Johnson, Robert Peterson and Barb Lombard as substitute transportation drivers for the 2020-2021 school year
    - 6.3.7 Acceptance of Dale French as a Volunteer Jr.-Sr. High Football Coach for the 2020-2021 school year pg 26

6.3.8 Resignation of Chelsie Vrba as Para-Professional at Inman Elementary for the 2020-2021 school year pg 27

6.4 Open Enrollment Requests Consideration

6.4.1 Open Enrollment for Donovan Cozad from Red Oak Community School District to East Mills Community School District for the 2020-2021 school year due to a move on 5-16-2020.

6.4.2 Open Enrollment for Mckena Cozad from Red Oak Community School District to East Mills Community School District for the 2020-2021 school year due to a move on 5-16-2020

7.0 General Business for the Board of Directors

7.1 Old Business

7.1.1 Discussion and update on Return to Learn Plan - Ron Lorenz

7.1.2 Discussion and update on buildings and grounds throughout the district

7.2 New Business

7.2.1 Discussion/Approval of Red Oak School District handbook pg 28-86

7.2.2 Discussion/Approval of Fuel bids for the 2020-2021 year pg 87-90

7.2.3 Discussion/Approval of the Ahlers Cooney Law Firm as the district's legal counsel in accordance with Board policy #207.

7.2.4 Discussion/Approval of Board Resolution on spending pg 91

7.2.5 Board Policies

7.2.5.1 Discussion/Approval of 1<sup>st</sup> reading of Board Policy 104: pg 92  
Discrimination and Harassment Based on Sex Prohibited

7.2.5.2 Discussion/Approval of 1<sup>st</sup> reading of school bus seat belts for the new school busses pg 93

8.0 Reports

8.1 Administrative

8.2 Future Conferences, Workshops, Seminars

8.3 Other Announcements

8.4 Board Member Requested Item(s) for next meeting agenda

9.0 Next Board of Directors Meeting:

Monday, August 24, 2020 – 7:00 pm

Red Oak Inman Elementary

Red Oak CSD Inman Elementary Campus

10.0 Adjournment

### **Summer - S&C, Open Gyms, XC, Football**

- All association and union guidance followed
- Coaches wore masks when needed
- Participants used masks in the weight room when needed
  - Closer than 6 feet or when spotting a lift
- Coaches reminded participants to spread out when needed
- Sanitized shared equipment in the weight room and other sports
- Booster club donated masks to coaches and participants
- Weight room - saw over 130 students; 50 students attended 80% or more of the sessions; 13 with perfect attendance - Seniors - Chloe DeVries, Ethan Horn, and Fernando Lepe; Junior - Nick Fouts; Sophomore - Dawson Bond; Freshman - Bryton Bergren, Max DeVries, Kaysie Kells, and Jaydin Lindsay; 8th grade - Brett Erickson; 7th grade - Ethan Fouts, Andrew Johnson, and Brodee Sowers
- Open Gyms, Football, and XC - Coaches did a great job of adjusting to protocols - help remind students to practice social distancing as much as possible and sanitize shared equipment

### **Red Oak Activities Tiered Plan**

- Communicated through email and Facebook
- Consistent with Return To Learn Plan - 4 risk levels
  - Low - operate almost as normal
  - Moderate
    - Participants encouraged to bring own drink
    - Parents remain in vehicles for pick-up and drop-off
    - Shared equipment sanitized
    - Keep hands sanitized or washed as much as possible
    - Coaches/sponsors knowledgeable of those with pre-existing health conditions
  - High
    - No drills, sessions, and/or practices in which participants are coming in direct contact
  - Severe
    - No activities; coaches/sponsors communicate via digital means

## **Fall Activities Programs**

- General Fall Guidance
  - Working with Montgomery County Public Health on protocols and guidance with facilities; MCPH will make decisions regarding postponements, cancellations and any decisions that are COVID-19 related
  - Signage posted
  - Transportation - School will continue to provide transportation to events but parents are allowed to drive their child and their child's teammates to and from events; transportation permission form - ability to list other adults who have permission to transport their child; students can't drive (no matter how old they are), nor can they ride with other students
  - All students are academically eligible
  - Physicals signed on or after July 1, 2019 are good through December 2020 - communicated within each program by coaches, district email, and posted on social media
  - Social distance as much as possible, sanitize and/or wash hands, sanitize shared equipment, bring their own drinks
  - Spectators - "Schools should implement protocols by following CDC and local department of health guidelines regarding size of gatherings and social distancing" What does that mean for us?
    - Update on any H10 AD meeting, district FB meeting, and/or guidance from state
- Students who choose remote learning can participate in activities
  - Same standards in terms of study table as in-person students
- Met individually with each program to develop plan
- Marching Band
  - Following all IHSMA guidance; started Marching Band last week
- Fall Play
  - Met with Mrs. Horn and Mrs. Brummett - following all tiered plan expectations - Fall play is Nov. 6th-8th
- XC
  - Distance between teams at start
  - Sanitizing items present for participants and spectators
  - Finish - write down bib numbers instead of tearing numbers
- VB
  - Teams won't switch benches unless there is a clear and distinct advantage - officials determine that; Game volleyballs - three in rotation and sanitized often; Teams can stand to better practice social distancing

- Football
  - Expand the team boxes that previously ended at the 25 yard line to the 10 yard line - giving them 15 more yards on each end for spacing; coaches and officials should follow 6 feet distancing when interacting with each other; sanitize hands more often; mandatory timeouts - every 4 minutes of game clock - 2 minute time out; footballs will be sanitized more often
- Community Pep Rally - Tuesday, August 18th

COVID-19 Activities Tiered Plan Summary  
Red Oak Community School District  
July 2020

This guidance was created based on the guidance of the state of Iowa, the Iowa High School Speech Association ("IHSSA"), the Iowa High School Music Association ("IHSMA"), the Iowa Cheerleading Coaches Association ("ICCA"), the Hawkeye Ten Conference, the Iowa High School Athletic Association ("IHSAA"), and the Iowa Girls High School Athletic Union ("IGHSAU"). All entities have issued or will issue guidance about resuming activities. It must be used in conjunction with all proclamations issued by the governor and guidance provided by the Iowa Department of Public Health and Montgomery County Public Health. Guidance is subject to change and additional guidance may be provided.

If guidance has been issued from a specific association or organization, coaches/sponsors are to follow the guidance in addition to the guidance below.

Risk determinations will be based on the number of confirmed COVID-19 cases in the county, potential exposure at the local level, and other relevant factors as determined by the Montgomery County Health Department. The Red Oak CSD will continue to follow the directives and guidance of the county health department throughout the pandemic.

## **LOW RISK**

### Physical Distancing

- No restrictions regarding group sizes in activity spaces
- Students will be encouraged to respect the physical space of others

### Face Coverings/PPE

- Students, staff and visitors are not required to wear face coverings, but may do so if they wish
- Students, staff and visitors use proper cough and sneeze etiquette

### Mitigation Strategies

- Cleaning protocols implemented throughout the day

### Prevention Strategies

- Students and staff are encouraged to wash their hands frequently for at least 20 seconds, particularly after sneezing, coughing or touching their face or prior to eating
- Alcohol-based hand sanitizer will be available when hand washing is not feasible

### Pre-Screening Students

- Parents screen their children at home for fever (over 100.4 F) or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea
- If symptomatic, students may not report to school and parents will be encouraged to consult a medical professional

### Response to Symptoms

- If a student or staff member becomes sick with COVID-19 symptoms during the school day, he/she will be sent home
- Families will be contacted per IDPH guidelines
- Activities spaces will be thoroughly cleaned
- ROCSD will follow the recommendations and direction of the Montgomery County Public Health Department

## **MODERATE RISK**

### **Physical Distancing**

- Designated traffic flow(s) will be marked in hallways
- Signage recommending physical distancing will be displayed prominently throughout buildings
- Coaches/sponsors should limit the participants to a reasonable number based on their session and/or practice space
- Water fountains will be turned off or covered to prevent use; bottle fillers and sink faucets are available for students to fill personal water bottles
- Participants are encouraged to bring their own water/beverage to consume during and after sessions and/or practices.
- Parents are required to remain in their vehicles during pick-up and drop off; no congregating near building entrances or common areas
- Visitors are discouraged and will not be allowed in activity spaces; when picking up student(s) who need to leave school early (e.g. appointments, illness, etc.) parents will call the school office upon arrival to the building and their student(s) will be released

### **Face Coverings/PPE**

- Staff and approved visitors are required to wear face coverings
- Students will be encouraged to wear face coverings

### **Mitigation Strategies**

- Enhanced cleaning protocols implemented throughout the day
- High touch areas will be sanitized daily; buildings will be deep cleaned twice a week
- Shared equipment will be sanitized after each practice and/or session.

### **Prevention Strategies**

- Students and staff must wash or sanitize their hands upon entering the building (i.e. first activity space a student enters), when entering and exiting individual classrooms, during breaks, when exiting building
- Participants and coaches/sponsors will sanitize and/or wash their hands before using any shared equipment.

### **Pre-Screening Students**

- Parents will screen their children at home for fever (over 100.4 F) or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea
- Students exhibiting any of these symptoms may not report to practices or games; parents are encouraged to consult a medical professional
- Coaches/sponsors should be knowledgeable of their students with pre-existing health conditions and work with school nurses or other health officials to take additional precautions as needed.
- Coaches/sponsors are responsible for tracking absences for the purpose of noting potential COVID-19 cases.

### **Response to Symptoms**

- If a student or staff member exhibits symptoms of COVID-19 during a practice or game, (s)he will be sent home and encouraged to see a medical professional
- Students will be isolated while waiting for a parent to pick them up from the practice or game
- Families of classmates/teammates will be contacted per IDPH guidelines
- Activity spaces will be cleaned and sanitized
- ROCSD will follow the recommendations and direction of the Montgomery County Public Health Department

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## **HIGH RISK**

### Physical Distancing

- Designated traffic flow(s) will be marked in hallways
- Signage recommending physical distancing will be displayed prominently throughout buildings
- There should be no drills, sessions, and/or practices in which the participants are coming in direct contact with each other.
- Coaches/sponsors should limit the participants to a reasonable number based on their session and/or practice space.
- Water fountains will be turned off or covered to prevent use; bottle fillers and sink faucets are available for students to fill personal water bottles
- Participants must bring their own water/beverage to consume during and after sessions and/or practices. No shared drinking fountains, portable hydration stations, or coolers may be used.
- Parents are required to remain in their vehicles during pick-up and drop off; no congregating near building entrances or common areas
- Visitors are discouraged and will not be allowed in activity spaces; when picking up student(s) who need to leave school early (e.g. appointments, illness, etc.) parents will call the school office upon arrival to the building and their student(s) will be released

### Face Coverings/PPE

- Staff and approved visitors are required to wear face coverings
- Students will be encouraged to wear face coverings

### Mitigation Strategies

- Enhanced cleaning protocols implemented throughout the day
- High touch areas will be sanitized daily; buildings will be deep cleaned twice a week
- Shared equipment will be sanitized after each practice and/or session.

### Prevention Strategies

- Students and staff must wash or sanitize their hands upon entering the building (i.e. first activity space a student enters), when entering and exiting individual classrooms, during breaks, when exiting building
- Participants and coaches/sponsors will sanitize and/or wash their hands before using any shared equipment.

### Pre-Screening Students

- Parents will screen their children at home for fever (over 100.4 F) or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea
- Students exhibiting any of these symptoms may not report to practices or games; parents are encouraged to consult a medical professional
- Coaches/sponsors should be knowledgeable of their students with pre-existing health conditions and work with school nurses or other health officials to take additional precautions as needed.
- Coaches/sponsors are responsible for tracking absences for the purpose of noting potential COVID-19 cases.

### Response to Symptoms

- If a student or staff member exhibits symptoms of COVID-19 during a practice or game, (s)he will be sent home and encouraged to see a medical professional
- Students will be isolated while waiting for a parent to pick them up from the practice or game
- Families of classmates/teammates will be contacted per IDPH guidelines
- Activity spaces will be cleaned and sanitized
- ROCSD will follow the recommendations and direction of the Montgomery County Public Health Department

- All district facilities will be closed, and students will participate in remote activities from home.
- Coaches/sponsors will communicate through digital means for all activities.

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## **Transportation for Activities**

The Red Oak CSD will adhere to Iowa Department of Education guidelines regarding the transportation of students during the COVID-19 pandemic. Seating will be limited to one child per seat, in every other seat and alternating rows. Siblings may be required to sit with one another.

Students will possess a face covering, in case use of alternate rows for seating on school transportation is not possible. Drivers will be required to wear masks. Students will be encouraged to wash or sanitize their hands prior to boarding busses.

All busses and vans will be cleaned and disinfected on a daily basis. Particular attention will be paid to high touch surfaces, such as handrails, seatbelts, steering wheels and door handles.

## **Facility Usage by Outside Organizations**

Outside organizations will be required to follow district requirements regarding physical distancing, personal protective equipment, pre-screening and response to symptoms.

## **Extracurricular Activities**

The Red Oak CSD will adhere to guidance provided by the state of Iowa, the Iowa High School Speech Association ("IHSSA"), the Iowa High School Music Association ("IHSMA"), the Iowa Cheerleading Coaches Association ("ICCA"), the Hawkeye Ten Conference, the Iowa High School Athletic Association ("IHSAA"), and the Iowa Girls High School Athletic Union ("IGHSAU"). All entities have issued or will issue guidance about resuming activities. It must be used in conjunction with all proclamations issued by the governor and guidance provided by the Iowa Department of Public Health and Montgomery County Public Health. Guidance is subject to change and additional guidance may be provided.

Students who choose remote learning can participate in activities. Students who choose to attend in person and students who choose remote learning will continue to be held accountable for turning in their assignments and doing their best to achieve the best grades possible in all of their classes. As in the past, head coaches or sponsors will require "study table" for their team. Head coaches and sponsors receive a list of students who are on the D and F list from their sport or activity. These students will be required to serve at least 60 minutes of study table to improve their grades. If students do not meet the study table requirements, they will be ineligible for competition the following week.

## Informed Consent Agreement for Participation in School Activities

Dear Parents, Guardians, and Student Participants,

The State of Iowa declared a public health emergency on March 17, 2020 in connection with the COVID-19 pandemic. School and school activities for students were temporarily suspended.

Subsequent state directives have allowed for school activities to resume. The Department of Education ("DE"), the Iowa Department of Public Health ("IDPH"), the Iowa High School Speech Association ("IHSSA"), the Iowa High School Music Association ("IHSMA"), the Iowa High School Athletic Association ("IHSAA"), and the Iowa Girls High School Athletic Union ("IGHSAU") have issued or will issue guidance about resuming activities. Accordingly, the Red Oak Community School District will resume activities beginning July 1, 2020.

The District is taking reasonable measures to prevent the spread of infection, including tracking and following applicable state and federal guidance, as well as guidance from the DE, IDPH, IHSSA, IHSMA, IHSAA, and IGHSAU. However, the possibility of transmission cannot be eliminated. Students and families must be aware of and acknowledge the risks before participating in athletics.

By initialing and signing this Informed Consent Agreement, you acknowledge, accept, and agree to the following (Parent/Guardian and Participant Must Initial and Sign)

\_\_\_\_\_ Participation in activities is purely voluntary.

\_\_\_\_\_ My child has permission to participate in activity meetings, practices and competitions as directed by school staff.

\_\_\_\_\_ Neither myself nor my child will attend meetings, practice and/or competitions if any of the following apply:

- a. Any member of our household is exhibiting symptoms of illness, such as cough, fever, or shortness of breath.
- b. Any member of our household has been diagnosed with COVID-19 or has a suspected diagnosis of COVID-19.
- c. Any member of our household has spent time with another individual who has been diagnosed with COVID-19 or has a suspected diagnosis of COVID-19.

\_\_\_\_\_ I agree to immediately inform the head coach/sponsor of our program if any member of our household has been diagnosed with COVID-19 or has a suspected diagnosis of COVID-19.

\_\_\_\_\_ I am aware that myself and my child may be exposed to COVID-19 while participating or attending meetings, practices and/or competitions. I understand that this exposure carries a risk of infection, serious injury, or death.

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\_\_\_\_\_ My child is voluntarily participating in activities and I agree to assume any and all risks of infection, injury, or death, whether those risks are known or unknown.

\_\_\_\_\_ I forever release the District from any liabilities, causes of action, lawsuits, claims, demands, or damages of any kind whatsoever that I, my assignees, heirs, guardians, next of kin, spouse, and legal representatives have, or may have in the future, related to participation in activities during the COVID-19 pandemic.

I HAVE CAREFULLY READ THIS AGREEMENT AND FULLY UNDERSTAND ITS CONTENTS. I AM AWARE OF THE RISKS OF PARTICIPATING IN ACTIVITIES DURING THE COVID-19 PANDEMIC. I AM AWARE THAT THIS FORM CONTAINS A RELEASE OF LIABILITY.

\_\_\_\_\_  
Printed Name of Participant

\_\_\_\_\_  
Signature of Participant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Parent/Guardian

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

## COVID-19 - School Transportation Student Permission Form and Release

By signing below the undersigned parent/legal guardian of \_\_\_\_\_ (NAME OF STUDENT)(hereinafter "Student") understands and agrees to the Red Oak Community School (hereinafter "School") transportation guidelines, relating to the use of school transportation for school related activities (hereinafter "Activities"), to include but not limited to educational, cocurricular, and extracurricular programs, and gives permission for Student to take alternate means of transportation to School Activities, as set forth below:

1. People with coronavirus disease 2019 (hereinafter "COVID-19") have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear **2-14 days after exposure to the virus**. People with these symptoms may have COVID-19: cough; shortness of breath or difficulty breathing; fever of 100.3 degrees Fahrenheit or above; chills; muscle pain; sore throat; new loss of taste or smell. This list is not all possible symptoms. Other less common symptoms have been reported, including gastrointestinal symptoms like nausea, vomiting, or diarrhea. Student's temperature will be checked at home prior to utilizing school transportation, and Student will not utilize such transportation if Student has a temperature of 100.3 or above, is exhibiting other symptoms of COVID-19, or has been in contact during the last 14 days with anyone who has a confirmed COVID-19 diagnosis or who is exhibiting COVID-19 symptoms.
2. Student will possess a face covering, in case use of alternate rows for seating on school transportation is not possible.
3. Student will follow direction of the bus driver at all times, including when loading, unloading, or sitting on a bus or school vehicle seat. Student may be asked to sit next to a sibling from the same household on the school vehicle to maximize vehicle seating capacity. If limited space requires Student to sit next to a student from another household, Student is encouraged to utilize a face covering.
4. School retains the right to deny Student's use of school transportation, if transportation guidelines and school transportation policy are not followed.

Please initial below to indicate your approval for Student's use of school transportation and/or alternate means of transportation to School Activities. Approving both options is permissible. However, please communicate with school officials in advance if an alternate means of transportation will be utilized to attend School Activities.

\_\_\_\_\_ Student is approved to utilize school transport.

\_\_\_\_\_ Student is approved to utilize an alternate means of transportation, driven by one of the below listed, licensed drivers:

Printed Name of Driver \_\_\_\_\_ Printed Name of Driver \_\_\_\_\_

Printed Name of Driver \_\_\_\_\_ Printed Name of Driver \_\_\_\_\_

Printed Name of Driver \_\_\_\_\_ Printed Name of Driver \_\_\_\_\_

Printed Name of Driver \_\_\_\_\_ Printed Name of Driver \_\_\_\_\_

**After fully and carefully considering all the potential risks involved, I hereby assume the same and agree to release and hold-harmless Red Oak Community School District and its employees, officers, agents, contractors and vendors ("School") from and against, all claims and liability resulting from exposure to disease-causing organisms and objects, such as COVID-19, associated with Student taking school transportation or an alternate means of transportation to School Activities, as well as all claims and liability resulting from a vehicle accident or any other harm associated with Student utilizing an alternate means of transportation.**

Date \_\_\_\_/\_\_\_\_/2020 Printed Name of Student \_\_\_\_\_

Signature of Student \_\_\_\_\_

Printed Name of Student's Parent or Legal Guardian \_\_\_\_\_

Signature of Student's Parent or Legal Guardian \_\_\_\_\_

Red Oak Community School District  
Meeting of the Board of Directors  
Meeting Location: Red Oak Inman Elementary/ Phone/Internet  
Red Oak Inman Elementary Campus  
July 27, 2020

The regular meeting of the Board of Directors of the Red Oak Community School District was called to order by Vice President Roger Carlson at 7:00 p.m. at the Red Oak Inman Elementary School Cafeteria.

**Present**

Directors: Bret Blackman, Roger Carlson, Jackie DeVries, Kathy Walker  
Superintendent Ron Lorenz, Business Manager Deb Drey

**Approval of Agenda**

Motion by Director Walker, second by Director Blackman to approve the agenda removing item 7.2.8 with the order of agenda items at the discretion of the meeting chair. Motion carried unanimously.

**Good News from Red Oak Schools**

Most of the teachers attended the training for Return to Learn.

Two baseball players received Hawkeye 10 Conference Honors: Landon Couse-2<sup>nd</sup> Team and Dawson Bond-Honorable Mention.

FFA Members Tyler Beeson exhibited the Goat Reserve Champion Breeding Doe and Allie Sandin exhibited the Grand Champion Market Lamb at the Montgomery County Fair.

Former Tiger Athlete Kate Walker has been named a graduate assistant coach for the Richmond women's basketball team.

**Public Comments**

Julie Ford commented on the request for Open Enrollment for her son.

**Consent Agenda**

Motion by Director Blackman, second by Director DeVries to approve the consent agenda including meeting minutes, monthly business reports, and open enrollment for Carly Cline. Motion carried unanimously.

Motion by Director Blackman, second by Director Walker to deny the open enrollment requests for Gavin Ford and Lillyan Ford. Motion carried unanimously.

**Building and Grounds Update**

Bancroft has been mostly emptied out and Maintenance is working on emptying Webster to prepare for an auction.

Miner Tree Service is working on removing dead trees.

Red Oak Childhood Development Center registration was today and there are 40 enrollments so far.

**Return to Learn Plan**

Motion by Director Walker, second by Director DeVries to approve the Return to Learn Plan as presented. Motion carried unanimously.

**Continuation of July 27, 2020 Meeting Minutes-Page 2**

**2020-2021 Teacher Leadership Contracts**

Motion by Director Walker, second by Director DeVries to issue the 2020-2021 Teacher Leadership Contracts as presented. Motion carried unanimously.

**2020-2021 Inman Elementary Student Handbook**

Motion by Director DeVries, second by Director Blackman to approve the 2020-2021 Inman Elementary Student Handbook as presented. Motion carried unanimously.

**2020-2021 Pest Control Bid**

Motion by Director Blackman, second by Director DeVries to accept the pest control bid from Sellers Pest Control for 2020-2021. Motion carried unanimously.

**2020-2021 Fuel Bid**

This item will be on the next agenda after obtaining more information.

**2020-2021 Snow Removal Bid**

Motion by Director Blackman, second by Director Walker to accept the 2020-2021 snow removal bid from The Green Tree Company LLC. Motion carried unanimously.

**2020-2021 Trash Removal Bid**

Motion by Director Blackman, second by Director Walker to accept the 2020-2021 trash removal bid from Batten Sanitation. Motion carried unanimously.

**District Signage Bid**

Motion by Director Walker, second by Director DeVries to accept the district signage bid from ASI Signage Innovations in the amount of 52,659.00. Motion carried unanimously.

**Adjournment**

Motion by Director Blackman, second by Director Walker to adjourn the meeting at 8:22 p.m. Motion carried unanimously.

Next Board of Directors Meeting

Monday, August 10, 2020 – 7:00 p.m.  
Red Oak Inman Elementary/Phone/Internet  
Red Oak CSD Inman Elementary Campus

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Roger Carlson, Vice President

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Deb Drey, Board Secretary

Red Oak Community School District  
Meeting of the Board of Directors  
Phone/Internet  
August 4, 2020

The special meeting of the Board of Directors of the Red Oak Community School District was called to order by President Bryce Johnson at 5:00 p.m. at the Red Oak Inman Elementary School Cafeteria.

**Present**

Directors: Roger Carlson, Jackie DeVries, Bryce Johnson, Kathy Walker  
Superintendent Ron Lorenz, Business Manager Deb Drey

**Approval of Agenda**

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

**Administrative/Transportation Building Rock**

Motion by Director Carlson, second by Director Walker to accept the bid from Pat Lewis Trucking for parking lot rock. Motion carried unanimously.

**Adjournment**

Motion by Director DeVries, second by Director Walker to adjourn the meeting at 5:05 p.m.  
Motion carried unanimously.

Next Board of Directors Meeting

Monday, August 10, 2020 – 7:00 p.m.  
Red Oak Inman Elementary/Phone/Internet  
Red Oak CSD Inman Elementary Campus

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Bryce Johnson, President

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Deb Drey, Board Secretary

RED OAK BOARD REPORT

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
Checking Account ID 1	Fund Number 10 OPERATING FUND	
BATTEN SANITATION SERVICE	073120BS	1,940.00
10 9010 2600 000 0000 421	Admin/BB Sanitation - 7/2020	120.00
10 9010 2600 000 0000 421	FBF/BBF Sanitation - 7/	25.00
10 0109 2600 000 0000 421	Jr/Sr HS Sanitation - 7/2020	595.00
10 0418 2600 000 0000 421	IES Sanitation - 7/2020	570.00
10 0445 2600 000 0000 421	ROECC Sanitation - 7/2020	630.00
Vendor Name BATTEN SANITATION SERVICE		<u>1,940.00</u>
BI STATE ELECTRONICS	972	561.00
10 9010 2700 000 0000 618	Radios/Antennas for Bus Drivers	561.00
Vendor Name BI STATE ELECTRONICS		<u>561.00</u>
BRUCE SUPPLIES & CONSTRUCTION INC.	2189	48.15
10 9010 2600 000 0000 618	Steel Piece for Admin Office	48.15
Vendor Name BRUCE SUPPLIES & CONSTRUCTION INC.		<u>48.15</u>
CAMBLIN MECHANICAL INC	20-7041	1,643.88
10 0109 2600 000 0000 432	Jr/Sr HS Ceiling Repair	1,643.88
Vendor Name CAMBLIN MECHANICAL INC		<u>1,643.88</u>
CAPITAL SANITARY SUPPLY CO.	043946A	1,641.75
10 9010 2600 000 4052 618	Hand Sanitizer - Districtwide	1,641.75
CAPITAL SANITARY SUPPLY CO.	0043946	746.25
10 9010 2600 000 4052 618	Hand Sanitizer - Districtwide	746.25
Vendor Name CAPITAL SANITARY SUPPLY CO.		<u>2,388.00</u>
CDW GOVERNMENT, INC.	ZLK6677	485.80
10 9010 2235 000 4052 618	C2G 25ft USB Active Extension Cable - US	485.80
CDW GOVERNMENT, INC.	ZMV3807	4.33
10 9010 2235 000 0000 618	TRIPP MINI STEREO/2RCA SPLITTER	4.33
Vendor Name CDW GOVERNMENT, INC.		<u>490.13</u>
CENTURY LINK	072520CL	517.37
10 9010 2490 000 0000 530	Districtwide Long Distance	517.37
Vendor Name CENTURY LINK		<u>517.37</u>
CHEMEX INDUSTRIES, INC.	31242	122.43
10 9010 2600 000 0000 618	Uratic Salt Remover	122.43
Vendor Name CHEMEX INDUSTRIES, INC.		<u>122.43</u>
CHEMSEARCH	7052165	421.66
10 9010 2600 000 0000 432	Water Treatment for Boilers	421.66
Vendor Name CHEMSEARCH		<u>421.66</u>
CHROMEBOOK PARTS.COM	20200805	12,094.50
10 9010 2235 000 4052 739	AC Adapter for Chromebooks - Covid	12,094.50
Vendor Name CHROMEBOOK PARTS.COM		<u>12,094.50</u>

14



RED OAK BOARD REPORT

Account Number	Invoice Number	Amount
Detail Description	Amount	
CITY OF RED OAK	80120CORO	1,042.21
10 9010 2600 000 0000 411	Admin Water/Utilities - 7/2020	97.05
10 9010 2600 000 0000 411	Webster Water/Utility - 7/2020	24.65
10 9010 2600 000 0000 411	Cage Water/Utility - 7/2020	24.39
10 9010 2600 000 0000 411	FBF Sprinklers #1/#2 - Water - 7/2020	38.10
10 9010 2600 000 0000 411	Admin #2 Water/Utility - 7/2020	21.50
10 0109 2600 000 0000 411	Activity Ctr Water/Utility - 7/2020	61.92
10 0109 2600 000 0000 411	Jr/Sr HS Water/Utility - 7/2020	235.86
10 0418 2600 000 0000 411	IES Water/Utility - 7/2020	309.46
10 0445 2600 000 0000 411	ROECC Water/Utility - 7/2020	229.28
Vendor Name CITY OF RED OAK		<u>1,042.21</u>
CORE	9810	509.70
10 0418 1000 100 3342 612	CORE SOURCEBOOK PACKAGE	480.00
10 0418 1000 100 3342 612	SHIPPING	29.70
Vendor Name CORE		<u>509.70</u>
COUNSEL OFFICE & DOCUMENTS	34ar489602	353.67
10 0418 1000 100 0000 359	IES Clicks - 7/2020	52.48
10 0109 1000 100 0000 359	Jr/Sr HS Clicks - 7/2020	135.12
10 0445 1000 100 0000 359	ROECC Clicks - 7/2020	1.10
10 9010 2520 000 0000 618	Steady Serve	12.99
10 9010 2520 000 0000 618	Admin Clicks - 7/2020	151.98
Vendor Name COUNSEL OFFICE & DOCUMENTS		<u>353.67</u>
DICKEL DUIT OUTDOOR POWER, INC.	45195	20.95
10 9010 2600 000 0000 618	Trimmer Line for Grounds	20.95
Vendor Name DICKEL DUIT OUTDOOR POWER, INC.		<u>20.95</u>
ECHO ELECTRIC SUPPLY	S8589275.001	846.00
10 9010 2600 000 0000 618	T8 Fluorescent Bulbs	846.00
Vendor Name ECHO ELECTRIC SUPPLY		<u>846.00</u>
ENERGY ASSOCIATION OF IOWA SCHOOLS	1146	182.00
10 0109 2600 000 0000 618	Radon Testing Kits - IES	182.00
Vendor Name ENERGY ASSOCIATION OF IOWA SCHOOLS		<u>182.00</u>
FBG SERVICE CORPORATION	879286	31,867.25
10 9010 2600 000 0000 340	July 2020 Janitorial Services	31,867.25
Vendor Name FBG SERVICE CORPORATION		<u>31,867.25</u>
FORD, JULIE	071720JF	90.00
10 9010 1942 000 0000	Registration Refund - 2 Students	90.00
Vendor Name FORD, JULIE		<u>90.00</u>
GLENWOOD COMMUNITY SCHOOLS	8420GCSD	4,110.08
10 9010 1200 217 3303 320	Apex x 2 - July 2020	4,110.08

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RED OAK BOARD REPORT

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
Vendor Name	GLENWOOD COMMUNITY SCHOOLS	4,110.08
GREAT AMERICAN OPPORTUNITIES	27547890	1,421.80
10 9010 2520 000 0000 618	Admin Office Lease - 8/2020	250.78
10 0418 1000 100 0000 359	IES Copier Leases - 8/2020	381.07
10 0445 1000 100 0000 359	ROECC Copier Leases - 8/2020	248.40
10 0109 1000 100 0000 359	Jr/Sr HS Copier Leases - 8/2020	541.55
Vendor Name	GREAT AMERICAN OPPORTUNITIES	1,421.80
INTERSTATE POWER SYSTEMS	48359	73.89
10 9010 2700 000 0000 618	Transmission Controller	73.89
INTERSTATE POWER SYSTEMS	R013083181	998.83
10 9010 2700 000 0000 434	Repair/Program Bus #5A TCM	998.83
Vendor Name	INTERSTATE POWER SYSTEMS	1,072.72
IPTA	080420IPTA	275.00
10 9010 2700 000 0000 810	IPTA Yearly Membership	275.00
Vendor Name	IPTA	275.00
LINEWIZE	INV-0194	4,900.00
10 9010 2235 000 0000 358	1-yr Subscription Content Filter	4,900.00
Vendor Name	LINEWIZE	4,900.00
McGraw-Hill	113483125001	10,370.57
10 9010 1000 100 8017 641	Per 7-10 Grade Level: 30 Standard HC St	10,370.57
McGraw-Hill	113511250001	10,368.12
10 9010 1000 100 8017 641	Per 7-10 Grade Level: 30 Standard HC St	10,368.12
McGraw-Hill	113520124001	19,144.21
10 9010 1000 100 8017 641	Per 7-10 Grade Level: 30 Standard HC St	19,144.21
Vendor Name	McGraw-Hill	39,882.90
MERCER HEALTH & BENEFITS ADMIN LLC	73020M	1,581.82
10 9010 1000 100 8018 270	Retiree Insurance Premium - 7/2020	1,581.82
Vendor Name	MERCER HEALTH & BENEFITS ADMIN LLC	1,581.82
MIDAMERICAN ENERGY	072020MAM	10,207.30
10 0109 2600 000 0000 622	Sports Complex Elec - 7/2020	22.57
10 9010 2600 000 0000 622	Bus Barn Electricity - 7/2020	301.68
10 9010 2600 000 0000 622	Admin/BB Electricity - 7/2020	565.83
10 9010 2600 000 0000 622	Admin Office Electricity - 7/2020	63.08
10 0418 2600 000 0000 622	IES Electricity - 7/2020	7,676.26
10 0445 2600 000 0000 622	ROECC Electricity - 7/2020	1,565.06
10 9010 2600 000 0000 621	Admin/BB Natural Gas - 7/2020	12.82
Vendor Name	MIDAMERICAN ENERGY	10,207.30
MONTGOMERY COUNTY TRANSFER	15976	27.00

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RED OAK BOARD REPORT

Vendor Name	Invoice Number	Amount	
Account Number	Detail Description		Amount
10 9010 2600 000 0000 432	Admin Office Building Clean Up		27.00
Vendor Name	MONTGOMERY COUNTY TRANSFER		27.00
NEBRASKA AIR FILTER, INC.	0381383-IN	1,452.48	
10 9010 2600 000 0000 618	Various Air Filters - Districtwide		1,452.48
Vendor Name	NEBRASKA AIR FILTER, INC.		1,452.48
OREILLY AUTO PARTS	122621	13.98	
10 9010 2700 000 0000 618	Air Fresheners - Transportation		13.98
Vendor Name	OREILLY AUTO PARTS		13.98
PLUMB SUPPLY/RIBACK SUPPLY	6674994	25.75	
10 9010 2600 000 0000 618	Closet Spigot for Admin		7.05
10 0418 2600 000 0000 618	Flush Valve		18.70
PLUMB SUPPLY/RIBACK SUPPLY	6752206	181.51	
10 9010 2600 000 0000 618	Plumbing Parts		181.51
Vendor Name	PLUMB SUPPLY/RIBACK SUPPLY		207.26
PRECISION DIESEL INC.	12036	326.12	
10 9010 2700 000 0000 434	Bus #10 Check Light Repaie		326.12
Vendor Name	PRECISION DIESEL INC.		326.12
PRINCIPAL FINANCIAL GROUP	071720PFG	436.25	
10 9010 1000 100 8018 270	Retiree Dental Premium		436.25
Vendor Name	PRINCIPAL FINANCIAL GROUP		436.25
QUADIEN	072720Q	54.89	
10 9010 2410 000 0000 531	Postage Lease		54.89
Vendor Name	QUADIEN		54.89
RED OAK DO IT CENTER	99761	26.97	
10 0109 2600 000 0000 618	HS Softball Marker		26.97
RED OAK DO IT CENTER	99822	17.48	
10 9010 2600 000 0000 618	Admin Concrete Supplies		17.48
RED OAK DO IT CENTER	99840	47.98	
10 9010 2600 000 0000 618	Galvanized Sawhorse		47.98
Vendor Name	RED OAK DO IT CENTER		92.43
RED OAK FABRICATION INC.	314540	27.90	
10 9010 2600 000 0000 618	ADMIN FLOOR PLATE		27.90
Vendor Name	RED OAK FABRICATION INC.		27.90
RED OAK HARDWARE HANK	HH73120	72.70	
10 9010 2600 000 0000 618	Soap Dispenser Bracket - Admin		0.80
10 0109 2600 000 0000 618	Jr/Sr HS Maint Supplies - July 202		71.90
Vendor Name	RED OAK HARDWARE HANK		72.70
RICK ENGEL, ATTY.	July2020	850.00	
10 9010 2310 000 0000 342	July 2020 Legal Services		850.00

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RED OAK BOARD REPORT

Vendor Name	Invoice Number	Amount	
Account Number	Detail Description		Amount
Vendor Name RICK ENGEL, ATTY.			850.00
SCHOOL BUS SALES	01P2104	559.93	
10 9010 2700 000 0000 618	Various Bus Parts		559.93
Vendor Name SCHOOL BUS SALES			559.93
SCHOOL SPECIALTY LATTA DIV.	208125519820	383.60	
10 0445 1000 100 0000 618	Circle Bike - ROECC		383.60
SCHOOL SPECIALTY LATTA DIV.	308103555752	1,073.52	
10 0418 1000 100 0000 612	1st Grade Classroom Supplies		1,073.52
SCHOOL SPECIALTY LATTA DIV.	308103565044	1,108.32	
10 0418 1000 100 0000 612	BASKETBALL LOCKER		331.27
10 0418 1000 100 0000 612	AIR/BALL PUMP		84.97
10 0418 1000 100 0000 612	SCOOTER SET		172.49
10 0418 1000 100 0000 612	SPEED STACK SPORT PACKS (SET OF 30)		519.59
Vendor Name SCHOOL SPECIALTY LATTA DIV.			2,565.44
SELLERS PEST CONTROL-ART SELLERS	28565	150.00	
10 9010 2600 000 0000 425	July 2020 Pest Control		150.00
Vendor Name SELLERS PEST CONTROL-ART SELLERS			150.00
SOCS/FES	11678	405.00	
10 9010 2236 000 0000 536	August 2020 Web Hosting		405.00
Vendor Name SOCS/FES			405.00
UNITY POINT CLINIC	21020	84.00	
10 9010 2700 000 0000 346	Mandatory Drug Testing		84.00
Vendor Name UNITY POINT CLINIC			84.00
UPS FREIGHT	537022300	13.18	
10 9010 2235 000 0000 618	IT Return		13.18
Vendor Name UPS FREIGHT			13.18
WARD'S SCIENCE	8801715909	84.22	
10 0109 1300 310 0000 612	Wall Holder for Safety Gloves		84.22
Vendor Name WARD'S SCIENCE			84.22
WILLIAM V. MACGILL & CO.	IN0723984	688.43	
10 9010 2134 000 0000 618	Nursing Supplies Districtwide		688.43
Vendor Name WILLIAM V. MACGILL & CO.			688.43
YOUNG AUTO PARTS INC.	228348	26.90	
10 9010 2700 000 0000 618	LAMP- BUS 8		26.90
YOUNG AUTO PARTS INC.	228554	7.55	
10 9010 2700 000 0000 618	BEEHIVE LAMP		7.55
Vendor Name YOUNG AUTO PARTS INC.			34.45
Fund Number 10			126,736.18
Checking Account ID 1	Fund Number 33	CAPITAL PROJECTS - LOST	
PRO LAWNS & LANDSCAPING, LLC	4588	2,800.00	

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08/07/2020 09:38 AM

User ID: HARRISH

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
33 0445 4700 000 0000 450	Extra Mulch for ROECC Playground	2,800.00
Vendor Name	PRO LAWNS & LANDSCAPING, LLC	<u>2,800.00</u>
RED OAK GLASS INC.	16483	965.00
33 9010 4700 000 0000 450	Window Replacement- Admin Office	965.00
Vendor Name	RED OAK GLASS INC.	<u>965.00</u>
Fund Number	33	<u>3,765.00</u>
Checking Account ID	1	Fund Number 36
DELAGÉ LANDEN PUBLIC FINANCE LLC	500-50139583	PHYSICAL PLANT & EQUIPMENT
36 9010 2700 000 5410 732	School Bus Lease	61,602.40
Vendor Name	DELAGÉ LANDEN PUBLIC FINANCE LLC	<u>61,602.40</u>
RED OAK CHRYSLER, INC.	304202	33,987.85
36 9010 2700 000 0000 732	New Transit Vehicle	33,987.85
Vendor Name	RED OAK CHRYSLER, INC.	<u>33,987.85</u>
Fund Number	36	<u>95,590.25</u>
Checking Account ID	1	226,091.43
Checking Account ID	2	Fund Number 61
RED OAK COMMUNITY SCHOOL DIST	0620GF	SCHOOL NUTRITION FUND
61 9010 3110 000 4052 618	Covid Lunch Bags	809.00
Vendor Name	RED OAK COMMUNITY SCHOOL DIST	<u>809.00</u>
Fund Number	61	<u>809.00</u>
Checking Account ID	2	809.00
Checking Account ID	3	Fund Number 21
HOWARD'S SPORTING GOODS	8713/8714/02 -1/22	STUDENT ACTIVITY FUND
21 0109 1400 920 6710 618	BB Helmets/Catcher's Gear - 8714	2,513.40
21 0109 1400 920 6710 618	BB Batting Helmets/Catcher Helmet - 8713	995.00
21 0109 1400 920 6710 618	Helmets/Fast Catchers Gear - 8702-01	570.00
21 0109 1400 920 6710 618	Helmet w/Mask - 8722	754.00
Vendor Name	HOWARD'S SPORTING GOODS	<u>194.40</u>
HUDL	931855	4,999.00
21 9010 1400 920 6600 618	Hudl Focus Camera and AD Package	4,999.00
Vendor Name	HUDL	<u>4,999.00</u>
PLAYSCRIPTS, INC	2224232	663.84
21 0109 1400 910 6110 618	HS Fall Play Scripts	663.84
Vendor Name	PLAYSCRIPTS, INC	<u>663.84</u>
SNA SPORTS	0720-8913L	1,014.00
21 0109 1400 920 6815 618	VB Net Tape	1,014.00
Vendor Name	SNA SPORTS	<u>1,014.00</u>
Fund Number	21	<u>9,190.24</u>

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Red Oak Community School District  
08/07/2020 09:38 AM

RED OAK BOARD REPORT

Page: 7  
User ID: HARRISH

Vendor Name

Invoice  
Number

Amount

Account Number

Detail Description

Amount

Checking Account ID 3

9,190.24

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Red Oak Community School District  
Staff Selection Recommendation

Date: 7-28-20

Building: Admin

JR/SRHS

IES

WEC

Trans

(Please Circle All That Apply)

Position: Para

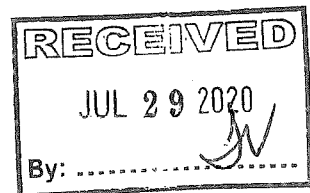
Name: Elaine Pelzer

Certified:

Lane: \_\_\_\_\_

Step: \_\_\_\_\_

Salary: \_\_\_\_\_



Classified:

Hourly Rate: \$9.85

Hours Per Day: 7.5

Jane Chaillie  
Principal/Director

Please send form to Superintendent for Board Approval

Office Use Only

Background Check: Rec'd 7/29/2020

Red Oak Community School District  
Staff Selection Recommendation

Date: 8-3-2020

Building: Admin Jr/Sr High Inman Elementary Trans  
(Please Circle All That Apply)

Position: Seasonal Mowing

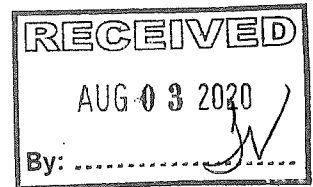
Name: David Carlson

Certified:

Lane: \_\_\_\_\_

Step: \_\_\_\_\_

Salary: \_\_\_\_\_



Classified:

Hourly Rate: \$ 9.75

Hours Per Day: \_\_\_\_\_

[Signature]  
Principal/Director

Please send form to Superintendent for Board Approval

Office Use Only

Background Check: \_\_\_\_\_



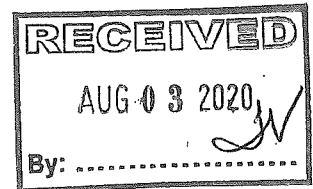
Red Oak Community School District  
Staff Selection Recommendation

Date: 8/1/20

Building: Admin Jr/Sr. High Inman Elem ECC Trans  
(Please Circle All That Apply)

Position: Jr HS Assistant Football Coach

Name: Dan Pollock



Certified:

Lane:

Step:

Salary: 9 units @ \$270.00 = \$2,430.00

Classified:

Hourly Rate:

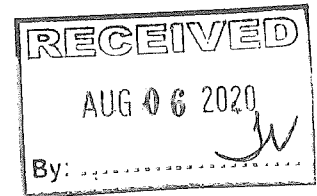
Hours Per Day:

Comments:

Mark R. Gibson  
Principal/Director

Please send form to Superintendent for Board Approval

Red Oak Community School District  
Staff Selection Recommendation



Date: 8/6/2020

Building: Admin Jr/Sr. High Inman Elem ECC Trans  
(Please Circle All That Apply)

Position: Sr HS Student Council Sponsor

Name: Justin Williams

Certified:

Lane: 5 units @ \$270.00 = \$1,350.00

Step:

Salary:

Classified:

Hourly Rate:

Hours Per Day:

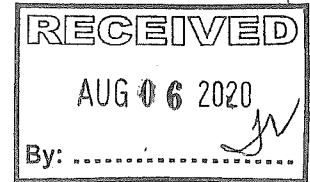
Comments:

A handwritten signature in cursive script, appearing to read "Mark E. [unclear]".

Principal/Director

Please send form to Superintendent for Board Approval

Red Oak Community School District  
Staff Selection Recommendation



Date: 8/6/2020

Building: Admin

Jr/Sr. High

Inman Elem

ECC

Trans

(Please Circle All That Apply)

Position: CNA

Name: Katie Van Meter

Certified:

Lane:

N/A

Step:

Salary:

Classified:

Hourly Rate: CNA Cert. = \$10.50 + Assoc. Degree \$0.75

TOTAL = \$11.25

Hours Per Day: 7.5 hrs.

Comments:

A handwritten signature in dark ink, appearing to be "J.R.", written over a horizontal line.

Principal/Director

Please send form to Superintendent for Board Approval

Red Oak Community School District  
Staff Selection Recommendation

Date: 8/3/20

Building: Admin Jr/Sr. High Inman Elem ECC Trans  
(Please Circle All That Apply)

Position: Volunteer Jr-Sr High Football Coach

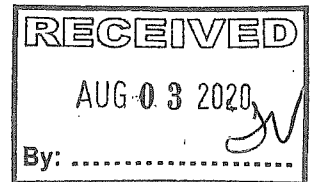
Name: Dale French

Certified:

Lane:

Step:

Salary:



Classified:

Hourly Rate:

N/A

Hours Per Day:

Comments: pending certification - awaiting paperwork

Mark J. Quirk  
Principal/Director

Please send form to Superintendent for Board Approval

Chelsie Vrba

1634 E Ave, Red Oak IA, 51566

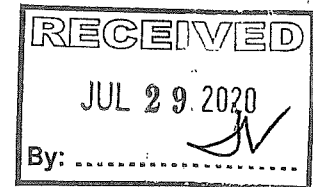
July 27<sup>th</sup>, 2020

Jane Chaillie

Inman Elementary principle

Inman Elementary School

900 Inman Dr, Red Oak IA, 51566



Dear Jane,

I regret to inform you that I would like to tender my resignation as Para effective for the year 2020-2021. I hereby give my notice of my intention to leave Inman Elementary.

I made this decision because my husband and I are starting a family and we will not be able to afford the no pay on Wednesdays, Winter and Summer break, and if we happen to shut down due to Covid. This is a strategic career move. It has been a pleasure working at Inman Elementary and representing the school. It was truly fun working with the different children everyday. I will miss all of them and everyone I worked with. I'm sorry we didn't get a chance to meet and get to know each other. I wish you and Inman Elementary continued success.

If there is anything I can do in aiding a smooth transition of responsibilities, please let me know.

Thank you.

Sincerely,

*Chelsie Vrba*

Chelsie Vrba

**Red Oak  
Community School District**

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

**Parent/Student Information for All  
Students  
2020-2021**

**Vision Statement:**

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

**The Belief of the Red Oak Community School District**

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

**The Educational Philosophy of the Red Oak Community School District**

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

**Culture of the Red Oak Community School District**

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

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

**Statement on Human Dignity and Diversity**

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

**Non Discrimination Policy**

It is the policy of the Red Oak Community School District not to discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity, marital status, national origin, religion, age, socio economic status or physical or mental disability in its programs, activities, or employment practices as required by the Iowa Code sections 216.9 and 19B.11, Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. 206, et seq.), Title IX (Educational Amendments, 20 U.S.C. 1681-1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. 794), and the Americans with Disabilities Act (42 U.S.C. 12101, et seq.). Inquiries or grievances regarding compliance may be directed to the Educational Equity Coordinator, Ron Lorenz, Superintendent of Schools (or his designated representative), Red Oak Community School District, 604 S. Broadway Red Oak, Iowa, 51566.

### **Learning Centers in the Red Oak Community School District are**

- Early Childhood Center- the Early Childhood Special Education Program, the Right Start four-year-old program, the Kaleidoscope four year old program
- Inman Elementary School –kindergarten through six
- Red Oak Jr./Sr. High School – grades seven through twelve

### **Jurisdictional and Behavioral Expectations Statement**

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

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

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

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

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

### **Definitions**

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



### **School Fees**

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

For the 2018 – 2019 school year, student textbook fees are:

- Inman Elementary \$35.00
- Red Oak Jr./Sr. High School \$55.00
- Kaleidoscope Preschool, Right Start, Early Childhood Model Students:
  - \$30.00 per month full pay
  - \$15.00 per month qualified pay
- There is no cost for a student activity pass, Adult passes are \$70 and a couple's pass is \$120
- 2020-2021 school year meal prices are:
  - All Schools: student breakfast--\$1.80/day
  - Adult breakfast--\$2.10/day
  - Inman Elementary School K-3 lunch \$2.75 per day, 4-6 \$2.90 per day
  - High School student lunch \$2.90 per day
  - Adult lunch \$3.85 per day
  - Extra milk for all \$.50 cents per carton

Second (extra) lunches for students will cost the same as an adult lunch - \$3.85

### **Emergency Forms**

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

### **STUDENT ATTENDANCE**

#### **Inclement Weather**

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

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

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

## **STUDENT HEALTH, WELL-BEING AND SAFETY**

### **HAWK-I Insurance for Children**

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

### **Immunizations**

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

Dtap: 5 doses with 1 received after age 4 if born on or after Sept 15, 2003 OR 4 doses with one after age 4 if born after Sept 15, 2000 but before Sept 15, 2003

Tdap: Proof of 1 dose upon entrance into 7th Grade

Meningitis: Proof of 1 dose upon entrance into 7th Grade and proof of 2nd dose given after age 16 upon entrance into 12th grade. (New 2017)

IPV: 4 doses with 1 received after age 4 if born after Sept 15, 2004 OR 3 doses with 1 after age 4 if born on or before Sept 15, 2003

MMR: 2 doses after 12 months of age

Hep B: 3 doses

Varicella: 2 doses received after 12 months of age if born on or after Sept 15, 2003 OR 1 dose if born after Sept 15, 1997 but before Sept 15, 2003, OR proof of history of natural disease.

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

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

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

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

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

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

### **Physical Examinations**

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

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

### **Administration of Medication**

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

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

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

### **Prescription Medication**

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

### **Non-Prescription Medication**

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

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

### **Student Illness or Injury at School**

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

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

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

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

### **Communicable and Infectious Diseases**

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

### **Health Screening**

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

### **Teacher Qualifications**

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

Parents/Guardians may request this information from the office of the superintendent by calling 712-623-6600 or by sending a letter of request to Mr. Tom Messinger, Superintendent, Red Oak Community School District, 1901 N Broadway St STE A, Red Oak, IA 51566.

**ABUSE OF STUDENTS BY SCHOOL DISTRICT EMPLOYEES**

Physical or sexual abuse of students, including inappropriate and intentional sexual behavior, by employees will not be tolerated. The definition of employees for the purpose of this policy includes not only those who work for pay but also those who are volunteers of the school district under the direction and control of the school district. Employees found in violation of this policy will be subject to disciplinary action, up to and including 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. The processing of a complaint or allegation will be handled confidentially to the maximum extent possible. Employees are required to assist in the investigation when requested to provide information and to maintain the confidentiality of the reporting and investigation process.

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

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

Approved: July 25, 2018    Reviewed: July 25, 2018    Revised: July 25, 2018

Code No. 403.3R1

**ABUSE OF STUDENTS BY SCHOOL DISTRICT EMPLOYEES REGULATION**

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.

Code No. 403.3E1

## ABUSE OF STUDENTS BY SCHOOL DISTRICT EMPLOYEES

### 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:

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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:

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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"):

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\*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

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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.

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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.

Code No. 403.3E2

## ABUSE OF STUDENTS BY SCHOOL DISTRICT EMPLOYEES

### 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)

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

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\*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:

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\_\_\_\_ student excused from school \_\_\_\_ school employee placed on leave

\_\_\_\_ student assigned to different class \_\_\_\_ other (please specify)

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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

## ANTI-BULLYING/HARASSMENT POLICY

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

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

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

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

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

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

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

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

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

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

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

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

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

## ANTI-BULLYING/HARASSMENT POLICY

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

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

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

bullying or harassment. The board secretary or designee will be responsible for handling all complaints by employees alleging bullying or harassment.

It also is the responsibility of the superintendent, in conjunction with the investigator and principals, to develop procedures regarding this policy. The superintendent also is responsible for organizing training programs for students, school officials, faculty, staff, and volunteers who have direct contact with students. The training will include how to recognize harassment and what to do in case a student is harassed. It will also include proven effective harassment prevention strategies.

The superintendent will also develop a process for evaluating the effectiveness of the policy in reducing bullying and harassment. The superintendent shall report to the board on the progress of reducing bullying and harassment.

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

- Inclusion in the student handbook,
- Inclusion in the employee handbook
- Inclusion in the registration materials
- Inclusion on the school or school district's web site,
- Publication in the district newspaper, and
- A copy shall be made to any person at the Red Oak Community School District Central Office, 604 S Broadway, Red Oak, IA 51566.

Code No. 503.5R1

## ANTI-BULLYING/HARASSMENT INVESTIGATION PROCEDURES

### I. General Procedures

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

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

### II. Complaint Procedure

A student who believes that the individual has been harassed or bullied will notify the appropriate building principal or designee, who will be the designated Level 1 Investigator. The alternate investigator shall be a building principal from another building within the district. The investigator may request that the student complete the Harassment/Bullying Complaint form and turn over evidence of the harassment, including, but not limited to, letters, tapes, or pictures. The complainant shall be given a copy of the completed complaint form. Information received during the investigation is kept confidential to the extent possible.

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

### III. Investigation Procedure

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

Remember the following points:

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

### IV. Conflicts with Investigation

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

### V. Resolution of the Complaint

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

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

### I. Initiations, Hazing, Bullying or Harassment

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

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

- Verbal, nonverbal, physical or written harassment, bullying, hazing, or other victimization that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;

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

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

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

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

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

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

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

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

## II. Procedures

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

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

Code No. 503.5E1

### ANTI-BULLYING/HARASSMENT COMPLAINT FORM

Name of Complainant: \_\_\_\_\_

Position of complainant: \_\_\_\_\_

Date of complaint: \_\_\_\_\_

Name of alleged harasser or bully: \_\_\_\_\_

Date and place of incident or incidents: \_\_\_\_\_

Description of incident or incidents: \_\_\_\_\_

Name of witnesses (if any): \_\_\_\_\_



Evidence of harassment or bullying, i.e., letters, photos, etc. (attach evidence if possible):

Any other information:

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

Signature:

Date:

Code No. 503.5E2

### ANTI-BULLYING/HARASSMENT WITNESS FORM

Name of witness:

Position of witness:

Date of testimony, interview:

Description of incident witnessed:

Any other information:

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

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

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Approved August 27, 2018

Reviewed August 27, 2018

Revised August 27, 2018

Code No. 507.1

## STUDENT RECORDS

The board recognizes the importance of maintaining student records and preserving their confidentiality. For purposes of this policy and other policies relating to student records, student is defined as an enrolled individual in a pre-kindergarten through twelfth grade, including children in school district-sponsored child care programs. Student records containing personally identifiable information are kept confidential at collection, storage, disclosure and destruction stages.

The board secretary is the custodian of student records. Student records may be maintained in the central administration office or administrative office of the student's attendance center.

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

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

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

Copies of student records will be provided if failure to do so would effectively prevent the parents or student from exercising the right to access the student records. Fees for copies of the records are waived if it would

prevent the parents or student from accessing the records. A fee may not be charged to search or retrieve information from student records.

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

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

If the school district determines that amendment of the student's record is not appropriate, it will inform the parents or the eligible student of their right to a hearing before the hearing officer provided by the school district. If the parents' and the eligible student's request to amend the student record is further denied following the hearing, the parents or the eligible student are informed that they have a right to place an explanatory letter in the student record commenting on the school district's decision or setting forth the reasoning for disagreeing with the school district. Additions to the student's records will become a part of the student record and be maintained like other student records. If the school district discloses the student records, the explanation by the parents will also be disclosed.

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

- to school officials within the school district and AEA personnel whom the superintendent has determined to have a legitimate educational interest, including, but not limited to, board members, employees, school attorney, auditor, health professionals, and individuals serving on official school committees;
- to officials of another school district in which the student wishes to enroll, provided the other school district notifies the parents the student records are being sent and the parents have an opportunity to receive a copy of the records and challenge the contents of the records unless the annual notification includes a provision that records will automatically be transferred to new school districts;
- to the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education or state and local educational authorities;
- in connection with financial aid for which the student has applied or which the student has received if the information is necessary to receive the financial aid;
- to organizations and/or their authorized representatives conducting for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction, if the study does not release personally identifiable information and their parents by persons other than representatives of such organizations and such information will be destroyed when no longer needed for the purpose for which it is conducted;
- to accrediting organizations;
- to parents of a dependent student as defined in the Internal Revenue Code;
- to comply with a court order or judicially issued subpoena;

- consistent with an interagency agreement between the school district and juvenile justice agencies;
- to authorized representatives of the Secretary of Agriculture or authorized representative from the Food and Nutrition Service for the purposes of conducting program monitoring, evaluations, and performance measurements of state and local educational and other agencies and institutions receiving funding for or providing a school lunch program for which the results will be reported in an aggregate form that does not identify any individual, provided that the data collected shall be protected in a manner that will not permit the personal identification of students and their parents to anyone other than those authorized under this paragraph and any personally identifiable data shall be destroyed when the data are no longer needed for program monitoring, evaluations, and performance measurements;
- to an agency caseworker or other representative of a state or local child welfare agency or tribal organization authorized to access a student's case plan when such agency or organization is legally responsible for the care and protection of the student, provided that the education records or the personally identifiable information contained in such records of the student will not be disclosed by such agency or organization, except to an individual or entity engaged in addressing the student's education needs and authorized by such agency or organization to receive such disclosure and such disclosure is consistent with the state or tribal laws applicable to protecting the confidentiality of a student's education records;
- in connection with a health or safety emergency; or,
- as directory information.

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

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

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

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

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

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

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

Confidential information shared between the school district and the agencies will remain confidential and will not be shared with any other person, unless otherwise provided by law. Information shared under the agreement is not admissible in any court proceedings, which take place prior to a disposition hearing, unless written consent is obtained from a student's parent, guardian, or legal or actual custodian. The school district may discontinue information sharing with an agency if the school district determines that the agency has violated the intent or letter of the agreement.

The school district will provide training or instruction to employees about parents' and eligible students' rights under this policy. Employees will also be informed about the procedures for carrying out this policy.

It is the responsibility of the superintendent to annually notify parents and eligible students of their right to inspect and review the student's records. The notice is given in a parents' or eligible student's native language. Should the school district collect personal information from students for the purposes of marketing or selling that information, the school district will annually notify parents of such activity.

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

## STUDENT RECORDS REGULATION

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

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

A. Access to Records

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

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

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

2. School officials having access to student records are defined as having a legitimate educational interest. A school official is a person employed by the school district as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school district has contracted to perform a special task (such as an attorney, auditor, AEA employee, medical consultant, or therapist); or a parent or student serving on an official committee, such as disciplinary or grievance committee or student assistance team, or assisting another school official in performing his or her tasks.

B. Release of Information Outside the School

1. To release student records to other school(s) in which the student intends to enroll, the parents, legal guardian, or eligible student must be notified of the transfer and the kinds of information being released unless the school district annually notifies parents that the records will be sent automatically.
2. Student records may be released to official education and other government agencies only if allowed by state or federal law.

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

#### Hearing Procedures

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

## STUDENT RECORDS CHECKLIST

	Copy to Parent Upon Request	Parent Sig. Required**	User Must Sub. Written Reg.	No Parent Sig. Required	Parent Notify in Advance	Parent Notify of Release	Req. Made Part of Stud. Rec.	Sche. Hearing Foll. b/wrtn. decision t/Par.	
Subpoena or Judicial Order				•	•				Lawfully Issued 507.1
Student Financial Aid				•					Written Request
School or Staff in Same School System				•					No Written Request Necessary
Other School System Where Student Plans to Enroll	•		•	•		•	•		507.1E2
United States Comptroller General			•	•			•		507.1E2
Dept. of Health, Education and Welfare Secretary			•	•			•		507.1E2
National Institute of Education			•	•			•		507.1E2
Iowa Dept. of Education Official			•	•			•		507.1E2
Parent Inspection of Student Educational Records	•	•							507.1E5
Parent Request for Hearing to Challenge Record		•						•	507.1E4
Parent Authorization for School to Release Information	•	•							507.1E3
Notification of Transfer of Student Records	•			•					507.1E6

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

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



## REQUEST OF NONPARENT FOR EXAMINATION/COPIES OF STUDENT RECORDS

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

\_\_\_\_\_  
(Legal Name of Student)

\_\_\_\_\_  
(Date of Birth)

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

The undersigned certifies that they are (check one):

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

Code No. 507.1E2

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

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Agency)

APPROVED:

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

Title: \_\_\_\_\_

Dated: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone \_\_\_\_\_

Number: \_\_\_\_\_

Code No. 507.1E3

## PARENTAL AUTHORIZATION FOR RELEASE OF STUDENT RECORDS

The undersigned hereby authorizes \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

concerning \_\_\_\_\_

(Full Legal Name of  
Student)

(Date of Birth)

\_\_\_\_\_ from 20 \_\_\_\_ to 20 \_\_\_\_  
(Name of Last School Attended) (Year(s) of Attend.)

The reason for this request is: \_\_\_\_\_

\_\_\_\_\_

My relationship to the child is: \_\_\_\_\_

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

( ) the undersigned

( ) the student

( ) other (please specify) \_\_\_\_\_

\_\_\_\_\_  
(Signature)

Date: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ ZIP \_\_\_\_\_

Phone Number: \_\_\_\_\_

REQUEST FOR HEARING ON CORRECTION OF STUDENT RECORDS

To: \_\_\_\_\_ Address: \_\_\_\_\_  
Board Secretary (Custodian)

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

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

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

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

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

My relationship to the child is: \_\_\_\_\_

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

\_\_\_\_\_  
(Signature)

Date: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ ZIP \_\_\_\_\_

Phone Number: \_\_\_\_\_

REQUEST FOR EXAMINATION OF STUDENT RECORDS

To: \_\_\_\_\_ Address: \_\_\_\_\_  
Board Secretary (Custodian)

The undersigned desires to examine the following official education records.

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

of \_\_\_\_\_ , \_\_\_\_\_  
(Full Legal Name of Student) (Date of Birth) (Grade)

\_\_\_\_\_  
(Name of School)

My relationship to the student is: \_\_\_\_\_  
(check one)

\_\_\_\_\_ I do  
\_\_\_\_\_ I do not

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

\_\_\_\_\_  
(Parent's Signature)

APPROVED:

Signature: \_\_\_\_\_  
Title: \_\_\_\_\_  
Dated: \_\_\_\_\_

Date: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_ ZIP \_\_\_\_\_  
Phone Number: \_\_\_\_\_

NOTIFICATION OF TRANSFER OF STUDENT RECORDS

To: \_\_\_\_\_ Date: \_\_\_\_\_  
Parent/or Guardian

Street Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

\_\_\_\_\_  
School District Name

\_\_\_\_\_  
Address

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

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

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

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Title)

LETTER TO PARENT REGARDING RECEIPT OF A SUBPOENA

Date \_\_\_\_\_

Dear   (Parent)  :

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

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

Sincerely,

(Principal or Superintendent)

JUVENILE JUSTICE AGENCY INFORMATION SHARING AGREEMENT

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

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

Statutory Authority: This agreement implements Iowa Code § 280.25 and is consistent with 34 C.F.R. 99.38 (2002).

Parameters of Information Exchange:

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

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

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

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

Term: This agreement is effective from (September 1, 20 or other date).

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

APPROVED:

Signature: \_\_\_\_\_ Address: \_\_\_\_\_

Title: \_\_\_\_\_ City: \_\_\_\_\_  
Agency: \_\_\_\_\_ State: \_\_\_\_\_ ZIP \_\_\_\_\_  
Dated: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Address: \_\_\_\_\_  
Title: \_\_\_\_\_ City: \_\_\_\_\_  
Agency: \_\_\_\_\_ State: \_\_\_\_\_ ZIP \_\_\_\_\_  
Dated: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Address: \_\_\_\_\_  
Title: \_\_\_\_\_ City: \_\_\_\_\_  
Agency: \_\_\_\_\_ State: \_\_\_\_\_ ZIP \_\_\_\_\_  
Dated: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Address: \_\_\_\_\_  
Title: \_\_\_\_\_ City: \_\_\_\_\_  
Agency: \_\_\_\_\_ State: \_\_\_\_\_ ZIP \_\_\_\_\_  
Dated: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Code No. 507.1E9

## ANNUAL NOTICE

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

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

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

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

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

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



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

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

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

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

- (4) The right to inform the school district that the parent does not want directory information, as defined below, to be released. Directory information can be released without prior parental consent.

Any student over the age of eighteen or parent not wanting this information released to the public must make object in writing by the first Friday in September to the principal. The objection needs to be renewed annually.

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

As with all directory information, military recruiters and postsecondary educational institutions may legally access this information without prior parental consent. Parents not wanting military recruiters or postsecondary institutions to access the information must ask the school district to withhold the information. Also, school districts that provide postsecondary institutions and potential employers access to students must provide the same right of access to military recruiters. Parents not wanting military recruiters to contact their children, have the right to deny permission for this activity.

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

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

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

Código 507.1E10  
(Spanish Version)

### ANNUAL NOTICE

La FERPA (Family Educational Rights and Privacy Act), la ley que trata sobre el derecho a la privacidad y los derechos educativos de la familia, le depara a los padres y a los estudiantes mayores de dieciocho años (estudiantes emancipados) ciertos derechos con respecto a los expedientes académicos del estudiante. Estos derechos están a continuación:

- (1) El derecho a inspeccionar y a revisar los expedientes académicos del estudiante dentro de un plazo de 45 días a partir de la fecha en que el distrito reciba una solicitud para obtener acceso a los expedientes.

Los padres o los estudiantes emancipados deben someter una solicitud por escrito al director de la escuela (o al oficial escolar apropiado) identificando el expediente o los expedientes que ellos desean inspeccionar. El director hará arreglos para el acceso a los mismos y le notificará al padre o a la madre o al estudiante emancipado de la hora y el lugar en donde se pueden inspeccionar los expedientes.

- (2) El derecho a solicitar una enmienda de los expedientes académicos del estudiante, los cuales piensan los padres o el estudiante emancipado que están incorrectos, que son engañosos o que quebrantan los derechos del estudiante a su privacidad.

Si los padres o los estudiantes emancipados creen que un expediente está incorrecto o es engañoso, pueden pedirle al distrito escolar que enmiende el expediente. Ellos deben escribirle al director de la escuela, identificando claramente la parte del expediente que ellos desean cambiar y especificando por qué el expediente está incorrecto o es engañoso.

Si el distrito escolar decide no enmendar el expediente, según la solicitud de los padres o de los estudiantes emancipados; el distrito notificará a los padres o al estudiante emancipado de esta decisión y les informará de su derecho a tener una audiencia con relación a la solicitud de enmienda. Cuando se le notifique del derecho a tener una audiencia, el padre, la madre o el estudiante emancipado también recibirá información adicional sobre los procedimientos de la audiencia.

- (3) El derecho al consentimiento de la divulgación de información contenida en el expediente académico del estudiante y que lo identifica personalmente, a la excepción de lo que autoriza FERPA divulgar sin consentimiento.

Una excepción que permite la divulgación de información sin consentimiento es la divulgación de información a los oficiales escolares que tienen intereses educativos legítimos. Un oficial escolar es una persona que es empleado del distrito ya sea como administrador, supervisor, instructor, personal auxiliar (incluyendo el personal médico o de servicios de salud y el personal policial), una persona miembro de la junta escolar, una persona o compañía con quien el distrito ha contratado para realizar una tarea especial (tal como un abogado, interventor de cuentas, empleados del AEA (Agencias de Educación Regionales), asesor médico o terapeuta), o como un padre o estudiante que participa en un comité oficial, tal como un comité disciplinario o de quejas, o un equipo auxiliar de estudiantes, o como una persona que ayuda a otro oficial escolar a realizar sus tareas.

Un oficial escolar tiene un interés escolar legítimo si el oficial necesita revisar un expediente académico a fin de cumplir con su obligación profesional.

*[Previa solicitud, el distrito divulgará sin consentimiento los expedientes académicos a los oficiales de otro distrito escolar en el cual el estudiante tiene la intención de matricularse. (Nota: A menos que en su notificación anual haya una declaración indicando que tienen la intención de enviar los expedientes al solicitante cuando éste los solicite. FERPA exige que un distrito escolar haga un intento razonable para notificar al padre o al estudiante emancipado de que han recibido una solicitud para la obtención de los expedientes académicos).*

- (4) El derecho de informarle al distrito escolar de que el padre o la madre no quieren que se comuniqué al público la información contenida en el directorio, tal como se define abajo. Cualquier estudiante mayor de dieciocho años de edad o padre o madre que no quiera que se comuniqué al público esta información puede hacer una objeción de los escribiéndole al director a más tardar el      (date) de      (month) de      (year). La objeción tiene que ser renovada anualmente.

Nombre, dirección, número de teléfono, fecha y lugar de nacimiento, materia de estudio principal, participación en deportes y en actividades reconocidas oficialmente, peso y estatura de los miembros de los equipos atléticos, fechas de asistencia a la escuela, diplomas y premios recibidos, la escuela o institución docente más reciente a la que asistió el estudiante, fotografía o imagen u otra información parecida.

- (5) El derecho a presentar una queja al U.S. Department of Education (Ministerio de Educación de los Estados Unidos) con respecto a las faltas supuestas del distrito en cumplir con los requisitos de FERPA. A continuación encontrará el nombre y la dirección de la oficina que maneja FERPA:

Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave., S.W., Washington, D.C., 20202-4605.

*El Distrito Escolar puede intercambiar con cualquiera de las Partes cualquier información contenida en el expediente académico permanente del estudiante. Esta información debe estar relacionada directamente con la capacidad del sistema de justicia de menores para servir efectivamente al estudiante. Antes de la adjudicación, la información contenida en el expediente permanente puede ser divulgada por parte del Distrito Escolar a las Partes sin consentimiento de los padres y sin una orden judicial. Después de la adjudicación, la información contenida en el expediente permanente del estudiante solamente podrá ser divulgada con consentimiento de los padres o por medio de una orden judicial. La información que se intercambie conforme con un acuerdo, será utilizado únicamente para determinar los programas y los servicios apropiados para las necesidades del estudiante o de la familia del estudiante. También se podrá*

*utilizar para coordinar la entrega de los programas y los servicios al estudiante o a la familia del estudiante. A menos que se obtenga un consentimiento por escrito de parte de los padres de un estudiante, del guardián o del custodio legal o real del estudiante, la información que se intercambie en virtud de un acuerdo, no será admisible en ningún procedimiento judicial que tenga lugar antes de una audiencia de disposición. Este acuerdo solamente rige la capacidad de un distrito escolar para intercambiar información y rige los propósitos para los cuales se puede utilizar esa información.*

*El propósito para el cual se intercambia la información antes de la adjudicación del estudiante es para mejorar la seguridad del colegio, reducir el uso ilícito de drogas y de alcohol, reducir las inasistencias a clase, reducir las suspensiones en el colegio y fuera del colegio, y para apoyar las alternativas a las suspensiones y expulsiones en el colegio y fuera del colegio. Estas alternativas proporcionan programas educativos estructurados y bien supervisados, suplidos por servicios adecuados y coordinados que están diseñados para corregir comportamientos que causan inasistencias a clase, suspensiones y expulsiones. Estos programas apoyan a los estudiantes en completar exitosamente su educación.*

*El individuo que solicite la información debe ponerse en contacto con el director del edificio en el cual el estudiante está actualmente matriculado o en el que estuvo matriculado. El director entonces enviará los expedientes dentro de los diez días laborables que le siguen a la fecha en que se recibió la solicitud.*

*La información confidencial que se intercambie entre las Partes y el distrito escolar permanecerá en confianza y no se intercambiará con ninguna otra persona salvo que esté dispuesto por ley. A menos que se obtenga el consentimiento por escrito de parte del padre o la madre del estudiante del guardián o del custodio real o legal del estudiante, ninguna información intercambiada según el acuerdo será admisible en ningún procedimiento judicial que tenga lugar antes de la audiencia.*

Approved August 27, 2018

Reviewed August 27, 2018

Revised August 27, 2018

Code No. 102

## EQUAL EDUCATIONAL OPPORTUNITY

The board will not discriminate on the basis of race, color, national origin, religion, creed, sex, disability, sexual orientation, gender identity, age (for employment), genetic information (for employment), socioeconomic status (for programs) or marital status (for programs) in its educational programs and its employment practices. There is a grievance procedure for process complaints of discrimination. Any person with questions or a grievance regarding this policy should contact the Equity Coordinator, Superintendent of Schools, 1901 N Broadway St. Ste A, Red Oak, IA 51566, 712-623-6600, [messingert@roschools.org](mailto:messingert@roschools.org)

The board requires all persons, agencies, vendors, contractors, and other persons and organizations doing business with or performing services for the school district to subscribe to all applicable federal and state laws, executive orders, rules and regulations pertaining to contract compliance and equal opportunity.

The board is committed to the policy that no otherwise qualified person will be excluded from educational activities on the basis of race, color, national origin, religion, creed, sex, disability, sexual orientation, gender identity, socioeconomic status, or marital status. The board is committed to the policy that no employee or applicant for employment will be subject to discrimination on the basis of race, color, national origin, religion, creed, sex, disability, sexual orientation, gender identity, age, or genetic information. Further, the board affirms

the right of all students and staff to be treated with respect and to be protected from intimidation, discrimination, physical harm, and harassment.

Approved October 13, 2014 Reviewed October 13, 2014 Revised February 26, 2018

Code No. 102.R1

## GRIEVANCE PROCEDURE

Students, parents of students, employees, and applicants for employment in the school district will have the right to file a formal complaint alleging discrimination under federal or state regulations requiring non-discrimination in programs and employment.

Level One - Principal, Immediate Supervisor, or Personnel Contact Person  
(Informal and Optional - may be bypassed by the grievant)

Employees with a complaint of discrimination based upon their race, color, national origin, religion, creed, sex, disability, sexual orientation, gender identity, age, or genetic information are encouraged to first discuss it with their immediate supervisor, with the objective of resolving the matter informally. An applicant for employment with a complaint of discrimination based upon their race, color, national origin, religion, creed, sex, disability, sexual orientation, gender identity, age, or genetic information are encouraged to first discuss it with the personnel contact person.

A student, or a parent of a student, with a complaint of discrimination based upon their race, color, national origin, religion, creed, sex, disability, sexual orientation, gender identity, socioeconomic status, or marital status are encouraged to discuss it with the instructor, counselor, supervisor, building administrator, program administrator or personnel contact person directly involved.

### Level Two - Compliance Officer

If the grievance is not resolved at level one and the grievant wishes to pursue the grievance, the grievant may formalize it by filing a complaint in writing on a Grievance Filing Form, which may be obtained from the Compliance Officer. The complaint will state the nature of the grievance and the remedy requested. The filing of the formal, written complaint at level two must be within 15 working days from the date of the event giving rise to the grievance, or from the date the grievant could reasonably become aware of such occurrence. The grievant may request that a meeting concerning the complaint be held with the Compliance Officer. A minor student may be accompanied at that meeting by a parent or guardian. The Compliance Officer will investigate the complaint and attempt to resolve it. A written report from the Compliance Officer regarding action taken will be sent to the involved parties within a reasonable time after receipt of the complaint.

## GRIEVANCE PROCEDURE

### Level Three - Appeal to Board

If the grievant is not satisfied with the Compliance Officer's decision, the grievant can file an appeal with the board within 5 working days of the decision. It is within the discretion of the board to determine whether it will hear the appeal.

The Compliance Officer is:

Name Superintendent of Schools

Office Address Administrative Center, 604 S. Broadway St., Red Oak, IA 51566

Phone Number (712) 623-6600

Office Hours 7:30 a.m. to 4:00 p.m.

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Iowa Civil Rights Commission; the Equal Employment Opportunity Commission; the U.S. Department of Education, Office for Civil Rights; the U.S. Department of Education, Office of Special Education Programs; or the Iowa Department of Education. Any inquiry or complaint to a state or federal office may be done instead of, or in addition to, an inquiry or complaint at the local level.

Code No. 102.E1

#### NOTICE OF NONDISCRIMINATION

Students, parents, employees and others doing business with or performing services for the Red Oak Community School District are hereby notified that this school district does not discriminate on the basis race, color, national origin, religion, creed, sex, disability, sexual orientation, gender identity, age (for employment), genetic information (for employment), socioeconomic status (for programs) or marital status (for programs) in its educational programs and its employment practices. Any person having inquiries concerning the school district's compliance with the regulations implementing Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Title IX, the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act (ADEA), the Pregnancy Discrimination Act, Iowa Code Chapter 216, or Iowa Code Section 280.3 is directed to contact:

(Title) Superintendent of Schools

(where located) Administrative Center, 604 S. Broadway St. Red Oak, IA 51566

(telephone number) (712) 623-6600

who has been designated by the school district to coordinate the school district's efforts to comply with the regulations implementing the state and federal laws outlined above.

GRIEVANCE FORM FOR COMPLAINTS OF DISCRIMINATION  
OR NON-COMPLIANCE WITH FEDERAL OR STATE REGULATIONS  
REQUIRING NON-DISCRIMINATION

I, \_\_\_\_\_, am filing this grievance because

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*(Attach additional sheets if necessary)*

Describe incident or occurrence as accurately as possible:

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*(Attach additional sheets if necessary)*

Signature \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

If student, name \_\_\_\_\_ Grade Level \_\_\_\_\_

Attendance center \_\_\_\_\_

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GRIEVANCE DOCUMENTATION

Name of Individual Alleging Discrimination or Non-Compliance

Name \_\_\_\_\_

Grievance Date \_\_\_\_\_

State the nature of the complaint and the remedy requested.

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Indicate Principal's or Supervisor's response or action to above complaint.

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Signature of Principal or  
Supervisor

\_\_\_\_\_



## SECTION 504 STUDENT AND PARENTAL RIGHTS

The Red Oak Community School District does not discriminate in its educational programs and activities on the basis of a student's disability. It has been determined that your child has a qualifying disability for which accommodations may need to be made to meet his or her individual needs as adequately as the needs of other students. As a parent, you have the right to the following:

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

Inquiries concerning the school district's compliance with the regulations implementing Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Title IX, the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act (ADEA), the Pregnancy Discrimination Act, Iowa Code Chapter 216, or Iowa Code Section 280.3 should be directed to:

(Title) Superintendent of Schools

(where located) Administrative Center, 604 S. Broadway Red Oak, IA 51566

(telephone number) (712) 623-6600

who has been designated by the school district to coordinate the school district's efforts to comply with the regulations implementing the state and federal laws outlined above.

(Title) Superintendent of Schools

(where located) Administrative Center, 604 S. Broadway St., Red Oak, IA 51566

(telephone number) (712) 623-6600

who has been designated by the school district to coordinate the school district's efforts to comply with the regulations implementing the state and federal laws outlined above.

Code No. 605.6

#### APPROPRIATE USE OF DISTRICT TECHNOLOGY, NETWORK SYSTEMS, AND INTERNET ACCESS

The board is committed to making available to students and employees' access to a wide range of electronic learning facilities, technology (potentially including, but not limited to, computers, tablets, and handheld devices), equipment and software, network systems, and the internet. The goal in providing this technology and access is to support the educational objectives and mission of the school district and to promote resource sharing, innovation, problem solving, and communication.

The school district's technology, network and/or internet connection are not a public access service or a public forum. The school district has the right to place reasonable restrictions on the material accessed and/or posted through the use of its technology, network and/or internet connection, including the use of personal technology brought into the school district by students and staff and the ability of students and staff to access the school district's network systems and internet access using personal technology.

The school district's technology, network systems, and internet access shall be available to all students and staff within the school district. However, access is a privilege, not a right. Each student and employee must have a signed acceptable use agreement on file prior to having access to and using the school district's technology, network, and the internet. The amount of time and type of access available for each student and employee may be limited by the school district's technology and the demands for the use of the school district's technology.

Individual student accounts and electronic mail addresses may be issued to students. Even if students have not been given access to and/or use of the school district's technology, network, and the internet, they may still be exposed to information from the school district's technology, network, and/or the internet in guided curricular activities at the discretion of their teachers. If a student already has an electronic mail address, the student will not be permitted to use the address to send and receive mail at school.

Students and employees shall only engage in appropriate, ethical, and legal utilization of the school district's technology, network systems, and internet access. Student and employee use of the school district's technology, network, and internet access shall also comply with all school district policies and regulations. Employees and students will be instructed on the appropriate use of the internet. Parents/guardians will be required to sign a permission form to allow their students to access the internet. Students will sign a form acknowledging they have read and understand the Internet Acceptable Use policy and regulations, that they will comply with the policy and regulations and understand the consequences for violation of the policy or regulations.

Students, parents/guardians, and employees may be asked from time to time to sign a new consent and/or acceptable use agreement to reflect changes and/or developments in the law or technology. When students, parents/guardians, and employees are presented with new consent and/or acceptable use agreements to sign, these agreements must be signed for students and/or staff to continue to have access to and use of the school district's technology, network systems, and the internet.

Inappropriate use and/or access will result in the restriction and/or termination of the privilege of access to and use of the school district's technology, network, and internet access and may result in further discipline for students up to and including expulsion and/or other legal action and may result in further discipline for employees up to and including termination of employment and/or other legal action. The school district's administration will determine what constitutes inappropriate use and its decision will be final.

The school district may close a user account at any time as required and administrators, faculty, and staff may request the technology coordinator to deny, revoke, or suspend user accounts. Any user identified as a security risk or having a history of problems with technology and/or network systems may be denied access to the school district's technology, network systems, and the internet. Students and employees will be instructed by the school district's technology coordinator or other appropriate personnel on the appropriate use of the school district's technology, network, and the internet.

The internet can provide a vast collection of educational resources for students and employees. It is a global network which makes it impossible to control all available information. Because information appears, disappears and changes constantly, it is not possible to predict or control what students may locate. The school district makes no guarantees as to the accuracy of information received on the internet. Some students might encounter information that may not be of educational value.

The school district will, within the curriculum currently being offered, include age-appropriate content related to children's use of the internet. This may include anti-bullying and harassment considerations, social networking considerations, and other considerations involving internet usage.

The school district has the right, but not the duty, to monitor any and all aspects of its technology, network systems and internet access including, but not limited to, monitoring sites students and staff visit on the internet and reviewing e-mail. The administration and the technology coordinator shall have both the authority and right to examine all technology and internet activity including any logs, data, e-mail, storage, and/or other technology related records of any user. The use of e-mail is limited to school district and educational purposes only. Students and staff waive any right to privacy in anything they create, store, send, disseminate or receive on the school district's technology and network systems, including the internet.

No warranties, expressed or implied, are made by the school district for the technology and internet access being provided. Although the school district has taken measures to implement and maintain protection against the presence of viruses, spyware, and malware on the school district's technology, network systems, and internet access, the school district cannot and does not warranty or represent that the school district's technology, network systems or internet access will be secure and free of viruses, spyware or malware at all times. The school district, including its officers and employees, will not be responsible for any damages including, but not limited to, the loss of data, delays, non-deliveries, misdeliveries or service interruptions caused by negligence or omission. Individual users are solely responsible for making backup copies of their data. The school district is not responsible for the accuracy of information users access on the internet and is not responsible for any unauthorized charges students or employees may incur as a result of their use of the school district's technology, network systems, and/or internet access. Any risk and/or damages resulting from information obtained from the school district's technology, network systems, and/or internet access is assumed by and is the responsibility of the user.

The interpretation, application, and modification of this policy are within the sole discretion of the school district. Any questions or issues regarding this policy should be directed to the superintendent, any building principal or the technology coordinator.

The board will review and update this policy as necessary. The district will maintain this policy at least five (5) years after the termination of funding pursuant to the Children's Internet Protection Act (CIPA) or E-rate.

Code No. 605.6R1

## APPROPRIATE USE OF DISTRICT TECHNOLOGY, NETWORK SYSTEMS, AND INTERNET ACCESS REGULATION

### I. Responsibility for Internet Appropriate Use.

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

### II. Internet Access.

- A. Access to the internet is available to teachers and students as a source of information and a vehicle of communication.

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

### III. Permission to Use Internet

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

### IV. Student Use of Internet.

- A. Equal Opportunity - The internet is available to all students who have permission to use the internet within the school district under the supervision of a staff member. The amount of time available for each student may be limited by the number of available terminals and the demands for each terminal.
1. It is possible that students in grades 6-12 who have a school-issued device as part of the 1:1 program will access the internet without direct supervision of a staff member during the school day.
  2. Students in grades 6-12 who have a school-issued device as part of the 1:1 program will be able to access the internet while away from school. Because they will be accessing the internet via the school's internet service and content filtering technology, the same rules apply.
  3. The internet is available to all staff that has a District Employee Technology Usage Agreement on file with Central Office.
- B. Digital Citizenship
1. The use of the network is a privilege and may be taken away for violation of board policy or regulations. As a user of the internet, employees and students may be allowed access to other

networks. Each network may have its own set of policies and procedures. It is the user's responsibility to abide by the policies and procedures of these other networks.

2. Internet Safety
  - a. Users shall not post personal contact information on the internet with district-owned devices. This includes name, age, gender, home address, or telephone number. This does not include posts made on the school's learning management system.
  - b. Users should not share personal photos, personal videos, or photos/videos of others that do not support the curriculum or that are inappropriate.
  - c. Students shall not engage in instant messaging or social networking sites at any time during the school day except when such has been approved for classroom use.
  - d. Students should inform district personnel of any threatening, derogatory, or obscene communication immediately.
3. Cyberbullying— The Board Policy forbids cyberbullying. For the purposes of this policy, "cyberbullying" shall mean using digital communication capabilities on any electronic device to bully others by:
  - a. Sending or posting cruel messages or images
  - b. Threatening others
  - c. Excluding or attempting to exclude others from activities or organizations.
  - d. Starting or passing on rumors about others or the school system.
  - e. Harassing or intimidating others.
  - f. Sending angry, rude, or vulgar messages directed at a person or persons privately or to an online group.
  - g. Sending or posting harmful, untrue or cruel statements about a person to others.
  - h. Pretending to be someone else and sending or posting material that makes that person look bad or places that person in potential danger.
  - i. Sending or posting material about a person that contains sensitive, private, or embarrassing information, including forwarding private messages or images.
  - j. Engaging in tricks to solicit embarrassing information that is then made public.
4. Employees and students should adhere to on-line protocol:
  - a. Respect all copyright and license agreements.
  - b. Cite all quotes, references and sources.
  - c. Remain on the system long enough to get needed information, then exit the system.
  - d. Apply the same privacy, ethical and educational considerations utilized in other forms of communication.
  - e. **Copyright**—The Red Oak School District views copyright as a critical issue in regard to 21st Century learning. Copyright, and the related areas of trademark and licensing, are one of the most important issues to be addressed and taught to students. Copyright protects the rights of creators and users of information. Students and employees of the Red Oak Community School District are expected to follow copyright law.
    - 1) **Plagiarism**—The dictionary defines plagiarism as "taking ideas or writings from another person and offering them as your own." The person who leads readers to believe that they are reading original work when it is copied, is guilty of plagiarism. The person who created a piece of work, should always be given credit. With the amount of cutting and pasting that is done via the internet, it is important that the guidelines of plagiarism are followed, and credit is always given to the author of any piece of work.

- 2) **Fair Use**—Fair use is part of the copyright law, and can be used when completing schoolwork. If copying is not specifically prohibited in the copyright law, then it may be allowed under fair use. Users need to make good decisions about the specific circumstances in which they are using others' work. Students and employees of the Red Oak School District are expected to follow the fair use guidelines that are provided in the Board Policy Manual.
  - 3) **Public Domain**—Users may upload creative works that are in the public domain for their own use. Users are responsible for determining whether a program is in the public domain.
  - 4) **File Sharing**—The installation and/or use of any internet-based file-sharing tools is prohibited. File-sharing programs and protocols like BitTorrent, Limewire, Kazaa, Acquisition and others may not be used to facilitate the illegal sharing of copyrighted material (music, video, and images).
5. **Email**—Employees and Students should use only district-assigned email accounts or other approved forms of digital communication while at school. Employees and students are expected to adhere to the following guidelines:
- a. School-issued email accounts will be accessed using the district supported and approved client software.
  - b. Users are responsible for their passwords and accounts. At no time should one share his or her passwords with other users. Users are not to use or allow others to use their email or other accounts. Any inappropriate use can result in the loss of the account as specified in the Acceptable Use Policy.
  - c. Information transported using district email and other district owned accounts is not to be considered private, secure, or confidential. All electronic communication generated on district-owned hardware is considered the property of the school district and may be reviewed and deleted as needed to ensure network integrity and confidentiality.
  - d. Email and other electronic communication should reflect professional standards at all time. School accounts should only be used for school related correspondence. With regards to personal email use, occasional sending or receiving of personal messages by staff or students is inevitable. This type of incidental personal use is permitted providing it does not violate district policy, adversely affect others, the speed of the network, or the employee's professional responsibilities, including using instructional time for personal communication.
  - e. District owned resources should never be used for the conduct of any personal, discriminatory, or unlawful business. This includes use for commercial purposes, advertising, and political lobbying.
  - f. In addition to the regulations listed above, users are expected to adhere to the following guidelines:
    - 1) Read email on a regular basis
    - 2) Delete unwanted messages immediately
    - 3) Use of vulgar and/or abusive language is prohibited
    - 4) Always sign your name to a message
    - 5) Acknowledge that you have received a document or file that someone has sent to you
- C. **Restricted Material**
1. Employees and students will not intentionally access, transmit, or download any text file or engage in any conference that:
    - a. includes material which is obscene, libelous, indecent, vulgar, profane, or lewd.
    - b. advertises any product or service not permitted to minors by law.

- c. constitutes insulting or fighting words, the very expression of which injures or harasses others.
  - d. presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities.
  - e. will cause the commission of unlawful acts or the violation of lawful school regulations.
- 2. Users agree to inform an appropriate district employee immediately if he or she:
  - a. accidentally enters an internet site that is inappropriate as defined by this policy.
  - b. accidentally changes the configurations on any computer.
  - c. receives a message which makes him or her uncomfortable or is offensive.
- 3. Use of social network sites, game sites, chat rooms, and other similar sites, except under the direction of a classroom teacher during instructional hours is prohibited.
- 4. Any user of district technology resources used in the context of the school is prohibited from viewing, sending, or composing any digital communication that indicates or suggests unethical or illegal solicitation, racism, sexism, language that is inappropriate for the educational setting, cyberbullying, harassment, pornography, and other issues, including those defined by the nondiscrimination policy of the district.
- 5. Employees and students are prohibited from installing any unauthorized software, including personally owned software, on district-owned computers without permission from the district technology director.
- 6. All users are responsible for ensuring that any storage media that is brought in from outside the school are virus free and do not contain any unauthorized or inappropriate files as defined in this document.
- D. Unauthorized Costs - If an employee or student gains access to any service via the internet which has a cost involved or if an employee or student incurs other types of costs, the user accessing such a service will be responsible for those costs.
- E. Abuse of Network Privileges
  - 1. Employees and students will not use the network in such a way that would disrupt the use of the network by others.
    - a. Users should never share their password with anyone or use another user's password.
      - 1) Users who share their passwords will be considered responsible any results of such use.
      - 2) If a user believes others know their password and if any user files have been altered, he or she should notify a district employee.
    - b. Students should never use teachers' computers without permission or supervision.
    - c. Teachers should never allow students to use any device while the teacher is logged in.
    - d. Gaining or attempting to gain unauthorized access to others' files or vandalizing the data of another user is prohibited.
- F. Vandalism is not permitted and will be strictly disciplined.
  - 1. Vandalism is defined as any attempt to harm or destroy computer equipment as well as the data of another user or of another agency or network that is connected to the internet.
  - 2. Vandalism includes, but is not limited to the uploading, downloading, or creation of computer viruses, or programs that infiltrate computer systems and/or damage software components.

## V. District Rights and Responsibilities

- A. Teachers and those assisting students are responsible for teaching proper techniques and standards for participation, for guiding student access to appropriate areas of the internet, for assuring that students understand what constitutes misuse of the internet, and the consequences of misuse. Teachers should model appropriate behavior and enforce the Acceptable Use Agreement.



- B. The district shall provide all reasonable software for use by staff and students.
- C. All software/hardware purchases need approval of the superintendent.
- D. Red Oak Community School District reserves the right to monitor all activity and use of the network. This includes, but is not limited to, monitoring downloads, files, and documents stored on any school-owned hardware, checking internet histories and cache files, observing users' screens, reading email if deemed necessary, and blocking what the district considers inappropriate sites.
- E. The district technology staff routinely monitors and performs maintenance on file servers, email, workstations, the internet, and user accounts. During these procedures, it may be necessary to review email and/or files stored on the network. Users should avoid storing personal and/or private information on the district and/or school's technology resources.
- F. If routine maintenance and monitoring of the district's systems shows that a user has violated this agreement, another school district agreement or law, school district officials will conduct an individual investigation or search.
- G. Sanctions may be both internal, involving loss of privileges or other district measures; and external, involving civil or criminal action under state or federal laws. All inappropriate items can be confiscated and only be returned to a parent/guardian.

VI. Student Violations--Consequences and Notifications.

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

**Red Oak Community School District**

604 S. Broadway St.  
 Red Oak, IA 51566  
 (712) 623-6600

**STUDENT INTERNET ACCESS PERMISSION FORM**

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

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

Student Name: \_\_\_\_\_  
 Grade Level: \_\_\_\_\_  
 Parent/Guardian: \_\_\_\_\_  
 Parent Signature: \_\_\_\_\_  
 Date: \_\_\_\_\_

**Red Oak Community School District**

604 S. Broadway St.  
 Red Oak, IA 51566  
 (712) 623-6600

**STUDENT INTERNET ACCESS DENIAL FORM**

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

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

Student Name: \_\_\_\_\_  
 Grade Level: \_\_\_\_\_  
 Parent/Guardian: \_\_\_\_\_  
 Parent Signature: \_\_\_\_\_  
 Date: \_\_\_\_\_

INTERNET APPROPRIATE USE VIOLATION NOTICE

Student \_\_\_\_\_

Administrator \_\_\_\_\_

Date \_\_\_\_\_

Student Violations, Consequences, and Notifications:

Students who access and/or download inappropriate/objectionable items or send messages with vulgar/threatening language while on the internet shall be subjected to the following consequences:

First Violation:

For the first violation during the school's fiscal year (July 1-June 30), a verbal and written "First Violation" notice will be issued to the student by the principal's office using the prescribed form and the student's internet privileges will be suspended for a period of nine weeks. A copy of the notice will be sent by mail to the student's parent/guardian by the building principal's office and a copy kept on file in the principal's office.

Second Violation:

Upon the second violation during the school's fiscal year (July 1-June 30), a verbal and written "Second Violation" infraction notice will be issued to the student by the principal's office using the prescribed form. The student will lose all internet privileges. A copy of the notice will be sent by mail to the student's parent/guardian by the building principal's office.

\*Students in violation of district internet policies may also be punished according to our district good conduct policy, or other board policies, on a case-by-case basis to be determined by each building principal.

A student who has lost his/her internet privileges by committing a second violation may, at the beginning of the next regular school year, petition the Board of Education to have his/her internet privileges reinstated on a one-year probationary basis. If during the one-year probationary period the student commits an additional violation, his/her internet privileges will be permanently suspended for the remainder of his/her time as a student in the Red Oak Community School District.

Nothing in this policy prevents the school district from immediately suspending a student's internet privileges.

Approved: September 18, 2000

Reviewed October 8, 2018

Revised October 8, 2018

### **Student Appearance**

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

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

### **Care of School Property**

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

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

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

### **Weapons/Firearms/Dangerous Objects**

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

### **Initiations, Hazing, Bullying or Harassment**

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

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

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

- what the student said or did, either at the time or later;
- how the student felt; and
- how the harasser or bullying responded.

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

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

Sexual harassment includes, but is not limited to:

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

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

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

## **STUDENT SCHOLASTIC ACHIEVEMENT**

### **Standardized Tests**

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

### **Human Growth and Development**

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

## **MISCELLANEOUS**

### **Emergency Drills**

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

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

### **Legal Status of Student**

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

### **Buses and Other School District Vehicles**

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

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

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

### **Red Oak School Bus Rules**

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

## **RED OAK SCHOOL BUS DISCIPLINE PROCEDURES**

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

### **First Violation:**

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

### **Second Violation:**

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

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

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

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

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

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





## **Red Oak Community School District**

**604 S Broadway St.  
Red Oak, Iowa 51566**

**712.623.6600**

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

July 13, 2020

Tianna Fisher  
United Farmers Cooperative  
203 W. Oak St.  
Red Oak, IA 51566

Dear Ms. Fisher:

The Red Oak Community School District is accepting proposals for gasoline, diesel fuel and propane for the 2020-2021 school year. If you are interested in providing the District with a proposal for gasoline, diesel fuel and/or propane, please do so on the enclosed forms. If there are any special conditions that may apply to your proposal, please make sure that they are notated or included on a separate sheet. Please note that the due date for proposals is by **noon on Wednesday, July 22, 2020**. Action on proposals will occur at a later date.

Thank you for your consideration of providing us with a proposal, and if you have any questions, please call me at (712) 623-6600.

Sincerely,

Deb Drey  
Business Manager

Enclosure

7.1 lower cost  
1.00/gal propane

DEF at Pump  
\$1.50

877

## FUEL PROPOSAL

### Ethanol, Diesel Fuel

Proposals will be received in the District Secretary's office of the Red Oak Community School District until noon on Wednesday July 22, 2020

The proposal shall be submitted on this page or an exact copy thereof. It shall be enclosed in an envelope with the notation, FUEL PROPOSAL.

The undersigned agrees, if this proposal is accepted to furnish any or all of the ethanol, and diesel fuel, upon which prices are quoted, subject to the following conditions.

1. Red Oak Community School District chooses to solicit bids for fuel that are tied to the wholesale price. The proposal will identify a per gallon cost for fuel based on the vendor's wholesale cost (determined and measured by the first trading Monday of each month) plus your bid mark-up – normally measured in "cents per gallon".
2. All fuel proposals must quote self-service price less deduction for discount per gallon.
3. Evidence must accompany all bills submitted to the school district that the material was supplied.
4. The Board of Directors has the right to reject any or all proposals or any part thereof.
5. All supplies to be supplied commencing July 1, 2020 through June 30, 2021.

### SPECIFICATIONS

We agree to sell, at our pump, gasoline at 7.1 cents per gallon above vendor's cost. Price includes all tax of 44.5 cents per gallon.

We agree to sell, at our pump, diesel at 7.1 cents per gallon above vendor's cost. Price includes all tax of 56.9 cents per gallon.

Company submitting proposal:

Signature of company representative:

Address:

Phone:

Date:

United Farmers Cooperative

Tianna Asher

203 W Oak St

Red Oak IA 51566

712-370-8051

tianna.asher@chisinc.com

7.21.2020

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## PROPANE FUEL PROPOSAL

Proposals will be received in the District Secretary's office of the Red Oak Community School District by **noon on Wednesday July 22, 2020.**

The proposal shall be submitted on this page or an exact copy thereof. It shall be enclosed in an envelope with the notation, **PROPANE FUEL PROPOSAL.**

The undersigned agrees, if this proposal is accepted to furnish propane fuel upon which prices are quoted, subject to the following conditions.

1. Red Oak Community School District chooses to solicit bids for propane fuel. The proposal will identify a per gallon cost for propane (approximately 12,000 gallons for the 2019-2020 school year)
2. All propane fuel proposals must quote self-service price.
3. Evidence must accompany all bills submitted to the school district that the material was supplied.
4. The Board of Directors has the right to reject any or all proposals or any part thereof.
5. All supplies to be supplied commencing approximately July 1, 2020 through June 30, 2022.

### SPECIFICATIONS

We agree to sell, at our pump, propane fuel at 100 cents per gallon. Price includes all tax of \_\_\_\_\_ cents per gallon.

x 30/gal tax

Company submitting proposal: United Farmers Cooperative

Signature of company representative [Signature]

Address: 203 W Oak St Red Oak

Phone: 712-370-8051

Date: 7.21.2020

## FUEL PROPOSAL

Ethanol, Diesel Fuel

Proposals will be received in the District Secretary's office of the Red Oak Community School District until noon on Wednesday July 22, 2020

The proposal shall be submitted on this page or an exact copy thereof. It shall be enclosed in an envelope with the notation, FUEL PROPOSAL.

The undersigned agrees, if this proposal is accepted to furnish any or all of the ethanol, and diesel fuel, upon which prices are quoted, subject to the following conditions.

1. Red Oak Community School District chooses to solicit bids for fuel that are tied to the wholesale price. The proposal will identify a per gallon cost for fuel based on the vendor's wholesale cost (determined and measured by the first trading Monday of each month) plus your bid mark-up – normally measured in "cents per gallon".
2. All fuel proposals must quote self-service price less deduction for discount per gallon.
3. Evidence must accompany all bills submitted to the school district that the material was supplied.
4. The Board of Directors has the right to reject any or all proposals or any part thereof.
5. All supplies to be supplied commencing July 1, 2020 through June 30, 2021.

### SPECIFICATIONS

We agree to sell, at our pump, gasoline at 3 cents per gallon above vendor's cost. Price includes all tax of 0 cents per gallon.

We agree to sell, at our pump, diesel at 3 cents per gallon above vendor's cost. Price includes all tax of 0 cents per gallon.

Company submitting proposal: Cubby's Inc.

Signature of company representative: Bob Schulte

Address: 9229 Mormon Bridge Plaza  
Omaha NE 68152

Phone: (402) 453-2468 ext. 237

Date: 7.21.20

- Cubby's to file Federal Tax Reimbursement  
- Red Oak CSD to file State Excise Tax Reimbursement

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A Resolution of the Board of Directors of the Red Oak Community School District affirming its commitment to limit spending to essential items for the duration of the COVID-19 pandemic.

WHEREAS, the Board of the Directors of the Red Oak Community School District and District Administration are committed to being responsible stewards of taxpayer resources; and

WHEREAS, the COVID-19 pandemic has triggered an economic downturn and threatens to have a prolonged impact on state revenues; and

WHEREAS, the Revenue Estimating Conference recently reduced its previous FY 2020 revenue estimate by nearly \$150 million; and

WHEREAS, the Revenue Estimating Conference recently reduced its previous FY 2021 revenue estimate by \$360 million; and

WHEREAS, the state of Iowa is expected to generate \$65 million less in FY 2021 than FY 2020; and

WHEREAS, the Revenue Estimating Conference may be forced to reduce its estimate yet again; and

WHEREAS, state revenues may not be sufficient to meet budget appropriations; and

WHEREAS, Iowa Code allows the Governor to order "across the board cuts" of all general fund expenditures in such situations; and

WHEREAS, a precedent exists for "across the board" cuts during times of economic crisis.

THEREFORE, let it be resolved that the Board of Directors of the Red Oak Community School District limit spending to essential programs, services, curricula, professional development, staffing, equipment, supplies, operational expenses, and capital improvements, as recommended by the Administration, for the duration of the 2020-2021 school year and COVID-19 pandemic.

## Red Oak Community School District

**Code No. 104**

### **DISCRIMINATION AND HARASSMENT BASED ON SEX PROHIBITED**

In accordance with Title IX of the Education Amendments Act of 1972, the Red Oak Community School District prohibits sex discrimination, including sexual harassment as defined by the regulations implementing Title IX (34 C.F.R. § 106.30), against any individual participating in any education program or activity of the District. This prohibition on discrimination applies to students, employees, and applicants for employment.

The Board authorizes the Superintendent to adopt procedures for any individual to report sexual harassment to the District's Title IX Coordinator, for the provision of supportive measures to anyone who has been subjected to sexual harassment whether or not they proceed with a formal complaint under those procedures, and for the investigation and resolution of such complaints, as required by Title IX. This Title IX grievance process shall be used to respond to all complaints of sexual harassment that fall within the scope of Title IX. For complaints of sexual harassment that do not fall within the scope of Title IX, the District may still offer supportive measures to the target of such conduct and shall apply any other policy or procedure applicable to the alleged conduct.

Any individual with questions about the District's Title IX policy and procedures, or who would like to make a report or file a formal complaint of sex discrimination or sexual harassment may contact the District's designated Title Coordinator, Nate Perrien, Jr/Sr High School Principal at Red Oak Jr/Sr High School, 2011 8<sup>th</sup> St. Red Oak, IA 51566, (712) 623-6610 or [perrienn@roschools.org](mailto:perrienn@roschools.org).

Retaliation against a person who made a report or complaint of sexual harassment, assisted, or participated in any manner in an investigation or resolution of a sexual harassment report or complaint is strictly prohibited. Retaliation includes threats, coercion, discrimination, intimidation, reprisals, and/or adverse actions related to employment or education. Any individual who believed they have been retaliated against in violation of this Policy should immediately contact the District's Title IX Coordinator.

**Red Oak Community School District**

**Code No. 711.10**

**SCHOOL BUS SEAT BELTS**

It is the goal of the Red Oak Community School District Transportation Department to provide the safest student transportation possible. Beginning in 2020-21, the District is purchasing school buses equipped with lap/shoulder seat belts. The District requires that all students riding a school district bus equipped with seat belts wear seat belts while the bus is in motion.

All students will receive instruction on the proper use of seat belts during the twice annual bus safety drills. Drivers are not responsible (i.e. liable) for students wearing seat belts while riding. Drivers are responsible for instructing students to put on seat belts prior to the bus moving.

Students who may require assistance in using seat belts should ask the bus driver for help, so that all students are safely belted in their seat before the bus is in motion. Drivers will announce prior to the bus leaving that each student needs to be in their seat with the seat belt fastened.

Students refusing to use seat belts create a safety concern for themselves and others, and are subject to school district disciplinary actions. Repeated refusal to wear seat belts can result in suspension from bus riding privileges.

All adults accompanying students as bus riders are expected to utilize the lap/shoulder seat belts, too.