



Red Oak Community School District

604 S Broadway

Red Oak, Iowa 51566

712.623.6600

www.redoakschooldistrict.com

Regular Board of Directors Meeting

**Public Hearing on the Conveyance of an Interest in Real Property of
Webster Building at 5:30 p.m.**

**Public Hearing on the Conveyance of an Interest in Real Property of
Bancroft Building following the Webster Building**

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

Monday, August 23, 2021 – 5:30 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 Communications
 - 4.1 Good News from Red Oak Schools
 - 4.2 Visitors and Presentations
- 5.0 Consent Agenda
 - 5.1 Review and Approval of Minutes from August 9, 2021, and August 18, 2021 *pg 1-3*
 - 5.2 Review and Approval of Monthly Business Reports *pg 4-15*
 - 5.3 Open Enrollment Requests Consideration
 - 5.3.1 Open Enrollment for 3rd grader Lyam Parker from Red Oak Community School District to East Mills Community School District for the 2021-2022 school year due to a move on 5-5-2021
 - 5.3.2 Open Enrollment for Kindergartner Everlynn Lowe from Red Oak Community School District to East Mills Community School District for the 2021-2022 school year due to a move on 5-5-2021
 - 5.3.3 Open Enrollment for 8th grader Payton Harvey from Red Oak Community School District to East Mills Community School District for the 2021-2022 school year due to change in students' residence
 - 5.3.4 Open Enrollment for 7th grader Morgen Christensen from Red Oak Community School District to East Mills Community School District for the 2021-2022 school year due to the change in students' residence

5.3.5 Open Enrollment for Kindergartener Hudson Ferree from Essex Community School District to Red Oak Community School District due to a move on 7-25-2021

5.3.6 Open Enrollment for 2nd Grader Lauren Ferree from Essex Community School District to Red Oak Community School District due to a move on 7-25-2021

5.3.7 Open Enrollment for 6th Grader Dalton Ferree from Essex Community School District to Red Oak Community School District due to a move on 7-25-2021

5.4 Personnel Considerations

5.4.1 Acceptance as Justin Williams as Volunteer Assistant JR. and SR. HS Assistant Football Coach for the 2021-2022 school year

5.4.2 Hiring of Abigail Pendleton as Assistant FFA Sponsor for the 2021-2022 school year in the amount of 3,420.00 (Pending background check)

5.5 Use of ESSER III Funds

5.5.1 Use ESSER III Funds to purchase consoles, software, site licenses, and other supplies to support the eSports After School Program at Red Oak Jr/Sr High School (\$9,500)

5.5.2 Use ESSER Funds Purchase McGraw Hill Secondary Pre-Algebra ALEKS Intervention System (July 26 Agenda/Minutes Incorrectly Designated this Purchase as a General Fund Expenditure)

5.5.3 Use General Funds to Purchase Kaplan C4L Preschool Curriculum (July 26, 2021, Agenda/Minutes Incorrectly Designated this Purchase as an ESSER Fund Expenditure)

6.0 General Business for the Board of Directors

6.1 Old Business

6.1.1 Discussion/Approval of Bid to Purchase Playground Equipment at Inman Elementary (ESSER Expenditure) pg 16 - 20

6.1.2 Discussion/Approval of Bid to Renovate Press Box to provide Internet Access to Outdoor Activities Facilities (ESSER Expenditure) pg 21 - 24

6.1.3 Discussion/Approval of second reading of board policy 505.5-Student Fund Raising pg 25 - 26

6.1.4 Discussion/Approval of second reading of board policy 704.1- Local, State, Federal, and Miscellaneous Revenue pg 27 - 28

6.1.5 Discussion/Approval of second reading of board policy 704.6-Online Fundraising Campaigns-Crowd Funding pg 29

6.1.6 Discussion/Approval of 2nd reading of Board Policy 401.5 Employee Contract Release-Licensed Employees pg 30

6.2 New Business

6.2.1 Discussion/Approval of the sale of real property Webster Building 904 Broad Street pg 31 - 34

6.2.2 Discussion/ Approval of the sale of real property Bancroft Building 209 E Prospect Street pg 35 - 38

6.2.3 Discussion/Approval of Amending High School Course Handbook to Make Agricultural Entrepreneurship take the Place of Ag Mechanics and CASE Food Science as the fourth FFA Course Requirement

- 6.2.4 Discussion/Approval of 2021-2022 Student/Parent Handbooks (2021-2022 Jr/Sr Student/Parent Handbook, 2021-2022 PK Student/Parent Handbook, 2021-2022 Inman Elementary Student/Parent Handbook, 2021-2022 Red Oak Immersed Learning Program Policy and Procedure Manual) pg 39-126
- 6.2.5 Discussion/Approval of Montgomery County Child Development Association Inc. to replace the non-ballasted portion of the Red Oak Early Childhood Center roof and install new aluminum doors and windows at the west entrance of the Red Oak Early Childhood Center

7.0 Reports

- 7.1 Administrative
- 7.2 Future Conferences, Workshops, Seminars
- 7.3 Other Announcements
- 7.4 Board Member Requested Item(s) for next meeting agenda

8.0 Next Board of Directors Meeting: Monday, September 13, 2021 – 5:30 pm
Red Oak Jr/Sr High Virtual Learning Center
Red Oak CSD Jr/Sr High Campus

9.0 Adjournment

Red Oak Community School District
Meeting of the Board of Directors
Meeting Location: Red Oak Inman Elementary/ Phone/Internet
Red Oak Inman Elementary Campus
August 9, 2021

The regular meeting of the Board of Directors of the Red Oak Community School District was called to order by President Bryce Johnson at 5:30 p.m. at the Red Oak Inman Elementary School Media Center.

Present

Directors: Bret Blackman arrived at 5:34 p.m., Roger Carlson, Jackie DeVries, Bryce Johnson, Kathy Walker
Superintendent Ron Lorenz, Business Manager Deb Drey

Approval of Agenda

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

Good News from Red Oak Schools

Three FFA members participated in the All-Iowa Showdown in Oskaloosa, Iowa this past weekend.

Consent Agenda

Motion by Director Carlson, second by Director DeVries to approve the consent agenda as presented including meeting minutes, open enrollments, personnel considerations, use of ESSER funds, and special education agreement. Motion carried unanimously.

Director Blackman arrived.

FFA Assistant Sponsor Position

Motion by Director DeVries, second by Director Walker to approve the FFA Assistant Sponsor position for the 2021-2022 school year at a salary of \$3,240. Motion carried unanimously.

2021-2022 Teacher Handbook

Motion by Director Carlson, second by Director DeVries to approve the 2021-2022 teacher handbook as presented. Motion carried unanimously.

Activity Fund Manual

Motion by Director Carlson, second by Director Walker to approve the activity fund manual with the addition of "and auxiliary organizations" on page 103, paragraph 3. Motion carried unanimously.

2021-2022 Paraprofessional Guidelines

Motion by Director Blackman, second by Director DeVries to approve the 2021-2022 paraprofessional guidelines as presented. Motion carried unanimously.

Board Policy 401.5 First Reading

Motion by Director Carlson, second by Director Blackman to approve the first reading of Board Policy 401.5 Employee Contract Release-Licensed Employees. Motion carried unanimously.

Continuation of August 9, 2021, Meeting Minutes-Page 2

Adjournment

Motion by Director Walker, second by Director Blackman to adjourn the meeting at 5:54 p.m.
Motion carried unanimously.

Board Work Session

Board President Bryce Johnson opened the work session at 6:01 p.m.

Facilities Planning

Superintendent Lorenz presented information on the district's funding capacity and the process to be used regarding facilities planning upgrades/renovations.

Attendees listed items that they felt needed to be upgraded or renovated in the future. Through the process items received a priority rating. Next steps were discussed.

Block Scheduling

Discussion regarding the benefits/disadvantages of block scheduling. More information regarding this issue was requested.

The Board work session ended at 8:56 p.m.

Next Board of Directors Meeting:

Monday, August 23, 2021 – 5:30 p.m.
Red Oak Inman Elementary/Phone/Internet
Red Oak CSD Inman Elementary Campus

Bryce Johnson, President

Deb Drey, Board Secretary

Red Oak Community School District
Meeting of the Board of Directors
Meeting Location: Red Oak Jr./Sr. High Virtual Learning Center/ Phone/Internet
Red Oak Jr./Sr. High Campus
August 18, 2021

The regular meeting of the Board of Directors of the Red Oak Community School District was called to order by President Bryce Johnson at 5:30 p.m. at the Red Oak Jr./Sr. High School Virtual Learning Center.

Present

Directors: Bret Blackman via internet due to travel, 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 Walker to approve the agenda with the order of agenda items at the discretion of the meeting chair. Motion carried unanimously.

ESSER III Plan

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

2021-2022 COVID 19 Plan

Motion by Director Carlson, second by Director DeVries to the 2021-2022 COVID 19 Plan as presented. Motion carried unanimously.

FFA Activity Fund Audit

Motion by Director Carlson, second by Director Walker to accept the FFA Activity Fund Audit. Motion carried unanimously.

First Reading Board Policy 505.5

Motion by Director Walker, second by Director Carlson to approve the first reading of Board Policy 505.5-Student Fund Raising. Motion carried unanimously.

First Reading Board Policy 704.1

Motion by Director Walker, second by Director DeVries to approve the first reading of Board Policy 704.1-Local, State, Federal, and Miscellaneous Revenue. Motion carried unanimously.

First Reading Board Policy 704.6

Motion by Director Walker, second by Director DeVries approve the first reading of Board Policy 704.6-Online Fundraising Campaigns-Crowd Funding. Motion carried unanimously.

Adjournment

Motion by Director Carlson, second by Director DeVries to adjourn the meeting at 6:13 p.m. Motion carried unanimously.

Next Board of Directors Meeting

Monday, August 23, 2021 – 5:30 p.m.
Red Oak Jr./Sr. High Virtual Learning Center
Phone/Internet
Red Oak CSD Inman Elementary Campus

Bryce Johnson, President

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 |
| AEA #13 | 17003 | 55.00 |
| 10 9010 1000 100 0000 618 | Cumulative Folders | 55.00 |
| Vendor Name AEA #13 | | 55.00 |
| AHLERS & COONEY | 807067 | 51.00 |
| 10 9010 2310 000 0000 342 | July 2021 Legal Services | 51.00 |
| Vendor Name AHLERS & COONEY | | 51.00 |
| ALLENSWORTH HEATING & COOLING | 6732 | 27,600.00 |
| 10 9010 2620 000 4055 432 | HVAC w/Install - Admin | 27,600.00 |
| Vendor Name ALLENSWORTH HEATING & COOLING | | 27,600.00 |
| AOI CORPORATION | 167548 | 4,193.82 |
| 10 0109 1000 100 4055 739 | Virtual Learning Center Desks | 4,193.82 |
| Vendor Name AOI CORPORATION | | 4,193.82 |
| BOLAND RECREATION | 21143 | 2,550.00 |
| 10 0418 1000 100 0000 738 | IES Basketball Hoop | 2,550.00 |
| Vendor Name BOLAND RECREATION | | 2,550.00 |
| BRUCE SUPPLIES & CONSTRUCTION INC. | 2562 | 750.00 |
| 10 9010 2620 000 0000 432 | Storage Container Move | 750.00 |
| Vendor Name BRUCE SUPPLIES & CONSTRUCTION INC. | | 750.00 |
| Building Bridges | 73121LH | 289.00 |
| 10 9010 2213 132 3376 320 | Just Words Virtual Launch Workshop | 289.00 |
| Vendor Name Building Bridges | | 289.00 |
| CAMBLIN MECHANICAL INC | 21-3006 | 1,951.04 |
| 10 0418 2620 000 0000 432 | IES Gym A/C Repair | 1,951.04 |
| CAMBLIN MECHANICAL INC | 21-7851C | 787.25 |
| 10 0418 2640 000 0000 433 | Semi Annual Boiler/Equipment Inspection | 787.25 |
| CAMBLIN MECHANICAL INC | 21-7862 | 733.13 |
| 10 0109 2620 000 0000 432 | Jr/Sr HS Heater Repair | 733.13 |
| Vendor Name CAMBLIN MECHANICAL INC | | 3,471.42 |
| CANDOR, KENNEDY | 81021KC | 48.97 |
| 10 0418 1000 100 8001 612 | PTO/Books Reimbursement | 48.97 |
| Vendor Name CANDOR, KENNEDY | | 48.97 |
| CAPITAL SANITARY SUPPLY CO. | 50900B | 77.00 |
| 10 9010 2620 000 0000 618 | Urinal Screens | 77.00 |
| Vendor Name CAPITAL SANITARY SUPPLY CO. | | 77.00 |
| CASEY'S BUSINESS MASTERCARD | 73121CBM | 35.79 |
| 10 9010 2700 000 0000 626 | Industrial Tech Training | 35.79 |
| Vendor Name CASEY'S BUSINESS MASTERCARD | | 35.79 |
| CDW GOVERNMENT, INC. | 865824 | 47.39 |

4

RED OAK BOARD REPORT

| Vendor Name | Invoice Number | Amount |
|---------------------------------|--|-----------|
| Account Number | Detail Description | Amount |
| 10 9010 1000 100 4055 739 | Lenovo 65W USB C Charger | 47.39 |
| Vendor Name | CDW GOVERNMENT, INC. | 47.39 |
| CENTURY LINK | 080121CL | 176.00 |
| 10 9010 2490 000 0000 530 | Two-Way Transmitter | 176.00 |
| Vendor Name | CENTURY LINK | 176.00 |
| CHAILLIE, JANE | 72721JC | 28.50 |
| 10 0418 2410 000 0000 611 | Storage Bins for IES | 28.50 |
| Vendor Name | CHAILLIE, JANE | 28.50 |
| CHEMSEARCH | 7464692 | 432.13 |
| 10 9010 2640 000 0000 433 | Water Treatment 8/2021 | 432.13 |
| Vendor Name | CHEMSEARCH | 432.13 |
| CHILTON, KRISTINA | 81821KC | 20.31 |
| 10 0418 1000 100 4043 618 | Summer school/Science - Chilton | 3.00 |
| 10 0418 1000 100 4043 618 | Summer school/science - Chilton | 7.50 |
| 10 0418 1000 100 4043 618 | Summer School/Science - Chilton | 9.81 |
| Vendor Name | CHILTON, KRISTINA | 20.31 |
| COUNSEL OFFICE & DOCUMENTS | 23AR761539 | 988.85 |
| 10 9010 2520 000 0000 618 | Steady Serve - July 2021 | 12.99 |
| 10 9010 2520 000 0000 618 | Admin Office July 2021 | 158.06 |
| 10 0109 1000 100 0000 359 | Copier Clicks | 212.00 |
| 10 0109 1000 100 0000 359 | Jr/Sr HS July 2021 Copier Clicks | 605.80 |
| Vendor Name | COUNSEL OFFICE & DOCUMENTS | 988.85 |
| COURT OF HONOR | 695943 | 50.00 |
| 10 0418 2620 000 0000 618 | IES Flag for Outside Display | 50.00 |
| Vendor Name | COURT OF HONOR | 50.00 |
| Decker Equipment/School Fix | 393669A | 480.00 |
| 10 0418 2620 000 0000 618 | Floor Protectors for Desks | 480.00 |
| Vendor Name | Decker Equipment/School Fix | 480.00 |
| DICKEL DUIT OUTDOOR POWER, INC. | 52541 | 71.31 |
| 10 0418 2630 000 0000 618 | 3 Mower Blades | 71.31 |
| Vendor Name | DICKEL DUIT OUTDOOR POWER, INC. | 71.31 |
| DOVEL REFRIGERATION | 6005710 | 161.25 |
| 10 0418 2620 000 0000 432 | IES Refrigerator Repair | 161.25 |
| Vendor Name | DOVEL REFRIGERATION | 161.25 |
| EDGENUITY, INC | 824732 | 15,275.00 |
| 10 0109 1000 100 4043 618 | Digital Libraries 6-12 Comprehensive Con | 14,000.00 |
| 10 0109 1000 470 1118 320 | IS PD Webinar (required for French cours | 625.00 |

5

| Vendor Name | Invoice Number | Amount |
|---|---|-----------|
| Account Number | Detail Description | Amount |
| 10 0109 1000 470 1118 612 | IS Teaching per Semester (French course) | 650.00 |
| Vendor Name EDGENUITY, INC | | 15,275.00 |
| FAREWAY FOOD STORES | 0022005 | 9.36 |
| 10 9010 2310 000 0000 611 | Work Session Dinner - Board Meeting | 9.36 |
| Vendor Name FAREWAY FOOD STORES | | 9.36 |
| FIRST BANKCARD - DEB DREY | 81021FBCDD | 39.99 |
| 10 9010 2630 000 0000 618 | Lawn Chemical | 39.99 |
| Vendor Name FIRST BANKCARD - DEB DREY | | 39.99 |
| FIRST BANKCARD - HEIDI HARRIS | 81021FBCHH | 54.32 |
| 10 0418 2620 000 0000 618 | Adhesive Hooks for Flags | 54.32 |
| FIRST BANKCARD - HEIDI HARRIS | 81021FBCHH-1 | 8.69 |
| 10 9010 2310 000 0000 611 | Desk Calendar 2021-2022 SY | 8.69 |
| FIRST BANKCARD - HEIDI HARRIS | 81021FBCHH-10 | 40.97 |
| 10 0418 1000 100 4043 618 | Summer School Science | 40.97 |
| FIRST BANKCARD - HEIDI HARRIS | 81021FBCHH-12 | 25.50 |
| 10 9010 2620 000 0000 618 | Dishwasher Repair Kit | 25.50 |
| FIRST BANKCARD - HEIDI HARRIS | 81021FBCHH-13 | 36.99 |
| 10 9010 2620 000 0000 618 | Plungers/Cleaners for Restrooms Admin | 36.99 |
| FIRST BANKCARD - HEIDI HARRIS | 81021FBCHH-2 | 590.56 |
| 10 0418 1000 100 0000 618 | Kindergarten School Supplies | 590.56 |
| FIRST BANKCARD - HEIDI HARRIS | 81021FBCHH-3 | 24.95 |
| 10 0418 1000 100 4043 618 | Summer School/Science | 24.95 |
| FIRST BANKCARD - HEIDI HARRIS | 81021FBCHH-4 | 32.00 |
| 10 9010 2310 000 0000 611 | No Smoking Signs - Admin Office | 32.00 |
| FIRST BANKCARD - HEIDI HARRIS | 81021FBCHH-5 | 119.00 |
| 10 9010 2310 000 0000 810 | Prime Membership 2021-2022 | 119.00 |
| FIRST BANKCARD - HEIDI HARRIS | 81021FBCHH-7 | 11.98 |
| 10 0418 2410 000 0000 611 | Office Supplies - IES | 11.98 |
| FIRST BANKCARD - HEIDI HARRIS | 81021FBCHH-8 | 20.85 |
| 10 0418 2410 000 0000 611 | Wall Calendar IES Office | 20.85 |
| FIRST BANKCARD - HEIDI HARRIS | 81021FBCHH-9 | 26.96 |
| 10 0418 1000 100 4043 618 | Summer School Science | 26.96 |
| Vendor Name FIRST BANKCARD - HEIDI HARRIS | | 992.77 |
| FIRST BANKCARD - OFFICE CARD 1 | 81021FBC1 | 47.90 |
| 10 0445 2640 000 0000 618 | No Parking Signs for ROECC | 47.90 |
| FIRST BANKCARD - OFFICE CARD 1 | 81021FBC1-1 | 47.98 |
| 10 0418 2620 000 0000 618 | Moving Equipment - Flooring Project | 47.98 |
| FIRST BANKCARD - OFFICE CARD 1 | 81021FBC1-2 | 41.97 |
| 10 0418 2620 000 0000 618 | Moving Equipment - Flooring Project IES | 41.97 |
| FIRST BANKCARD - OFFICE CARD 1 | 81021FBC1-3 | 29.82 |
| 10 0418 2620 000 0000 618 | Felt Floor Protectors | 29.82 |
| FIRST BANKCARD - OFFICE CARD 1 | 81021FBC1-4 | 26.97 |
| 10 0418 2620 000 0000 618 | Felt Floor Protectors | 26.97 |
| FIRST BANKCARD - OFFICE CARD 1 | 81021FBC1-5 | 44.73 |

4

08/20/2021 10:02 AM

User ID: HARRISH

| Vendor Name | Invoice Number | Amount |
|--|---|----------|
| Account Number | Detail Description | Amount |
| 10 0418 2620 000 0000 618 | Felt Floor Protectors | 44.73 |
| Vendor Name FIRST BANKCARD - OFFICE CARD 1 | | 239.37 |
| FIRST BANKCARD - OFFICE CARD 3 | 81021FBC3 | 275.00 |
| 10 9010 2700 000 0000 810 | IPTA Renewal 2021-2022 - Transportation | 275.00 |
| Vendor Name FIRST BANKCARD - OFFICE CARD 3 | | 275.00 |
| FIRST BANKCARD - OFFICE CARD 4 | 81021FBC4 | 326.03 |
| 10 0109 1000 470 1118 612 | Iowa Algebra Aptitude Test | 326.03 |
| Vendor Name FIRST BANKCARD - OFFICE CARD 4 | | 326.03 |
| GLENWOOD COMMUNITY SCHOOLS | 080321GCSD | 2,488.00 |
| 10 9010 1200 217 3303 320 | Apex Admin 2020 -2021 | 2,488.00 |
| GLENWOOD COMMUNITY SCHOOLS | 080521GCSD | 873.22 |
| 10 9010 1200 217 3303 320 | July 2021 Apex x 1 - Level III | 873.22 |
| Vendor Name GLENWOOD COMMUNITY SCHOOLS | | 3,361.22 |
| GRABRIAN, CHRIS | 1267 | 700.00 |
| 10 9010 2310 000 0000 320 | GASB Valuation | 700.00 |
| Vendor Name GRABRIAN, CHRIS | | 700.00 |
| HALEY'S ELECTRIC | 9590 | 967.21 |
| 10 0418 2620 000 0000 432 | IES Electrical Repair | 967.21 |
| Vendor Name HALEY'S ELECTRIC | | 967.21 |
| HEARTLAND FOAM INSEALATORS | 3385 | 5,478.40 |
| 10 9010 2620 000 0000 432 | Thermal Barrier Bus Storage Barn | 5,478.40 |
| Vendor Name HEARTLAND FOAM INSEALATORS | | 5,478.40 |
| HY VEE FOOD STORES | 81021HV | 10.15 |
| 10 0418 1000 100 4043 618 | Summer School Science/ Jones & Wonio | 10.15 |
| HY VEE FOOD STORES | 81021HV-1 | 25.38 |
| 10 0418 1000 100 4043 618 | Summer School Science | 25.38 |
| HY VEE FOOD STORES | 81021HV-2 | 43.35 |
| 10 0418 1000 100 4043 618 | Summer School Science | 13.37 |
| 10 0418 2410 000 0000 611 | Office Supplies/Batteries | 29.98 |
| Vendor Name HY VEE FOOD STORES | | 78.88 |
| IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES | DAS202201163 8 | 550.00 |
| 10 9010 2310 000 0000 810 | TSA Fee 2021-2022 | 550.00 |
| Vendor Name IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES | | 550.00 |
| ISFIS, INC. | FY2021-22 | 2,109.95 |
| 10 9010 2310 000 0000 810 | District Subscription Fees 2021-22 | 1,658.70 |
| 10 9010 2310 000 0000 350 | Board Hosted Website 2021-2022 | 451.25 |
| Vendor Name ISFIS, INC. | | 2,109.95 |

7

RED OAK BOARD REPORT

| Vendor Name | Invoice Number | Amount |
|---|---|----------|
| Account Number | Detail Description | Amount |
| J. F. AHERN | 454346 | 180.00 |
| 10 0109 2670 000 0000 490 | Jr/Sr HS Quarterly Sprinkler Inspecton | 180.00 |
| Vendor Name J. F. AHERN | | 180.00 |
| JOHNSON CONTROLS FIRE PROTECTION LP | 87988794 | 836.48 |
| 10 0445 2640 000 0000 433 | ROECC Smoke Detector Repair | 836.48 |
| Vendor Name JOHNSON CONTROLS FIRE PROTECTION LP | | 836.48 |
| KAPLAN EARLY LEARNING CO | 5942469 | 679.80 |
| 10 0445 1000 100 0000 611 | 4 C4L Portl subscript & 4 C4L Classroom C | 679.80 |
| KAPLAN EARLY LEARNING CO | 5951918 | 7,998.40 |
| 10 0445 1000 100 0000 611 | 4 C4L Portl subscript & 4 C4L Classroom C | 7,998.40 |
| Vendor Name KAPLAN EARLY LEARNING CO | | 8,678.20 |
| KING, REINSCH, PROSSER & CO LLP | 63700 | 4,300.00 |
| 10 9010 2310 000 0000 342 | Outside Auditing Fee | 4,300.00 |
| Vendor Name KING, REINSCH, PROSSER & CO LLP | | 4,300.00 |
| Laminex DBA ID Shop Inc | 107427 | 52.46 |
| 10 0418 1000 100 0000 612 | Laminator Parts | 52.46 |
| Vendor Name Laminex DBA ID Shop Inc | | 52.46 |
| Loving Guidance, LLC dba Conscious Discipline | 1315890 | 1,891.75 |
| 10 0418 1000 100 4055 618 | Managing Emotional Mahem/ Wish Well | 1,891.75 |
| Vendor Name Loving Guidance, LLC dba Conscious Discipline | | 1,891.75 |
| McGraw-Hill | 118367311100 | 2,186.10 |
| | 1 | |
| 10 0109 1000 100 4043 618 | PreAlgebra with ALEKS Intervention Syste | 2,186.10 |
| McGraw-Hill | 118422737001 | 1,575.00 |
| 10 0109 1000 100 4043 618 | PreAlgebra with ALEKS Intervention Syste | 1,575.00 |
| Vendor Name McGraw-Hill | | 3,761.10 |
| MIDAMERICAN ENERGY | 515773352 | 610.23 |
| 10 0109 2620 000 0000 622 | Jr/Sr HS Activity Ctr Electricity - 7/21 | 610.23 |
| MIDAMERICAN ENERGY | 515783811 | 12.06 |
| 10 9010 2620 000 0000 622 | Webster Electricity - 7/2021 | 12.06 |
| MIDAMERICAN ENERGY | 515791050 | 215.35 |
| 10 9010 2620 000 0000 622 | Sports Complex Electricity - 7/2021 | 215.35 |
| Vendor Name MIDAMERICAN ENERGY | | 837.64 |
| MIDWEST TECH PRODUCTS | 2123360-00 | 506.47 |
| 10 0109 1300 370 0000 612 | Supplies | 506.47 |
| Vendor Name MIDWEST TECH PRODUCTS | | 506.47 |
| PETTY CASH | 063021JRSRHS | 7.80 |

RED OAK BOARD REPORT

| Vendor Name | Invoice Number | Amount |
|-------------------------------------|--|-----------|
| Account Number | Detail Description | Amount |
| 10 0109 2410 000 0000 618 | Jr/Sr HS Petty Cash Reimbursement 20-21 | 7.80 |
| Vendor Name | PETTY CASH | 7.80 |
| QUADIENT | N8996042 | 492.76 |
| 10 9010 2410 000 0000 531 | Postage Meter Lease | 492.76 |
| Vendor Name | QUADIENT | 492.76 |
| QUILL CORP. | 17932316 | 58.09 |
| 10 0445 1000 100 0000 611 | Office Supplies | 58.09 |
| QUILL CORP. | 17942467 | 171.00 |
| 10 0445 1000 100 0000 611 | Office Supplies | 171.00 |
| QUILL CORP. | 17943735 | 5.59 |
| 10 0445 1000 100 0000 611 | Office Supplies | 5.59 |
| QUILL CORP. | 17991548 | 8.29 |
| 10 0445 1000 100 0000 611 | Office Supplies | 8.29 |
| QUILL CORP. | 18363465 | 57.25 |
| 10 9010 2310 000 0000 611 | Binders for Admin Reporting | 57.25 |
| QUILL CORP. | 18363722 | 125.77 |
| 10 9010 2310 000 0000 611 | Binders for Admin Reporting | 97.56 |
| 10 9010 2310 000 0000 611 | Sortkwik Admin | 6.05 |
| 10 9010 2310 000 0000 611 | Cardstock for Admin | 22.16 |
| QUILL CORP. | 18383439 | 111.60 |
| 10 9010 2310 000 0000 611 | Security Envelopes - Admin Office | 111.60 |
| QUILL CORP. | 18460672 | 466.92 |
| 10 0109 2410 000 0000 618 | Jr/Sr HS Office Supplies | 466.92 |
| QUILL CORP. | 18478134 | 26.13 |
| 10 0109 2410 000 0000 618 | Jr/Sr HS Office Supplies | 26.13 |
| Vendor Name | QUILL CORP. | 1,030.64 |
| RADIO ENGINEERING INDUSTRIES INC | 476910 | 9,965.15 |
| 10 9010 2700 000 4055 739 | 7 Camera Systems for Vehicles/ Ins | 9,965.15 |
| Vendor Name | RADIO ENGINEERING INDUSTRIES INC | 9,965.15 |
| REALLY GOOD STUFF, LLC. | 7675021 | 140.92 |
| 10 0445 1000 100 0000 618 | School Supplies - 3rd Grade | 140.92 |
| Vendor Name | REALLY GOOD STUFF, LLC. | 140.92 |
| SAVVAS LEARNING CO, LLC | 7027606268 | 79,103.53 |
| 10 0109 1000 100 4043 618 | enVision AGA Common Core and enVision 6- | 79,103.53 |
| Vendor Name | SAVVAS LEARNING CO, LLC | 79,103.53 |
| SCHOOL SPECIALTY LATTA DIV. | 308103821943 | 419.96 |
| 10 0445 1000 100 0000 618 | Kindergarten Supplies | 419.96 |
| Vendor Name | SCHOOL SPECIALTY LATTA DIV. | 419.96 |
| SHEPPARD'S BUSINESS INTERIORS, INC. | 257723 | 2,916.65 |
| 10 0109 1000 100 4055 739 | Virtual Learning Center Chairs | 2,568.65 |
| 10 0109 1000 100 4055 739 | Delivery/Installation | 348.00 |
| Vendor Name | SHEPPARD'S BUSINESS INTERIORS, INC. | 2,916.65 |

9

08/20/2021 10:02 AM

User ID: HARRISH

| Vendor Name | Invoice Number | Amount |
|--------------------------------|--------------------------------|--------|
| Account Number | Detail Description | Amount |
| SOUTHWESTERN COMMUNITY COLLEGE | 22840 | 100.00 |
| 10 9010 2700 000 0000 340 | STOP Course for JW | 100.00 |
| Vendor Name | SOUTHWESTERN COMMUNITY COLLEGE | 100.00 |

| | | |
|----------------------------|-------------------------------------|--------|
| THYSSENKRUPP ELEVATOR CORP | 8002471 | 166.00 |
| 10 0109 2640 000 0000 433 | Jr/Sr HS Elevator Maintenance Check | 166.00 |
| Vendor Name | THYSSENKRUPP ELEVATOR CORP | 166.00 |

| | | |
|----------------------------|--|----------|
| UNITED FARMERS COOPERATIVE | 73121UFMC | 279.11 |
| 10 9010 2620 000 0000 618 | District Maintenance Supplies - 7/2021 | 178.94 |
| 10 0109 2620 000 0000 618 | Jr/Sr HS Maintenance - 7/2021 | 60.49 |
| 10 0418 2620 000 0000 618 | IES Maintenance Supplies - 7/2021 | 39.68 |
| UNITED FARMERS COOPERATIVE | 73121UFMC-1 | 781.23 |
| 10 9010 2700 000 0000 626 | Ethanol - 7/2021 | 176.73 |
| 10 9010 2700 000 0000 626 | Utility/Truck Ethanol - 7/2021 | 456.31 |
| 10 9010 2700 217 3303 626 | Sped Ethanol - 7/2021 | 148.19 |
| Vendor Name | UNITED FARMERS COOPERATIVE | 1,060.34 |

| | | |
|--------------------------------------|--|-----------|
| Wilson Language Training Corporation | 1869472 | 3,076.92 |
| 10 0109 1000 100 4043 618 | WADE Examiner's Recording Forms B & AB | 3,076.92 |
| Wilson Language Training Corporation | 1870282 | 18,519.26 |
| 10 0418 1000 100 4043 618 | WIST Kits, Just Words Consumables | 18,519.26 |
| Vendor Name | Wilson Language Training Corporation | 21,596.18 |

| | | |
|---------------------------|------------------------|-----------------|
| Fund Number | 10 | 210,024.95 |
| Checking Account ID | 1 | Fund Number 22 |
| UNITED GROUP INSURANCE | 791 | MANAGEMENT FUND |
| 22 9010 2700 000 0000 522 | Additional Auto Policy | 980.00 |
| Vendor Name | UNITED GROUP INSURANCE | 980.00 |

| | | |
|----------------------------------|----------------------------------|----------------------------|
| Fund Number | 22 | 980.00 |
| Checking Account ID | 1 | Fund Number 36 |
| DELAKE LANDEN PUBLIC FINANCE LLC | 73350761 | PHYSICAL PLANT & EQUIPMENT |
| 36 9010 2700 000 5410 732 | School Bus Lease | 61,602.40 |
| Vendor Name | DELAKE LANDEN PUBLIC FINANCE LLC | 61,602.40 |

| | | |
|---------------------------|-------------------------------|-----------------------|
| Fund Number | 36 | 61,602.40 |
| Checking Account ID | 1 | 272,607.35 |
| Checking Account ID | 2 | Fund Number 61 |
| OPAA! FOOD MANAGEMENT INC | IA00035240 | SCHOOL NUTRITION FUND |
| 61 9010 3110 000 0000 631 | July 2021 Food Expenses | 8,626.71 |
| 61 9010 3140 000 4056 570 | July 2021 Covid Food Expenses | 3.27 |
| Vendor Name | OPAA! FOOD MANAGEMENT INC | 8,623.44 |
| | | 8,626.71 |

| | | |
|---------------------|----|-----------------------|
| Fund Number | 61 | 8,626.71 |
| Checking Account ID | 2 | 8,626.71 |
| Checking Account ID | 3 | Fund Number 21 |
| | | STUDENT ACTIVITY FUND |

10

RED OAK BOARD REPORT

| Vendor Name | Invoice Number | Amount | |
|---|--|----------|---------------|
| Account Number | Detail Description | | Amount |
| ATLANTIC COMMUNITY SCHOOLS | 063021ACSGb | 100.00 | |
| 21 0109 1400 920 6600 810 | Boys Golf Tournament 20-21 | | 100.00 |
| ATLANTIC COMMUNITY SCHOOLS | 63021ACSDl | 100.00 | |
| 21 0109 1400 920 6600 810 | Rollin Dyer Tournament | | 100.00 |
| ATLANTIC COMMUNITY SCHOOLS | 63021ACSDm | 100.00 | |
| 21 0109 1400 920 6600 810 | Softball Tournament 20-21 | | 100.00 |
| ATLANTIC COMMUNITY SCHOOLS | 63021ACSDn | 90.00 | |
| 21 0109 1400 920 6600 810 | HS Boys Track 20-21 | | 90.00 |
| ATLANTIC COMMUNITY SCHOOLS | 63021ACSDo | 75.00 | |
| 21 0109 1400 920 6600 810 | JV VB 20-21 | | 75.00 |
| ATLANTIC COMMUNITY SCHOOLS | 63021ACSDp | 170.00 | |
| 21 0109 1400 920 6645 810 | XC Meet 20-21 | | 170.00 |
| ATLANTIC COMMUNITY SCHOOLS | 63121ACSDj | 100.00 | |
| 21 0109 1400 920 6600 810 | Girls Golf Tournament 20-21 | | 100.00 |
| ATLANTIC COMMUNITY SCHOOLS | 63121ACSDk | 60.00 | |
| 21 0109 1400 920 6600 810 | H-10 Girls Golf 20-21 | | 60.00 |
| Vendor Name ATLANTIC COMMUNITY SCHOOLS | | | <u>795.00</u> |
| Bates, Makinzey | 82021MB | 30.00 | |
| 21 0109 1400 950 7407 580 | FFA State Fair Parking | | 30.00 |
| Vendor Name Bates, Makinzey | | | <u>30.00</u> |
| County Line Design | 10690 | 31.00 | |
| 21 0109 1400 920 6600 618 | Tennis Trophies 20-21 | | 31.00 |
| County Line Design | 10691 | 90.00 | |
| 21 0109 1400 920 6600 618 | Tennis State Quarterfinal Trophy 20-21 | | 90.00 |
| County Line Design | 9650 | 175.00 | |
| 21 0109 1400 910 6221 618 | Band Festival Trophies 20-21 | | 175.00 |
| Vendor Name County Line Design | | | <u>296.00</u> |
| DRAMATIC PUBLISHING COMPANY | 100094444 | 488.77 | |
| 21 0109 1400 910 6110 618 | Fall Play Materials and Perf Rights | | 488.77 |
| Vendor Name DRAMATIC PUBLISHING COMPANY | | | <u>488.77</u> |
| EPIC SPORTS | 81621EPIC | 90.46 | |
| 21 9010 1400 920 6720 738 | Football Wristbands | | 90.46 |
| Vendor Name EPIC SPORTS | | | <u>90.46</u> |
| FIRST BANKCARD - HEIDI HARRIS | 81021FBCHH-11 | 478.41 | |
| 21 9010 1400 920 6720 618 | FB Practice Jerseys | | 478.41 |
| FIRST BANKCARD - HEIDI HARRIS | 81021FBCHH-6 | 191.91 | |
| 21 0109 1400 950 7421 618 | HOCO Items | | 191.91 |
| Vendor Name FIRST BANKCARD - HEIDI HARRIS | | | <u>670.32</u> |
| GRAPHIC EDGE, LLC, THE | 1510121/1510085 | 352.60 | |
| 21 0109 1400 920 6600 618 | Club BB Jerseys 20-21 | | 281.94 |
| 21 0109 1400 920 6600 618 | Club BB Warmup 20-21 | | 70.66 |
| GRAPHIC EDGE, LLC, THE | 1510124 | 35.99 | |
| 21 0109 1400 920 6600 618 | Club Basketball Appare 20-21 | | 35.99 |
| GRAPHIC EDGE, LLC, THE | 1523631 | 1,400.50 | |

//

08/20/2021 10:02 AM

User ID: HARRISH

| Vendor Name | Invoice Number | Amount |
|---|--------------------------------|-----------------|
| Account Number | Detail Description | Amount |
| 21 0109 1400 920 6600 618 | 2021-2022 Track Uniforms | 1,400.50 |
| Vendor Name GRAPHIC EDGE, LLC, THE | | <u>1,789.09</u> |
| ICCA | 81121ICCA | 45.00 |
| 21 0109 1400 920 6600 810 | Cheer Membership 2021-2022 | 45.00 |
| Vendor Name ICCA | | <u>45.00</u> |
| IHSADA | IHSADA2122 | 260.00 |
| 21 0109 1400 920 6600 810 | IHSADA Dues | 260.00 |
| Vendor Name IHSADA | | <u>260.00</u> |
| Iowa Association of Track Coaches | 977 | 50.00 |
| 21 0109 1400 920 6600 810 | Track Coach Membership 21-22 | 50.00 |
| Vendor Name Iowa Association of Track Coaches | | <u>50.00</u> |
| JOEL SULLIVAN, IGCA EXECUTIVE SECRETARY | 80121IGCA | 95.00 |
| 21 0109 1400 920 6600 810 | IGCA Membership 2021-2022 | 95.00 |
| Vendor Name JOEL SULLIVAN, IGCA EXECUTIVE SECRETARY | | <u>95.00</u> |
| RIDDELL | 951332597 | 1,949.95 |
| 21 9010 1400 920 6720 738 | New FB Helmets | 1,949.95 |
| Vendor Name RIDDELL | | <u>1,949.95</u> |
| SHENANDOAH COMMUNITY SCHOOLS | 073121SCSD | 125.00 |
| 21 0109 1400 920 6720 810 | District FB Fee 2021-2022 | 125.00 |
| SHENANDOAH COMMUNITY SCHOOLS | 63021SCSDd | 100.00 |
| 21 0109 1400 920 6600 810 | Boys Golf 20-21 | 100.00 |
| SHENANDOAH COMMUNITY SCHOOLS | 63021SCSDE | 100.00 |
| 21 0109 1400 920 6600 810 | Girls Golf Tournament 20-21 | 100.00 |
| SHENANDOAH COMMUNITY SCHOOLS | 63021SCSDf | 100.00 |
| 21 0109 1400 920 6600 810 | MS Co-ed Track 20-21 | 100.00 |
| SHENANDOAH COMMUNITY SCHOOLS | 63021SCSDg | 60.00 |
| 21 0109 1400 920 6600 810 | H-10 Golf 20-21 | 60.00 |
| Vendor Name SHENANDOAH COMMUNITY SCHOOLS | | <u>485.00</u> |
| WOOD, RAY | 081021 | 85.00 |
| 21 0109 1400 920 6730 340 | Baseball Umpire Assigner 20-21 | 85.00 |
| Vendor Name WOOD, RAY | | <u>85.00</u> |
| Fund Number 21 | | <u>7,129.59</u> |
| Checking Account ID 3 | | <u>7,129.59</u> |

12

RED OAK COMMUNITY SCHOOLS 2022

| | GENERAL FUND | MANAGEMENT | PHYSICAL PLANT | AND DEBT SERVICE | SAVE TAXES/REV BONDS | BEFORE/AFTER SCHOOL |
|---------------------------|--------------------|------------------|----------------|------------------|----------------------|---------------------|
| Beg. Balance 7-01-2021 | \$ 4,654,960.88 | \$ 1,621,700.96 | \$ | \$ 2,726,998.24 | \$ 1,830,921.24 | \$ 8,049.79 |
| Revenue | \$ 134,154.93 | \$ 5,478.70 | \$ | \$ 8,468.37 | \$ 87,148.82 | \$ - |
| Expenditure | \$ 1,244,889.43 | \$ 266,783.80 | \$ | \$ 125,212.92 | \$ 1,500.00 | \$ - |
| Balance 7-31-2021 | \$ 3,544,226.38 | \$ 1,360,395.86 | \$ | \$ 2,610,253.69 | \$ 1,907,951.04 | \$ 8,049.79 |
| Balance 7-31-2020 | \$ 3,590,659.75 | \$ 1,416,713.38 | \$ | \$ 2,233,375.91 | \$ 1,870,864.04 | \$ 8,049.79 |
| Checking Account .50% | Checking Account | \$ 10,067,174.42 | | | | |
| Money Market Account .85% | Savings Account | \$ - | | | | |
| | ISJIT | \$ 0.04 | | | | |
| | Petty Cash | \$ 100.00 | | | | |
| | Outstanding Checks | \$ 396,675.02 | | | | |
| | | \$ 9,670,599.44 | | | | |
| | ACTIVITY FUND | | NUTRITION FUND | | | |
| Beg. Balance 7-01-2021 | \$ 154,509.98 | | \$ | \$ 212,223.71 | | |
| Revenue | \$ 3,543.87 | | \$ | \$ 12,119.50 | | |
| Expenditure | \$ 23,173.09 | | \$ | \$ 329.21 | | |
| Balance 7-31-2021 | \$ 134,880.76 | | \$ | \$ 224,014.00 | | |
| Balance 7-31-2020 | \$ 177,673.99 | | \$ | \$ 215,790.84 | | |
| | - | | | | | |
| Checking Account .50% | \$ 154,600.40 | | \$ | \$ 224,247.24 | | |
| Petty Cash Boxes | \$ 1,200.00 | | \$ | \$ - | | |
| Outstanding cks | \$ 20,919.64 | | \$ | \$ 233.24 | | |
| | \$ 134,880.76 | | \$ | \$ 224,014.00 | | |

PHYSICAL PLANT AND EQUIPMENT LEVY

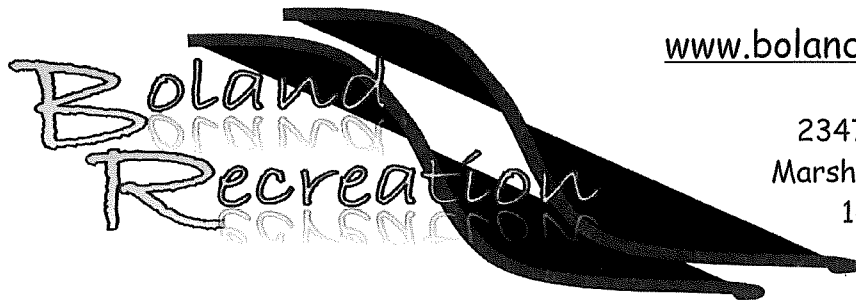
| 2019-2020 | 2020-2021 | 2021-2022 |
|---|--|---|
| Beginning Balance (July 1) | Beginning Balance (July 1) | Beginning Balance (July 1) |
| \$1,890,230.76 | \$2,329,854.73 | \$ 2,726,998.24 |
| Add: Revenue Property Taxes Voted PPEL Voted PPEL Surtax Utility Replacement Tax Utility Replacement Tax (SAVE) Mobile Home Tax Voted PPEL Mobile Home Military Credit Military Credit (SAVE) Commercial Industrial tax Commercial Ind. Voted PPEL Interest MS Sale Prior Year Expenditure ERATE Reimbursement | Add: Revenue Property Taxes Voted PPEL Voted PPEL Surtax Utility Replacement Tax Utility Replacement Tax (SAVE) Mobile Home Tax Voted PPEL Mobile Home Military Credit Military Credit (SAVE) Commercial Industrial tax Commercial Ind. Voted PPEL Interest Prior Year Expenditure ERATE Reimbursement | Add: Revenue Property Taxes Voted PPEL Voted PPEL Surtax Utility Replacement Tax Utility Replacement Tax (SAVE) Mobile Home Tax Voted PPEL Mobile Home Military Credit Military Credit (SAVE) Commercial Industrial tax Commercial Ind. Voted PPEL Interest |
| \$133,465.25 \$463,024.13 \$513,685.81 \$4,013.32 \$14,682.89 \$45.09 \$217.11 \$34.53 \$126.30 \$2,315.42 \$8,470.90 \$6,330.03 \$5,000.00 | \$137,149.56 \$420,570.90 \$493,222.30 \$3,864.00 \$13,925.08 \$61.01 \$188.87 \$41.22 \$115.82 \$2,160.74 \$7,786.86 \$5,392.12 | 7315.41 |
| \$1,151,410.78 | \$1,084,478.48 | \$7,826.67 |
| Subtotal | Subtotal | Subtotal |
| \$3,041,641.54 | \$3,414,333.21 | \$2,734,824.91 |
| TOTAL AVAILABLE | TOTAL AVAILABLE | TOTAL AVAILABLE |
| LESS: Expenditures | LESS: Expenditures | LESS: Expenditures |
| School Dude Frontline Technology Forecasts Software Unlimited Ray Martin-HVAC Service Agreement May/June Rent Council Bluffs Sp Ed Riverside Tech-Fiber Boland Rec-Playground School Dude Miracle Recreation-Playground Infinite Campus Aug/Sept Rent Council Bluffs Sp Ed School Dude Electronic Contracting-IES Intercom CIC-Infinite Campus Assessment Import BI State Electronics-Trans Radios Nov Rent Council Bluffs Sp Ed Dec Rent Council Bluffs Sp Ed Jan Feb Rent Council Bluffs Sp Ed Lee Jensen-Fork Lift Mar Rent Council Bluffs Sp Ed Infinite Campus Inpro Corp-JSHS Wall Protectors Midwest Tennis & Track | Chrome Book Lease Frontline Software Forecasts School Bus Lease RO Chrysler-Ford Transport Van Chrome Book Lease Rent Council Bluffs Sp Ed Rent Council Bluffs Sp Ed Rent Council Bluffs Sp Ed Rent Council Bluffs Sp Ed Infinite Campus Software Renewal Rent Council Bluffs Sp Ed Rent Council Bluffs Sp Ed Rent Council Bluffs Sp Ed | Frontline License Renewals US Bank-Chromebook Lease Payment Forecasts Software Unlimited |
| \$2,669.44 \$24,311.80 \$11,225.00 \$7,900.00 \$7,725.00 \$1,330.98 \$2,000.00 \$69,900.00 \$5,386.32 \$965.75 \$3,596.00 \$756.24 \$1,101.82 \$732.69 \$2,445.50 \$1,000.00 \$16,234.00 \$694.44 \$680.40 \$1,403.91 \$1,500.00 \$713.16 \$23,492.00 \$9,873.06 \$37,850.00 | \$84,589.28 \$16,264.13 \$22,158.00 \$61,602.40 \$33,987.85 \$308.00 \$728.08 \$732.80 \$759.74 \$791.55 \$1,346.07 \$23,233.00 \$803.32 \$805.35 \$803.80 | 17052.94 84897.28 14426 8195 |
| \$235,487.51 | \$248,913.37 | \$124,571.22 |
| \$2,806,154.03 | \$3,165,419.84 | \$2,610,253.69 |
| Subtotal | Subtotal | Subtotal |
| Cash Balance | Cash Balance | Cash Balance |

14

Capital Projects Fund

| | 2019-2020 | | 2020-2021 | | 2021-2022 |
|------------------------------|--------------|-----------------------------|-------------|--------------------------|-------------|
| Beg Balance (July 1) | \$11,775,798 | Beg Balance (July 1) | \$1,888,719 | Beg Balance (July 1) | \$1,830,921 |
| Add: Revenue | | Add: Revenue | | Add: Revenue | |
| 1¢ Sales Tax | \$980,624 | 1¢ Sales Tax | \$950,493 | 1¢ Sales Tax | \$86,853 |
| Interest | \$101,122 | Interest | \$3,688 | Interest | \$296 |
| Insurance-ROECC | \$25,000 | | | | |
| AOI Refund | \$3,069 | | | | |
| Subtotal | \$12,885,613 | Subtotal | \$2,842,900 | Subtotal | \$1,918,070 |
| LESS: Expenditures | | LESS: Expenditures | | LESS: Expenditures | |
| Construction Expense | \$2,069,959 | Chrome Book Lease | \$10,097 | Chromebook Lease | \$10,097 |
| Alley Pynor | \$10,564 | ROECC Construction Exp | \$7,768 | Record FB/BB Fields Deed | \$22 |
| Boyd Jones | \$167,405 | Admin Office Const Exp | \$7,696 | | |
| YMCA-Rent | \$800 | District Signage | \$28,312 | | |
| Mickey Anderson Rent | \$1,200 | Trans Office Const Exp | \$1,998 | | |
| Wilson Rent | \$3,700 | Trans Office Const Exp | \$5,600 | | |
| Construction Expense | \$853,942 | Rev Bond Pymt Transfer | \$221,920 | | |
| Alley Pynor | \$17,561 | Jerry's Basement Waterproof | \$821 | | |
| Boyd Jones | \$171,740 | Trans Office Const Exp | \$984 | | |
| Mickey Anderson Rent | \$1,200 | Rev Bond Pymt Transfer | \$73,973 | | |
| Wilson Rent | \$2,500 | Trans Office Const Exp | \$1,521 | | |
| Omni Partners-Rent Plaza | \$2,400 | ROECC Abstract | \$345 | | |
| 604 S Broadway Purchase | \$219,542 | ROECC Construction Exp | \$5,785 | | |
| Mickey Anderson Rent | \$1,200 | Chrome Book Lease | \$30,620 | | |
| Construction Expense | \$1,957,595 | Rev Bond Pymt Transfer | \$147,946 | | |
| Alley Pynor | \$108,508 | Boyd Jones-Admin Center | \$6,755 | | |
| Boyd Jones | \$272,955 | Rev Bond Pymt Transfer | \$73,973 | | |
| Boyd Jones | \$149,361 | ROECC Lighting | \$822 | | |
| Mickey Anderson Rent | \$1,200 | Consession Stand Breaker | \$852 | | |
| Alley Pynor | \$6,357 | Rev Bond Pymt Transfer | \$73,973 | | |
| Construction Expense | \$245,190 | Rev Bond Pymt Transfer | \$73,973 | | |
| Construction Expense | \$100,241 | Rev Bond Pymt Transfer | \$73,973 | | |
| Boyd Jones | \$75,195 | ASI Signage | \$1,236 | | |
| Alley Pynor | \$7,875 | Rev Bond Pymt Transfer | \$73,973 | | |
| ROECC Construction Exp | \$82,892 | ASI Signage | \$13,090 | | |
| ROECC Alley Poyner | \$2,500 | Rev Bond Pymt Transfer | \$73,973 | | |
| Mickey Anderson Rent | \$1,200 | | | | |
| Berens Tate-Bond Fund Rep | \$3,000 | | | | |
| Chrome Book Lease | \$30,620 | | | | |
| Mickey Anderson Rent | \$1,200 | | | | |
| Debt Service Fund Transfer | \$885,364 | | | | |
| Alley Pynor | \$18,127 | | | | |
| Boyd Jones | \$72,412 | | | | |
| Construction Expense | \$260,353 | | | | |
| Alley Pynor | \$12,226 | | | | |
| Construction Expense | \$258,651 | | | | |
| Mickey Anderson Rent | \$1,200 | | | | |
| Audit Adjustment-Interest Pa | \$100,682 | | | | |
| Construction Expense | \$15,556 | | | | |
| Trans Wash Bay Curtains | \$3,740 | | | | |
| Mickey Anderson Rent | \$1,200 | | | | |
| Construction Expense | \$918,001 | | | | |
| Boyd Jones | \$51,511 | | | | |
| Mickey Anderson Rent | \$1,200 | | | | |
| Construction Expense | \$481,052 | | | | |
| Mickey Anderson Rent | \$1,200 | | | | |
| Boyd Jones | \$77,893 | | | | |
| Alley Pynor | \$16,976 | | | | |
| Alley Pynor | \$3,532 | | | | |
| Boyd Jones | \$85,933 | | | | |
| Construction Expense | \$269,605 | | | | |
| Alley Pynor | \$333 | | | | |
| Construction Expense | \$115,154 | | | | |
| Revenue Bond Payment | \$792,099 | | | | |
| Subtotal | \$11,013,600 | Subtotal | \$1,011,979 | Subtotal | \$10,119 |
| Fund Balance | \$1,872,013 | Fund Balance | \$1,830,921 | Fund Balance | \$1,907,951 |

Mark Boland
Owner, Sales
Jordan Judkins
Sales, Iowa
Blake Judkins
Sales, Iowa



www.bolandrecreation.com

2347 Oak Park Road
Marshalltown, IA 50158
1-800-798-7589
641-752-7589

Inman Elementary
Red Oak, IA

7/16/21

All equipment in Inman Option 1: **\$20,800** (Delivered)

Installation by Miracle Certified Crew: \$8,000

Surfacing (1710 sq. ft.):

Poured in Place Rubber Safety Surface: \$29,000 (Installed)

OR

Loose Fill Rubber Mulch: \$7,700 (Delivered)

All equipment in Inman Option 2: **\$32,255** (Delivered)

Installation by Miracle Certified Crew: \$12,750

Surfacing (2000 sq. ft.):

Poured in Place Rubber Safety Surface: \$34,000 (Installed)

OR

Loose Fill Rubber Mulch: \$9,000 (Delivered)

Prepared by: Jordan Judkins

Prices are good for 30 days

Prices include delivery to your job site

*Prices **DO NOT** include sales tax, if applicable*

Payment for materials is due by 30 days after delivery.

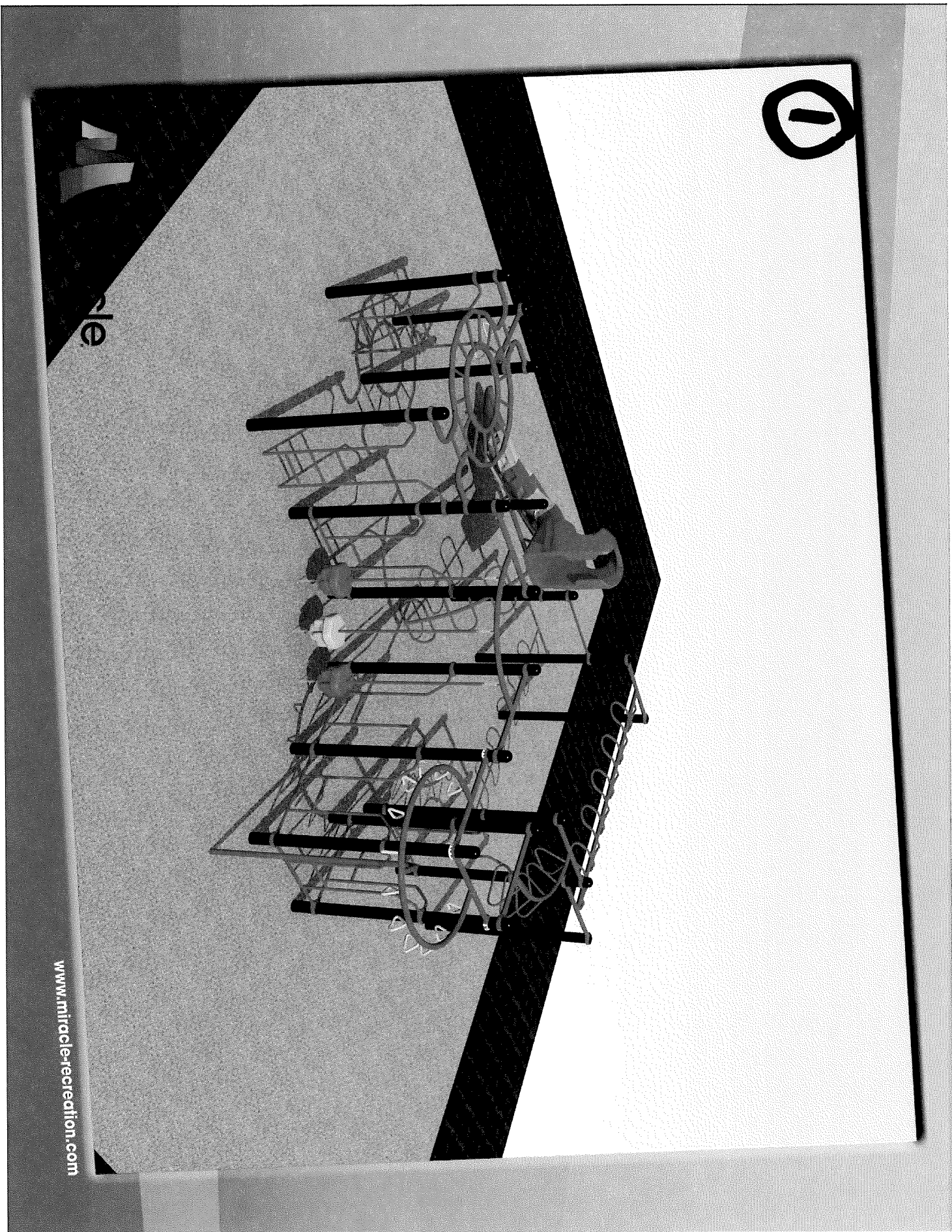
Payment for installation services is due by 15 days after completion of work.

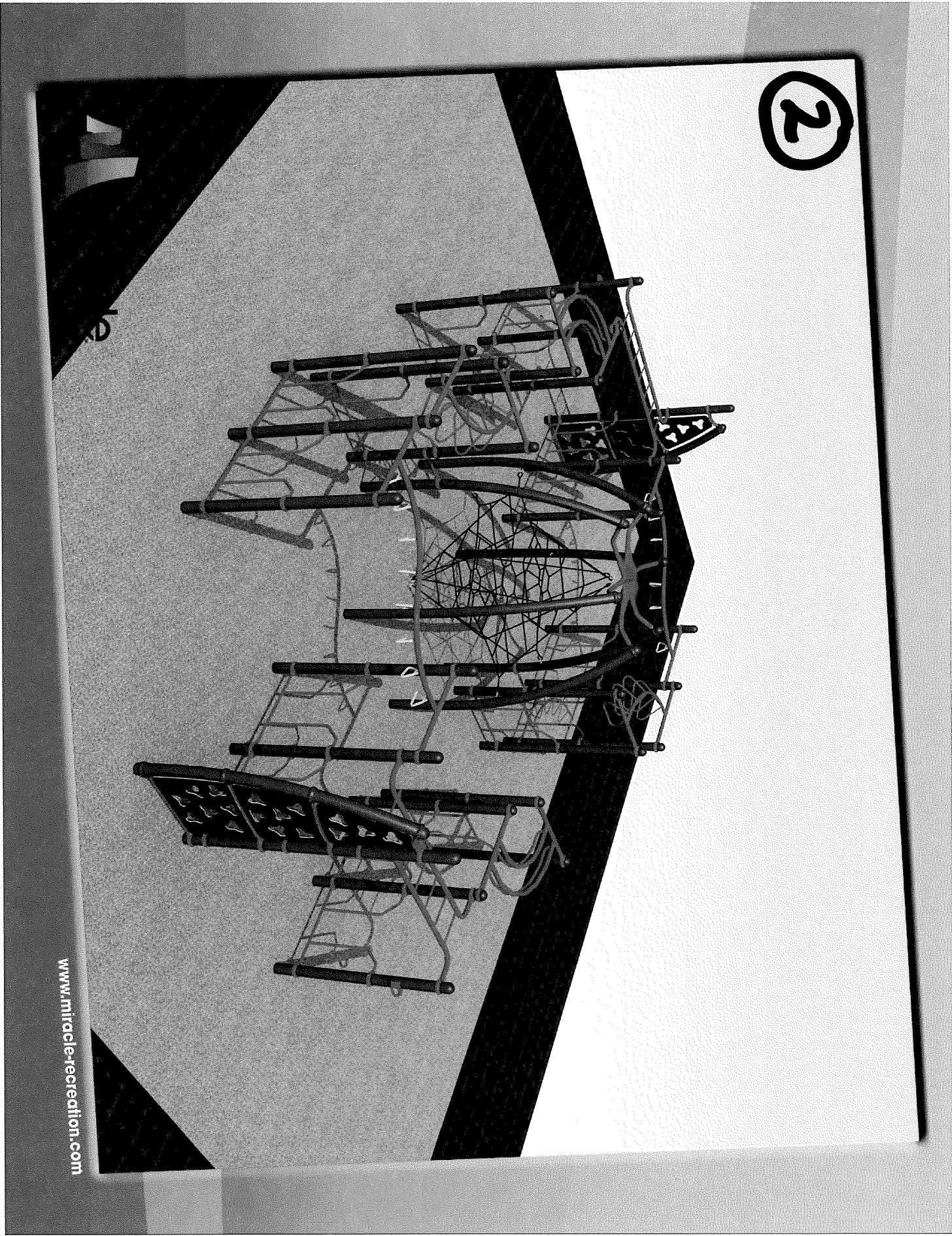
Boland Recreation reserves the right to charge a 1.5% fee on past due invoices.

Delivery time is 16-18 weeks after the order has been placed, unless agreed upon differently

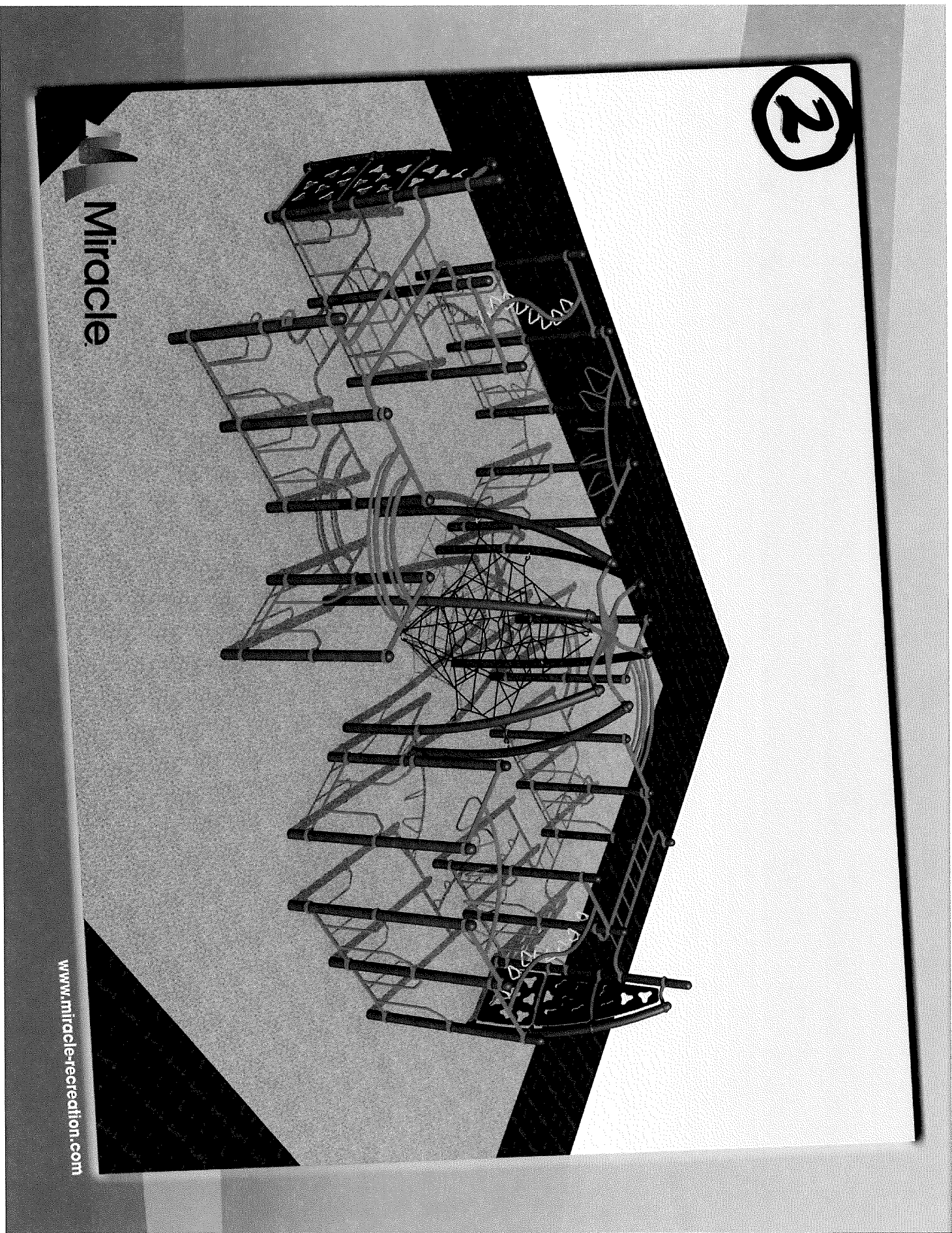
NOTE: Boland Recreation, Inc. is NOT RESPONSIBLE for unloading of equipment, storage, permits, fees, ground preparation, pea gravel, borders, disposal of trash, sales tax, or anything in addition to what is listed above.







www.miracle-recreation.com



Bids to Renovate Press Box to Provide Internet Access to Outdoor Activities Area

| | |
|---------------------------|-------------|
| Sellers Construction..... | \$28,518.50 |
| (Red Oak, Iowa) | |
| Simmons Restoration..... | \$37,744.07 |
| (Bedford, Iowa) | |
| Building Crafts Inc. | \$51,390.00 |
| (Red Oak, Iowa) | |

(Addition cost to engineer, purchase and install outdoor access point, firewall, server rack, 8-port switch, and site licenses.....approximately \$8,000)

Sellers Construction

Red Oak, IA 51566
Phone 712-623-3638
Fax 712-623-3638

Proposal

| Date | Estimate # |
|----------|------------|
| 8/9/2021 | 374 |

| |
|--|
| Name / Address |
| Red Oak Community Schools 2011 N Eighth St Red Oak, IA 51566 |

| | | | Project |
|---|-------------------------|-----------|-------------|
| | | | |
| Description | Qty | Rate | Total |
| Proposal to remodel press box at the football field | | 28,518.50 | 28,518.50 |
| Tax exempt | | | |
| Sellers Construction has 35 years of experience. We are fully insured and licensed with the State of Iowa. All insurance claims are your responsibility. We require payment in full upon satisfactory completion of your work. Please make arrangements for payment in full. | Subtotal | | \$28,518.50 |
| | Sales Tax (0.0%) | | \$0.00 |
| | Total | | \$28,518.50 |



Simmons Restoration

1502 Industrial Ave.
Bedford IA 50833
(712) 523-2727
(712) 523-3345 fax
tsimmons@simmonsrestoration.com
TIN: 45-4318914

2021-06-04-0903

Main Level

| Room1 | Height: 8' |
|---|------------|
| DESCRIPTION | QTY |
| 12. Heat, Vent, & Air Conditioning (Bid Item) | 1.00 EA |
| 13. Electrical (Bid Item) | 1.00 EA |
| 14. Insulation (Bid Item) | 1.00 EA |
| 15. Drywall (Bid Item) | 1.00 EA |
| 16. Painting (Bid Item) | 1.00 EA |
| 17. Finish Carpentry / Trim (Bid Item) | 1.00 EA |
| 18. Floor Covering - Carpet (Bid Item) | 1.00 EA |
| 19. Framing & Rough Carpentry (Bid Item) | 1.00 EA |
| 20. Window Reglazing & Repair (Bid Item) | 1.00 EA |
| 21. Cabinetry (Bid Item) | 1.00 EA |
| 22. Heavy Equipment (Bid Item) | 1.00 EA |

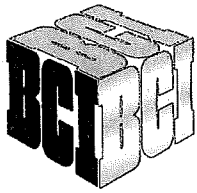
Grand Total

\$37,744.07

Grand Total Areas:

| | | |
|---------------------------|-----------------------------------|-----------------------------|
| 544.00 SF Walls | 240.00 SF Ceiling | 784.00 SF Walls and Ceiling |
| 240.00 SF Floor | 26.67 SY Flooring | 68.00 LF Floor Perimeter |
| 0.00 SF Long Wall | 0.00 SF Short Wall | 68.00 LF Ceil. Perimeter |
| 240.00 Floor Area | 263.11 Total Area | 544.00 Interior Wall Area |
| 636.00 Exterior Wall Area | 70.67 Exterior Perimeter of Walls | |
| 0.00 Surface Area | 0.00 Number of Squares | 0.00 Total Perimeter Length |
| 0.00 Total Ridge Length | 0.00 Total Hip Length | |

23



BUILDING CRAFTS, INC.
Contractors | Engineers

2300 N. 8th Street
P.O. Box 96
Red Oak, IA 51566

Phone: (712) 623-4032
Fax: (712) 623-4045

www.buildingcrafts.com

August 2, 2021

ROCSD
Red Oak, Iowa 51566

Attn: Adam

Re: Proposal for
ROHS Football Field Press Box
Red Oak, Iowa

Dear Adam,

We appreciate the opportunity to provide a proposal for the above referenced project.

The following summarizes the scope of work included in our budget:

Press Box Interior:

- 1) Removal and replacement of existing windows.
- 2) Removal and replacement of existing exterior door on south side of structure.
- 3) Removal and replacement of 240 SF of existing carpet.
- 4) Installation of one (1) new 80"x42" window on east side of structure.
- 5) Installation of one (1) new 24"x42" window on north side of structure.
- 6) Installation of one (1) new 24'x30" plastic laminate countertop on west side of interior.
- 7) We include the price of adding blocking for installation of countertop.
- 8) Installation of new trim work along base of interior room and around openings.
- 9) Installation of 784 SF of new drywall on interior of structure.
- 10) We include the price of tape, finish, and painting the new drywall.
- 11) We include the price of caulking and sealants for windows, doors, and the countertop.

Press Box Exterior:

- 1) Removal and replacement of existing wood decking and related joists.
- 2) Removal, salvage, and reinstallation of existing railing on wood decking.
- 3) Installation of metal sheeting to cover spray foam insulation (under the floor).

Work by Subcontractors:

- 1) Insulation scope of work to be performed by Heartland Foam InSEALators.
- 2) HVAC scope of work to be performed by Allensworth Heating and Cooling.
- 3) Electrical scope of work to be performed by O'Neal Electric Company.

For the work listed above we are projecting a budget cost of \$ 51,390.00.

24

505.5 - Student Fund Raising

Students may raise funds for school-sponsored events with the permission of the principal and superintendent. Fund raising by students for events other than school-sponsored activities is not allowed. Collection boxes for school fund raising must have prior approval from the principal before being placed on school property or district-sponsored events.

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

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

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

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

All monies are to be turned in to the principal ~~on or before the last date of the project~~ **a daily basis** and forwarded to the district central office. The checks will be issued from the central office for the expenses incurred. Monies collected in buildings on a daily basis are to be kept in a ~~building vault or other secure, locked place~~ **no vault** exists in a building, the monies are to be forwarded to the district central office daily. **Monies must never be kept overnight in desk drawers, file cabinets, or other classroom/office furnishings.**

Any person or entity acting on behalf of the district and wishing to conduct any fundraising campaign for the benefit of the district shall begin the process by seeking prior approval from the Superintendent. Any fundraising efforts conducted using the district's name, symbols, or imagery will be conducted in accordance with all policies, regulations and rules for fundraising within the district.

A record of each organization's projects will be maintained by the building principal, along with a calendar of all approved fund-raising dates/activities. The building principals shall coordinate their calendars to ~~insure~~ **ensure** compliance with this policy. **The superintendent will appraise the Board of all scheduled fund-raising activities at least once per semester.**

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

Legal Reference:

Senior Class of Pekin High School v. Tharp, 154 N.W.2d 874 (Iowa 1967).

Iowa Code § 279.8.

| | |
|----------|-----------------|
| Approved | August 27, 2018 |
| Reviewed | August 27, 2018 |
| Revised | August 27, 2018 |

704.1 - Local, State, Federal, and Miscellaneous Revenue

Revenues of the school district are received by the board treasurer. Other persons receiving revenues on behalf of the school district will promptly turn them over to the board treasurer.

Revenue, from whatever source, is accounted for and classified under the official accounting system of the school district. It is the responsibility of the board treasurer to deposit the revenues received by the school district in a timely manner. School district funds from all sources will not be used for private gain or political purposes.

Tuition fees received by the school district are deposited in the general fund. The tuition fees for kindergarten through twelfth grade during the regular academic school year are set by the board based upon the superintendent's recommendation in compliance with current law. Tuition fees for summer school, driver's education and adult education are set by the board prior to the offering of the programs.

The board may charge materials fees for the use or purchase of educational materials. Materials fees received by the school district are deposited in the general fund. It is the responsibility of the superintendent to recommend to the board when materials fees will be charged and the amount of the materials fees.

Rental fees received by the school district for the rental of school district equipment or facilities are deposited in the general fund. It is the responsibility of the superintendent to recommend to the board a fee schedule for renting school district property.

Proceeds from the sale of real property are placed in the ~~schoolhouse~~ **physical plant and equipment levy (PPEL) fund. However, following a properly noticed public hearing, the board of directors may elect to deposit proceeds from the sale of real property or buildings into any fund under the control of the school corporation. Notice for the public hearing must be published in a newspaper of general circulation within the district not less than ten and no more than twenty days prior to the proposed public hearing. Notice of the public hearing must include the date, time and location of the public hearing, and a description of the proposed action.** The proceeds from the sale of other school district property are placed in the general fund.

The board may claim exemption from the law prohibiting competition with private enterprise for the following activities:

- Goods and services directly and reasonably related to the educational mission;
- Goods and services offered only to students, employees or guests, which cannot be provided by private enterprise at the same or lower cost;
- Use of vehicles for charter trips offered to the public, full- or part-time, or temporary students;

- Goods and services, which are not otherwise available in the quantity or quality required by the school district;
- Telecommunications other than radio or television stations;
- Sponsoring or providing facilities for fitness and recreation;
- Food service and sales; and,
- Sale of books, records, tapes, software, educational equipment, and supplies.

It is the responsibility of the superintendent to bring to the board's attention additional sources of revenue for the school district.

Legal Reference:

Iowa Code §§ 12C; 23A; 24.9; 257.2; 279.8; 41; 282.2, .6, .24; 291.12, 297.9-.12, .22; 301.1.

Approved November 11, 2013
Reviewed ~~November 26, 2018~~
Revised ~~November 26, 2018~~

Policy 704.6 ONLINE FUNDRAISING CAMPAIGNS – CROWDFUNDING

The Red Oak Community School District Board of Education believes online fundraising campaigns, including crowdfunding campaigns, may further the interests of the district. Any person or entity acting on behalf of the district and wishing to conduct any fundraising campaign, online or otherwise, for the benefit of the district shall begin the process by seeking prior approval from the Superintendent. Any fundraising efforts conducted using the district's name, symbols, or imagery will be conducted in accordance with all policies, regulations and rules for fundraising within the district. Money or items raised by an online fundraising campaign will be the property of the district only upon acceptance by the board, and will be used only in accordance with the terms for which they were given, as agreed to by the board.

Approval of requests shall depend on factors including, but not limited to:

- Compatibility with the district's educational program, mission, vision, core values, and beliefs;
- Congruence with the district and school goals that positively impact student performance;
- The district's instructional priorities;
- The manner in which donations are collected and distributed by the crowdfunding platform;
- Equity in funding; and
- Other factors deemed relevant or appropriate by the district.

If approved, the requestor shall be responsible for preparing all materials and information related to the online fundraising campaign and keeping district administration apprised of the status of the campaign.

The requestor is responsible for compliance with all state and federal laws and other relevant district policies and procedures. All items and money generated are subject to the same controls and regulations as other district property and shall be deposited or inventoried accordingly. No money raised or items purchased shall be distributed to individual employees.

Legal Reference:

Iowa Code §§ 279.8; 279.42; 565.6.

Approved:

Reviewed:

Revised:

401.5 - Employee Contract Release-Licensed Employees

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

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

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

In the event a certified employee (i.e., teacher or administrator) submits a written resignation by November 30, to be effective at the end of the current school year, that employee shall be eligible to receive a \$1,250 severance bonus. A certified employee who submits a written resignation by January 15, to be effective at the end of the current school year, shall be eligible to receive a \$750 severance bonus. By acceptance of the severance bonus, the employee waives any rights to seek unemployment or other employment claims against the district. The payment of the severance bonus shall occur within thirty (30) days following board approval of the resignation. Once the resignation is approved by the Board, all the employee's rights will be terminated on the employee's last contract day of the current school year. Once approved, the employee's resignation may not be rescinded. This provision may not be applied in conjunction with any other employment separation agreement.

Approved: ~~July 25, 2018~~

Reviewed: ~~July 25, 2018~~

Revised: ~~July 25, 2018~~

RESOLUTION
AFTER
PUBLIC HEARING
ON
AUGUST 23, 2021

Date: August 23, 2021

The Board of Directors of the Red Oak Community School District ("District") met in open session, in the Red Oak Jr./Sr. High School Virtual Learning Center located at 2011 N 8th St, Red Oak, IA 51566, on the above date. There were present President Bryce Johnson in the chair, and the following Board Directors:

Absent:

* * * * *

The President announced that this was the time and place for the public hearing and meeting on the matter of the proposed conveyance of an interest in real property, and that notice of the proposed action had been published pursuant to the provisions of Section 297.22(1) of the Code of Iowa.

Inquiry was made whether any written objections had been filed by any resident or property owner of the District regarding the sale of such real property by the District. The Secretary stated that ____ written objections had been filed. Oral objections to the sale of real property were then called for and received and ____ were made. Whereupon, the President declared the time for receiving oral and written objections to be closed.

(Attach here a summary of objections received or made, if any)

Date: August 23, 2021

The proposed action and the extent of objections thereto were then considered.

Director _____ introduced the following Resolution and moved that it be adopted. Director _____ seconded the motion to adopt. The roll was called, and the vote was:

AYES: _____

NAYS: _____

Whereupon, the President declared the resolution duly adopted as follows:

RESOLUTION FOR A CONVEYANCE OF REAL PROPERTY

WHEREAS, pursuant to notice published as required by law, the Board of Directors of the Red Oak Community School District on the 23rd day of August, 2021 held a hearing on the proposal to convey an interest in real property and the extent of objections received from residents or property owners as to said proposed transaction has been fully considered; and, accordingly the following action is now considered to be in the best interests of the District and residents thereof:

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE RED OAK COMMUNITY SCHOOL DISTRICT:

Section 1. That the real property described herein shall be conveyed by the District to Gold Nugget Properties, LLC for \$15,000.00 and other good and valuable consideration. Conveyance by the District shall be by Deed without Warranty.

Section 2. The Board President and Secretary are authorized to sign all conveyance documents for the real property described herein.

Section 3. The Board President, Secretary, Superintendent, and administrative officers of the District are authorized to take all actions necessary to complete the above-described transaction, including execution of ancillary documents.

Section 4. The real property is locally known as 904 Broad Street, and is legally described as follows:

Block 81 of the Northeast Addition to the City of Red Oak, Iowa

33

PASSED AND APPROVED, this 23rd day of August, 2021.

RED OAK
COMMUNITY SCHOOL DISTRICT

By: _____
Bryce Johnson, President

ATTEST:

Deb Drey, Secretary

01927676-1\17460-015

RESOLUTION
AFTER
PUBLIC HEARING
ON
AUGUST 23, 2021

Date: August 23, 2021

The Board of Directors of the Red Oak Community School District ("District") met in open session, in the Red Oak Jr./Sr. High School Virtual Learning Center located at 2011 N 8th St., Red Oak, IA 51566, on the above date. There were present President Bryce Johnson in the chair, and the following Board Directors:

Absent:

* * * * *

The President announced that this was the time and place for the public hearing and meeting on the matter of the proposed conveyance of an interest in real property, and that notice of the proposed action had been published pursuant to the provisions of Section 297.22(1) of the Code of Iowa.

Inquiry was made whether any written objections had been filed by any resident or property owner of the District regarding the sale of such real property by the District. The Secretary stated that ____ written objections had been filed. Oral objections to the sale of real property were then called for and received and ____ were made. Whereupon, the President declared the time for receiving oral and written objections to be closed.

(Attach here a summary of objections received or made, if any)

Date: August 23, 2021

The proposed action and the extent of objections thereto were then considered.

Director _____ introduced the following Resolution and moved that it be adopted. Director _____ seconded the motion to adopt. The roll was called, and the vote was:

AYES: _____

NAYS: _____

Whereupon, the President declared the resolution duly adopted as follows:

RESOLUTION FOR A CONVEYANCE OF REAL PROPERTY

WHEREAS, pursuant to notice published as required by law, the Board of Directors of the Red Oak Community School District on the 23rd day of August, 2021 held a hearing on the proposal to convey an interest in real property and the extent of objections received from residents or property owners as to said proposed transaction has been fully considered; and, accordingly the following action is now considered to be in the best interests of the District and residents thereof:

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE RED OAK COMMUNITY SCHOOL DISTRICT:

Section 1. That the real property described herein shall be conveyed by the District to Gold Nugget Properties, LLC for \$8,000.00 and other good and valuable consideration. Conveyance by the District shall be by Deed without Warranty.

Section 2. The Board President and Secretary are authorized to sign all conveyance documents for the real property described herein.

Section 3. The Board President, Secretary, Superintendent, and administrative officers of the District are authorized to take all actions necessary to complete the above-described transaction, including execution of ancillary documents.

Section 4. The real property is locally known as 209 E. Prospect Street, and is legally described as follows:

All of Block One of Bishops Subdivision of the West $\frac{3}{4}$ of Outlot 6 in the Northeast Addition to the City of Red Oak, Iowa

PASSED AND APPROVED, this 23rd day of August, 2021.

RED OAK
COMMUNITY SCHOOL DISTRICT

By: _____
Bryce Johnson, President

ATTEST:

Deb Drey, Secretary

01927709-1\17460-016

Red Oak JR.-SR.



High School Parent/Student Handbook 2021-2022

MISSION STATEMENT

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

| | |
|--|----|
| Equal Educational Opportunity | 3 |
| Principal Welcome | 4 |
| Contact Information | 5 |
| Administration, Faculty, Staff Listing | 6 |
| 9-12 Coach and Sponsor Listing | 7 |
| District Building Numbers/Daily Schedule: | 8 |
| Student Attendance | 9 |
| Leaving School: | 9 |
| Attendance Regulation: | 9 |
| Make-up Work: | 13 |
| Advance Absences: | 13 |
| Attendance and Co-Curricular/Extra-Curricular Participation: | 13 |
| Protective Devices/Student Lockers/Student Freedom of Speech | 14 |
| Student Academics/Graduation Requirements | 15 |
| Making Up Courses/Duplicating Courses/ Minimum School Day | 16 |
| Grading System | 17 |
| School Counseling Department/Scheduling parameters/schedule changes | 18 |
| Independent Study/Senior Year Plus Program/Credit Recovery | 19 |
| Textbooks/Progress Reports/Dropout Prevention: Seminar | 20 |
| Dropout Prevention Study Table/ Academic Eligibility for Extracurricular Activities | 21 |
| Semester Test / Incomplete Grades/ Repeating Coursework/ Student-Building Assistance Team/ Duplicating Coursework/ College visit. | 22 |
| Job Shadowing/ Grade Point Average/ Early Graduation | 23 |
| Graduation Activities and Honors / Recognition for Academic Achievement/ | 24 |
| National Honor Society/ Student Records and Transcripts/ Transferring from District | 25 |
| Student Behavior/ Discipline Matrix/ | 26 |
| In-School Suspension Program/ Out of School Suspension Program/ Expulsion/ Makeup Work | 36 |
| Search & Seizure | 37 |
| Due Process | 38 |
| Good Conduct Rule | 39 |
| Activities Covered Under the Good Conduct Rule | 41 |
| Violations of the Good Conduct Rule | 41 |
| Determination of Violation | 42 |
| Notice of Violation to Student and Parent | 42 |
| Violation Consequences | 42 |
| Penalty Reduction – Service Contract/ Transfer Student/ Additional Consequences | 46 |
| Appeals | 46 |
| Emergency Drills: | 47 |

Equal Educational Opportunity

Students will have an equal opportunity for a quality education without discrimination, regardless of their race, religion, socioeconomic status, color, sex, marital status, national origin, creed, sexual orientation, gender identity or disability.

The education program is free of discrimination and provides equal opportunity for the students. The education program will foster knowledge of and respect and appreciation for the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society.

Special emphasis is placed on Asian-Americans, African-Americans, Hispanic-Americans and persons with disabilities. It will also reflect the wide variety of roles open to both men and women and provide equal opportunity to both sexes.

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

The board is committed to the policy that no otherwise qualified person will be excluded from educational activities on the basis of race, color, national origin, creed, religion, sex, marital status, sexual orientation, gender identity or disability.

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

RED OAK COMMUNITY SECONDARY SCHOOLS

STUDENT HANDBOOK 2021-2022

WELCOME

Welcome to the Red Oak Community Secondary School. It is a pleasure to serve as your principal during the 2021-2022 school year. I sincerely hope that you attain the goals and expectations you set for yourself. Each staff member is committed to assisting you in any way they can to help you reach your full potential.

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

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

Nate Perrien, Principal

Contact Information

Physical and Mailing Address:

2011 North 8th Street
Red Oak, Iowa 51566

Web Address:

www.redoakschooldistrict.com

Main Office Phone:

(712)623-6610

Main Office Fax;

(712)623-6613

Guidance Office Phone:

(712)623-6610

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

lastnamefirstinitial@roschools.org

Example: perrienn@roschools.org for Mr. Nate Perrien

Administration and Faculty Listing:

Administration:

| | |
|------------------|--|
| Nathan Perrien | 7-12 Jr.-Sr High Principal |
| Justin Williams | 7-12 Jr.-Sr High Asst Principal |
| Mark Erickson | 7-12 Jr.-Sr. Activities Director |
| Leanne Fluckey | K-12 Curriculum Director |
| Janelle Erickson | K-12 Media Specialist- Instructional coach |
| Kelsey Mangold | Instructional Coach |
| Jeanne Bauman | 7-12 Building Secretary |
| Beth Debolt | 7-12 Building Secretary |

Guidance Department:

| | |
|------------------|-------------------------------|
| Kathy Linke | 7-12 Guidance Counselor |
| Kim Pratt | 7-12 Guidance Secretary |
| Tracy Vannausdle | 7-12 Student Support Services |
| Lindsay Williams | 7-12 Guidance Counselor |

Faculty

| Name: | Subject: |
|------------------|---------------------------|
| Curt Adams | Art |
| Sharon Allison | Special Education |
| Mary Carlson | Math |
| Dan DeGroot | K-12 TAG |
| Brett Eubank | Alt School / Soc. Studies |
| Melissa Freiberg | Science |
| | Social Studies |
| Rebecca Gerst | FACS |
| | Business |
| Patty Henke | Physical Education |
| John Hewett | Band |
| Adam Hietbrink | Math Intervention |
| | ELA |
| Josh Kippley | Physical ED /Weights |
| Cheri Klimek | Special Education |

| Name: | Subject: |
|-----------------|---------------------------|
| Laura Laprell | English Language Arts |
| | English Language Arts |
| Terra Marsden | Choir |
| Tim Marsden | Choir |
| | Agriculture |
| | Math |
| Bob Peterson | Industrial Arts |
| Spencer Plank | Social Studies |
| Tiegan Podliska | Alt School / Soc. Studies |
| Dan Pollock | Math |
| Stacey Rolec | English Language Arts |
| Nathan Rouse | Spanish |
| Barb Sims | Science |
| | Agriculture |
| Karen Subbert | Physical Education |
| | Special Education |
| Jen Wilcoxson | Special Education |

I-Jag Instructors

Breanna Allensworth

Paraprofessionals

| | |
|-----------------|------------------|
| Tristan Johnson | |
| Jessie Bruning | Destiny McAlpin |
| Marci Bishop | Christy Rea |
| Amy Confer | Shelley Stephens |

9-12 Coach & Sponsor Listing

| Sport | Head Coach | District Location | Asst. Coaches |
|---------------------|-------------------|-------------------|---|
| Cross Country | Curt Adams | RO Jr.-Sr. High | Sueann French |
| Football | | RO Jr.-Sr. High | Nathan Rouse, Josh Kippley, Nate Namanny |
| Football Cheer | Barb Lombard | RO Jr.-Sr. High | |
| Volleyball | Angela Montgomery | Inman Elementary | Sharon Allison & Dana Ramirez |
| Swimming | Dean Junker | Atlantic CSD | |
| Bowling | Nathan Namanny | RO Jr.-Sr. High | Julie Wolfe |
| Boys Basketball | Spencer Plank | RO Jr.-Sr. High | Ron DeVries, Brian Mensen |
| Girls Basketball | | Red Oak Resident | |
| Basketball Cheer | Barb Lombard | RO Central Office | |
| Wrestling | Tiegen Podliska | RO Jr.-Sr. High | Nathan Rouse |
| Wrestling Cheer | Destiny McAlpin | RO Jr.-Sr. High | |
| Boys Golf | Bob Boeye | Red Oak Resident | |
| Girls Golf | Patty Henke | RO Jr.-Sr. High | |
| Boys Tennis | Arryn Gillespie | Inman Elementary | Tristin Johnson |
| Girls Tennis | Arryn Gillespie | Inman Elementary | Tristin Johnson |
| Boys Track & Field | Sueann French | Red Oak Resident | |
| Girls Track & Field | Curt Adams | RO Jr.-Sr. High | |
| Soccer | Mark Kells | Red Oak Resident | |
| Baseball | Mark Erickson | RO Jr.-Sr. High | Josh Kippley |
| Softball | Kennedy Candor | Inman Elementary | Kendall condor |

| Activity | Sponsor |
|--|-------------------------------|
| Business Professionals of America (BPA) | |
| National Honor Society | SueAnn Crouse |
| Band | John Hewett |
| Student Council | Josh Kippley & Jessie Bruning |
| FCCLA | |
| FFA | |
| Fall Play | Laura Horn |
| Speech | Laura Horn |
| Spring Musical | Tim Marsden |
| Prom | |
| Yearbook | Laura LaPrell |

District Building Numbers:

| | |
|----------------------------|----------|
| Red Oak Central Office | 623-6600 |
| Inman Elementary School | 623-6635 |
| Early Childhood Center | 623-6630 |
| Red Oak Jr/Sr. High School | 623-6610 |
| Bus Barn | 623-6606 |
| School Nurse | 623-6635 |

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

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

Finally, regarding our athletic program, if you have a concern about the calendar for sporting events, physical forms, ticket taking, etc., please contact the athletic office.

Daily Schedule

| A/B Day Schedule | 2hr Early Dismissal | 2hr Late Start |
|--|--|--|
| 1 st /2 nd Block – 8:10-9:41 | 1 st /2 nd Block – 8:10-9:21 | 1 st /2 nd Block – 10:10-11:21 |
| 3 rd /4 th Block – 9:46-11:12 | 3 rd /4 th Block – 9:26-10:33 | 5 th /6 th Block – 11:28-1:00 |
| Jr-High 5 th /6 th Block – 12:18-1:47 | 5 th /6 th Block – 10:36-12:10 | *Lunch Times |
| *Lunch Times | *Lunch Times | JrHigh1-- 11:26-11:51 |
| JrHigh 1 and 8th Seminar- 11:16-11:45 | 10:40-11:05 | JrHigh2-- 11:56-12:21 |
| JR High 2 and 7th Seminar -11:49 12:14 | Jr.High 2- 11:11-11:36 | Sr.High - 12:30-1:00 |
| SR High Lunch 12:49-1:19 | Sr.High- 11:45-12:10 | 3 rd /4 th Block – 1:03-2:10 |
| SR High Seminar-1:23-1:52 | 7 th /8 th Block –12:13-1:20 | 7 th /8 th Block –2:13-3:20 |
| 7 th /8 th Block –1:54-3:20 | | |
| <ul style="list-style-type: none"> Jr High Students dismiss at 3:17 | | |

4/6

Student Attendance

1. Arrival and Departure Time:

a. Entry to the building is between 7:45 A.M and 8:15 unless earlier access has been granted by a staff member. Students are to congregate in the commons, corridor and the black gymnasium based on their grade level.

b. Students will not be admitted to classrooms until 8:05 A.M. (unless otherwise requested by staff to report earlier), and must be in their seat by 8:15 A.M. If not, you will be counted tardy and must report to the office for a pass to class

c. Students are to be out of the building and off school property by 3:30 P.M. every afternoon unless you are in a school sponsored activity or with a teacher. **No supervision is provided after 3:30.**

2. Leaving School:

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

3. Attendance Regulation:

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

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

School officials realize absences occur that are completely appropriate and legitimate. *Therefore, a call from a parent or guardian is needed **each** day the student is absent. **Please call by 8:30 A.M.***

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

Legal Obligation Regarding Attendance Regulation

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

important law (code) that addresses student attendance in schools. Iowa Code 299.1 reads as follows:

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

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

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

It is our legal obligation to work with the County Attorney to uphold Iowa Chapter 299. Therefore, students of compulsory attendance age who exhibit attendance deficiencies will be required to attend a mandatory mediation session with our local county attorney.

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

1. **Excused Absence** - The chart below identifies excused absences according to our secondary school attendance policy. However, other additional circumstances may warrant an absence to be excused.
2. **Parentally Excused Absence** – Any absence that is verified by the parent or guardian, but is not listed in the excused category below would be considered a parentally excused absence.
3. **Truancy** - Any absence that occurs without notification from the student's parent/guardian will be classified as truant. Schools must be notified within 48 hours of the absence in order for the absence not to be classified as truancy. Students will be marked truant if more than 20 minutes of class has been missed.
4. **Tardy** – Not being in your assigned classroom when class begins or up to 20 minutes late to class.

| Excused | Parentally Excused |
|---|-------------------------------|
| Funeral (notification required from parent before the absence occurs) | Parent call in for illness |
| Medical (notification from parent and documentation required from doctor's office signed by a physician within <u>2</u> days) | Family Vacation |
| Religious Observance (notification required from parent before the absence occurs) | Cosmetic appointments |
| College Visit (juniors get 1; seniors get 3) | Car problems |
| Field Trips/Sports/Activities | Non-school related activities |
| Legal (notification required from parent before the absence occurs) | Graduations |
| Other circumstances (administrative approval required) | Other |

Poor Attendance Consequences & Disciplinary Procedures

Academic Make-up Time Definition

- Academic Make-up Time (AMT) will be required for students to meet the minimum attendance requirement for class.
- AMT will be made up during professional development Wednesdays and/or Saturday School.
- If AMT is done by the end of the semester, one may be able to retain their grade. If AMT is not done by the end of the semester, the student will be required to retake the course or attend summer school for pass/fail to obtain credit.
- If AMT is skipped during the school year and/or summer school, it will count as another class missed.

Tardy Discipline

All tardy students will need to report to the office to obtain a pass to class.

- Once a student has 2 tardies, the student is on the watch list for the quarter.

Semester Consequences

- 1st = Conversation with the Assistant Principal on consequences of further tardies.
- 2nd-3rd = Student will serve thirty minute detention, conversation with Assistant Principal on consequences of further tardies, and parent contact
- 4th = 45 minute detention.
- 5th or greater = 60 minute detention.

Students who willingly do not attend their scheduled detention for a 4th or greater tardy will be assigned ½ dy of ISS. These students will be ineligible to participate in or attend all extra / co activities.

449

Truant Discipline

- A thirty minute detention (forty-five minute detention if on block schedule) will be served for each class period a student is truant.
- If a student is truant for a full day, the student will be scheduled for AMT equal to half of the school day.
 - If AMT is skipped, AMT will double and continue to be required for course credit.
- Lunch and Seminar Truancy - If a student is marked truant for lunch or seminar, the student will be assigned detention for the first truancy, 1/2 day ISS for the second truancy, and a full day ISS for the third and subsequent truantries.
- Students who skip school during lunch or seminar will be assigned a detention for the first offense, a half day ISS for the second offense and a full day of ISS thereafter. In instances of gross student absences during lunch and seminar will lead to further disciplinary action.

Parentally Excused Coursework Consequences

- Student/Parent Contract will be issued after 6 parentally excused absence class sessions missed.
- The student will be expected to continue attending the course.
- 8th parentally excused absence will result in a letter home detailing attendance records and attendance procedures.
- 10th parentally excused absence will result in a letter home detailing attendance records and attendance procedures. The student and parent/guardian will meet with the principal, school administrative manager, guidance counselor, and/or student support coordinator.
- 12 or more parentally excused classes missed will guarantee loss of credit until AMT is served.

Section 504 of the Rehabilitation Act of 1973 - 504 Plan

If a student has frequent medically excused absences or verified unexcused absences due to illness, the district is advised to determine whether or not the student has a handicap or disability under the provisions of Section 504 of the Rehabilitation Act of 1973.

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

*****Seniors leaving school to eat lunch will be given an unexcused tardy if they are not back to school on time following their allotted lunch time. Special occasions/arrangements must be made with the principal in advance to excuse students returning to school later than the allotted time for lunch. Parents of all other students are required to inform the school if their student is going off site for lunch for a special occasion.***

Student Medication:

Students must have a signed and dated parent note for school personnel to dispense medication to students. This applies to both prescription and over the counter medication. **ALL** medication must be in the original container AND must be stored in the office. Any medication in baggies or recycled containers will not be administered to students.

Make-up Work:

Collecting make-up work is the responsibility of the student. If a student was absent, they have a two day grace period. If they miss two days, another day is added to the grace period. For every additional day absent the student gets another day (ex. Absent 3 days – 4 day grace period). If no assignment is turned in after the grace period is over, assignment will be entered as Missing.

Advance Absences:

When a student knows in advance that he/she is going to be absent from school, he/she should make every effort to complete their work before the absence occurs. Students should follow this procedure when they know in advance they are going to be absent from school:

- A. Bring a note from a parent to the office explaining the planned absence. (Try to do this several days prior to the absence.)
- B. The student will be given an advance assignment sheet which the student will take his/her classes to complete.

Attendance and Co-Curricular/Extra-Curricular Participation:

- B. Students participating in school activities must be at school to be eligible to participate in or attend as a spectator any extra-curricular activities (games/events & practices).
- C. Students arriving to school more than 40 minutes late will NOT be allowed to participate in any extra-curricular activities unless arrangements had been previously arranged with the building principal.
- D. Students are expected to be in their classes the entire day to be eligible. Office visits (discipline, nurse, etc.) over 40 minutes will result in the ineligibility of the student to practice or perform in any extracurricular activities.
- E. When classes are missed due to participation in co-curricular/extra-curricular activities, the student is responsible to get missed assignments to their course instructor the following school day.

Traffic Regulations

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

1. Students are to park in their assigned parking spot between the hours of 7:30 AM and 3:30 PM. And at no time should cars block or be a hindrance to through traffic.

2. Students parking in areas other than those designated for student parking between the hours of 7:30 a.m. and 4:00 p.m. will be in violation of the parking regulations.
3. Under no circumstances are students to be in a vehicle for any reason at any time during the school day without permission from the principal's office.

Protective Devices

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

Student Lockers

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

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

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

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

Student Freedom of Speech

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

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

52

I. Student Academics

GRADUATION REQUIREMENTS

The curricula of Red Oak High School have been developed through the combined efforts of the faculty and administration. The following course offerings provide evidence that we are continuously seeking methods and means to improve our schools and outcomes for our students. The school district acknowledges that its programs must meet the needs of the community it serves by preparing students for college and career opportunities.

Students of Red Oak High School are required to have 52 credits to graduate. These include:

| | |
|--------------------|--|
| Language Arts | 8 credits, including Language Arts 9 & 10 |
| Science | 6 credits, including Biology, Physical Science, and Earth & Space Science |
| Social Studies | 6 credits, including US History I & II and Government |
| Mathematics | 6 credits, including Algebra I and Geometry |
| Fine Arts | 1 credit (Music, Band, & Art) |
| CTE | 2 credits, including Personal Finance (CTE areas include: Business, Ag, Industrial Tech, Health Occupations, Family & Consumer Science, or MOC) |
| Physical Education | (Required every semester 9-12 unless parent requests exemption* for one semester due to academic conflict or health restrictions.) In addition, students in grade twelve may be excused* from physical education if requested in writing by the parent and if: 1. <i>The student is enrolled in a cooperative or work study program or other educational program authorized by the school which requires the students to leave the school premises during the school day, or</i> 2. <i>The student is involved in winter and/or spring sports and want to fill their schedule with other academic coursework.</i> *All exemptions must be approved by the parent, principal and school board. CPR-CPR class provided by the school. |

COURSE REQUIREMENTS

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

9th

Language Arts 9
Biology
US History I
Algebra I or Pre-algebra**
Physical Education
Personal Finance***

Physical Education
Personal Finance***

11th

Language Arts Elective
Earth & Space Science
Government*
Social Studies Elective*
Geometry or Math Elective
Physical Education
Personal Finance***

10th

Language Arts 10
Physical Science
US History II
Algebra I or Geometry**

12th

Language Arts Elective
Government*

Social Studies Elective*
Physical Education

Personal Finance***

*Required as a junior or senior.

**Students will follow a course path including: Algebra I, Geometry, Algebra II. Students placed in Pre-algebra will then take Algebra I and Geometry.

***Required, but can take at any time in grades 9-12.

Additionally, 2 years of foreign language are recommended for college bound students.

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

Duplicating Courses: In most cases when a course is successfully completed it may not be retaken for credit. There are exceptions and you should review each course description. Written permission from the principal and teacher is required to duplicate any course and it should be a part of the student's 4-year plan.

MINIMUM SCHOOL DAY FOR HIGH SCHOOL STUDENTS

The Board of Directors encourages all students to make maximum use of curricular offerings, supplemental resources, and all other educational facilities.

To that end, it shall be the policy of the Red Oak Community School District that all high school students are in attendance for a school day. Each student is to be enrolled in a minimum of eight courses and a seminar class per semester.

Seniors are allowed to schedule and leave campus for MOC (Multi-occupational Careers) or work experience (documentation required from workplace).

54

GRADING SYSTEM

Every student will receive quarter and semester grades. The only grades maintained in the school's permanent record and used to determine class rank are those shown as final semester grades. Letter grades are used in the reporting system.

| <u>Letter Grade</u> | <u>Percentage</u> | <u>Course Grade</u> |
|----------------------------|---|----------------------------|
| A | 100 – 93 | 4.000 |
| A- | 92 – 90 | 3.667 |
| B+ | 89 – 87 | 3.333 |
| B | 86 – 83 | 3.000 |
| B- | 82 – 80 | 2.667 |
| C+ | 79 – 77 | 2.333 |
| C | 76 – 73 | 2.000 |
| C- | 72 – 70 | 1.667 |
| D+ | 69 – 67 | 1.333 |
| D | 66 – 63 | 1.000 |
| D- | 62 – 60 | .667 |
| F | 59 and below | 0.0 |
| P | Pass | |
| I | Incomplete | |
| W | Withdrawal | |
| M | Student didn't complete course for medical reasons | |

65

School Counseling Department

The School Counseling department supports students with academic planning, career exploration, and personal social development.

The School Counselor will provide students with information that can assist them in developing plans for their future academics and careers after graduation.

The Student Support Coordinator will assist students in gaining positive personal social development.

Students are encouraged to visit with the School Counseling team.

SCHEDULING PARAMETERS

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

Teacher assignments for two semesters may vary. Students will receive a copy of their schedule in August and January.

To ensure that both parents and the guidance counselor are actively involved in the scheduling process, both parent and counselor signatures are required before a schedule is deemed "finalized."

SCHEDULE CHANGES

Students needing to change their high school class schedules must sign up in the guidance office or call the counselor during the two weeks prior to the start of school in the fall and during the last week of first semester for the spring semester. Schedule changes will be done within the first 2 days of class each semester.

Schedule changes must have counselor and parent approval. It is the student's responsibility to contact his or her parents for approval.

Schedule changes may be made according to a student's 4-year plan using the following criteria:

- computer and/or clerical error
- proficiency level on Iowa Statewide Assessment of Student Progress (ISASP)
- failure in first or second semester courses
- completion of summer school courses or independent study projects
- special education placement
- seniors who need courses for graduation in their schedule
- failure to have the necessary prerequisites of a course
- wanting to simply add a course without disturbing the rest of the schedule

Changes deemed unnecessary will not be done. Examples of these include but are not limited to: (1) requesting a specific teacher for a course; and (2) requesting a specific hour for a class.

SWCC Course Drop Date: Excluding 2nd semester of a student's senior year, students will be allowed to withdraw from one SWCC course according to SWCC's drop policy deadline, that will result in a W on the student's high school transcript. After that one withdrawal, if a course is dropped within the first two weeks of the semester it will result in a W on the student's high

school transcript. Courses dropped after the first two weeks will result in an F on the student's high school transcript.

INDEPENDENT STUDY

The purpose of independent study is twofold: (1) to organize student exploration of a subject area so that a student may examine an area of interest in depth and under the direction of a faculty member or a department; and (2) to resolve a schedule conflict.

Plan for Independent Study:

1. Student contacts teacher or teachers under which independent study project class will be conducted.
2. Counselor reviews the proposal, ascertains parental consent, signs the request, and sends the form to the principal for approval.

Guidelines for Participation:

1. Independent study courses are recommended only for grades 11 and 12.
2. The student and teacher advisor must have mutually agreeable free time for consultation and planning.
3. Students must complete all work on courses for credit at least one week prior to the close of the semester in which the work will be recorded.
4. All requests must be approved by the student's parent or guardian.
5. Students must complete all necessary regularly offered courses in a particular area before approval will be given for an independent study course unless this is to resolve a schedule conflict.

SENIOR YEAR PLUS PROGRAM

The Senior Year Plus (SYP) Program serves as an umbrella for a variety of programs designed to provide high school students access to courses that have the potential to generate college credit. The program was enacted to promote rigorous academic pursuits and to provide a wider variety of options to all high school students. It enables ninth through twelfth grade students to enroll part-time in nonsectarian courses in eligible post-secondary institutions of higher learning in Iowa. Different programs have specific grade, competency, and application requirements as listed within the program and course descriptions. *Students enrolling in these courses must be academically prepared for the rigors of college coursework. Those taking an online course should have the self-discipline and motivation to meet deadlines and complete work independently.*

For more information on the Senior Year Plus Program visit
<https://educateiowa.gov/adult-career-and-community-college/senior-year-plus-syp>.

CREDIT RECOVERY

Students have the opportunity to recover credit from a failed required course due to work completion, failed assessments, or attendance. This course will be offered by the Red Oak Alternative Program. Credit recovery will be available during the school year and in the summer.

Text Books

All basic textbooks are loaned to students for their use during the school year. Workbooks and other supplies are paid for by the student. Textbooks are to be kept clean and handled carefully. Please be sure your name, grade, and school are written on the book label in case the book is misplaced. You will be required to pay for lost or damaged books.

Progress Reports and Report Cards

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

Dropout Prevention: Seminar

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

Student Expectations

- A. Seminar is a time for study only.
- B. Students must:
 - 1. Receive **prior** signed approval on a seminar pass form to go to another destination during seminar time.
 - 2. Come to class prepared with work. This means that students should not be given a pass to go to their lockers. If the student has "no work," then the teacher is responsible for providing a reading topic. The laptops are not for games during Seminar.
 - 3. Remain silent throughout the entire period, unless engaged in peer tutoring with permission of the teacher.
 - 4. Remain awake.
 - 5. Make productive use of their time.
 - 6. Bring no food or drink.
 - 7. Request to use the restroom in emergency situations only.
- C. Students with **prior** signed approval may pass to:
 - 1. Another teacher for assistance during the teacher's non-prep time.
 - 2. Media center with a pass from the MC personnel.
 - 3. Guidance office.
 - 4. Designated testing center for make-up tests/quizzes.
- D. Students violating the above seminar expectation may be subject to disciplinary consequences.
- E. Honors seminar is granted to junior and seniors who have all As & Bs in all 7 classes. Student expectations of honors seminars are made by the administration.

Dropout Prevention: Study Table

Goals:

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

Study Table Requirements:

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

Study Table Location: Red Oak High School

Monitor: Activities Director & High School Head Coaches/Sponsors

Study Table Session Times: TBD by HS Head Coaches/Sponsors

Tutors: Staff, NHS and Link Club members.

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

Academic Eligibility for extracurricular activities

- A student must receive credit in at least 4 subjects at all times.
- A student must pass all and make adequate progress toward graduation to remain eligible.
- If a student is not passing all at the end of a final grading period, the student is ineligible for the first period of 30 consecutive calendar days in the interscholastic athletic event in which the student is a contestant. There is no requirement that the student competed in the sport previously. Students in baseball or softball have the same penalty as all other students.
- If a student is not passing all at any check point (if school checks at any time other than the end of a grading period), a period of ineligibility and conditions of reinstatement are left to the school.
- Schools must check grades at the end of each grading period; otherwise, a school determines if and how often it checks grades.
- A student with a disability and an IEP is judged based on progress made toward IEP goals.

- The ability to use summer school or other means to make up failing grades for eligibility purposes not available. The rule now also requires that all original failing grades (even those remediated for purposes other than athletic eligibility) be reported to any school to which the student transfers.

Semester Tests

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

Incomplete Grades

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

Repeating Coursework

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

Student/Building Assistance Team

The Student/Building Assistance teams are designed to help students and families bridge the gap between the school, community, and home. These teams may consist of the teachers who have contact with the student, the guidance counselor assigned to that grade level, the school nurse, the building principal, students and parents, Green Hills AEA resource personnel, and any community members that could be helpful, depending on the situation.

Duplicating Coursework

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

College Visitation

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

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

600

Job Shadowing

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

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

Grade Point Average

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

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

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

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

Early Graduation

In considering an early graduation, the student and his/her parents need to consider seriously the advantages/disadvantages of this option. There should be compelling reasons for pursuing such a course. It is recognized that a few students might better satisfy their particular needs by early completion of high school in order to pursue a career, enrollment in a post secondary school, or to become involved in some other worthwhile endeavor.

1. Application for early graduation shall be submitted to the principal no later than the last day of the fourth quarter of junior year. In extreme circumstances exceptions to the above deadlines may be made upon the recommendation of the high school principal. It is strongly recommended that all students complete four years of high school.
2. The student must earn the required number of credits for graduation from this school that are in effect at the time of application. This includes specific required courses. The eighth semester of required physical education will be waived.
3. Prior to the time an application is filed, the student and his/her parents Or guardians are required to meet with a school counselor to discuss the feasibility of early graduation. Such matters as the student's past record of scholastic achievement, attendance, attitude toward school/teachers, reason(s) for early graduation, and subjects to be pursued in earning credits need to be considered.
4. A request for early graduation is subject to the recommendation of the principal and

- the approval of the board.
5. A student approved for early graduation forfeits his/her eligibility to participate in all school sponsored or sanctioned activities during the eighth semester and the following summer. This means you cannot participate in prom, class trip, or athletics.
 6. Even though the student would earn a diploma before the other students in his or her graduating class, it would not be granted until graduation ceremonies at the end of the school year. The student could elect to take part or not take part in graduation ceremonies but in either case the principal would have to be notified of the decision by January 15.
 7. School records would show the student as having met the requirements for graduation effective the last day of their final semester. Grade average and rank-in-class for the student would be determined and listed at the end of the seventh semester. A student graduating early will not be eligible for valedictorian or salutatorian. If needed, the principal will certify early graduation by letter to any college or post high school institution or prospective employer requiring proof of graduation.
 8. Any student who has been approved for mid-year graduation will be expected to achieve passing marks in elected courses and to maintain regular school attendance. Course schedule changes will not be made to suit the convenience of the student. Course changes will not be made that will adversely affect the course/section balance.
 9. Prior to his/her eighth semester, a student may reverse the decision of early graduation. The student would then be required to remain in school and enroll as a full-time student during the final eighth semester.

Graduation Activities and Honors

All students who have completed all graduation requirements except those with special student status are eligible for graduation activities. Students who have completed all required credits and who have been approved for early graduation are eligible for graduation activities. Those who have completed the Board of Education's requirements for graduation will receive a diploma. Caps and gowns are purchased at student expense in the spring.

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

Recognition of Academic Achievement

Academic Letter

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

Attendance Recognition

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

Honor Roll

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

To be eligible for the quarter or the semester honor roll a student must be enrolled in at least (4)

academic courses other than instrumental music, chorus, and/or P.E. Honor roll categories are 3.0 to 3.666 (honor roll) and 3.667 to 4.0 (high honor roll).

National Honor Society

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

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

Student Records and Transcripts

Please report any change in your address, phone number, guardian or individual to be contacted in case of an emergency to the guidance office. Section 99.6 of the United States Department of Education and ROCSD board policy 507.1 grants certain rights and regulations in regard to student records.

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

For complete review of your child's records and who information is kept and distributed please view ROCSD board policy 507.1

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

Transferring from District

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

Student Behavior & Student Discipline

Jurisdictional and Behavioral Expectations

Staff and administration feel that lessons are best learned when a classroom operates with minimal distractions. These distractions are best handled by the classroom teacher. If a student is referred to the office it is because their behavior is too offensive or persistent to be handled by the teacher. Detentions can be assigned at any time *by any* ROMS staff member. In- school suspensions and out-of-school suspensions can only be assigned by the principal.

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

Discipline Matrix

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

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

Cumulative offenses will result in progressive consequences.

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

Offenses are designated by level of degree of severity:

Level 1: Classroom teachers are encouraged to handle as much of their own discipline as possible. Level 1 events can result in detention. If a detention is assigned, the teacher will contact the parent/guardian.

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

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

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

The following rules, definitions, examples, exceptions, and consequences are used as guidelines. Red Oak CSD Staff has the right to adjust consequences as they deem necessary.

lot

| <u>RULE/DEFINITION</u> | <u>EXAMPLES</u> | <u>CONSEQUENCES</u> |
|---|---|---|
| <u>Bomb Threat or Attempt to Bomb, Burn, or to Destroy a School Building or Property:</u> Student conduct which may put others in danger will not be permitted. Threatening is forbidden because it violates the law. | | L4: Suspension, legal action possible expulsion |
| <u>Bus Violation:</u> Bus rules and regulations must be followed because they ensure safe transport to and from school and protect the rights of others to a safe bus ride. | Profanity, horseplay, littering, creating loud noises, having glass objects, water pistols and other toys, transporting large objects, tampering with equipment, throwing objects out of the window, putting arms or head out the window, making faces or other gestures to passersby or other drivers in traffic, or refusal to follow the directions of the bus driver and/or supervising adult. There is no eating and/or drinking unless allowed by the bus driver and/or supervising adult. | L2: 1) Detention and parent notification of future consequences 2) Two-week (2) bus suspension 3) Four-week (4) bus suspension 4) Remainder of year bus suspension |
| <u>Cafeteria Violation:</u> Cafeteria rules must be followed because they ensure safety and protect rights of others. | No running, cutting in line, throwing food, or leaving trash/trays on the tables or floor. | L1: 1) Staff discipline/Community Service 2) Detention 3) ISS 4) OSS |
| <u>Cars/Vehicles Improper Use:</u> Must be operated in a safe manner in compliance with school rules and state and local laws. Violators are subject to corrective action at school and penalty under law. | Reckless driving, speeding, driving or parking in an unauthorized area. | L3: 1) Warning 2) ISS (1 Day) 3) Parking privileges revoked for 1 week. 4) Parking privileges revoked for 2 weeks & privileges reviewed by administration. |
| <u>Cell Phone Use:</u> Student cell phones are not to be used or visible during class unless directed by the teacher When students are sent to the office or suspended, cell phones will be turned into office personnel. | Rules for usage in the classroom: Phones will not be used to text/message for personal and/or social reasons during class. Phones will be used only at times or purposes directed by the teacher. When texting/messaging for classroom purposes, students will only text/message information relevant to the class activity and will refrain from adding extraneous and/or inappropriate information. Students must ask permission to use a phone in class for anything other than the items listed above. | 1st offense: Teacher secures phone and it is turned into the office. Students may retrieve at the end of day. 2nd & Subsequent Offenses: Teacher secures phone and the parents are contacted. Consequences may include: detention, ISS, OSS or loss of phone possession privilege. |

| | | |
|---|--|--|
| <p><u>Cheating:</u> Violation of Test Procedures or the Appearance of a Violation: Students are responsible for neither giving nor receiving assistance (written, oral, or otherwise) on any assignment to be graded as work of a single individual because students are responsible for their own learning.</p> | <p>Copying homework, allowing someone else to copy your homework, talking to any student or to the teacher without the teacher's permission, talking or giving the appearance of talking during a test or quiz. All assignments must be the student's own work and not done by other students, friends, parents, brothers, sisters, or anyone else in the family.</p> <p>In the classroom, examples are looking at notes (the student's or anyone else's), writing notes on any body parts (such as your hand.) Student's eyes should be on his/her own paper. Testing atmosphere will be maintained throughout the entire testing period, as authorized by the teacher. Students may not talk when others are not finished.</p> <p>Exception: Cooperative learning groups, open-book tests, teamwork.</p> | <p>L.:1 1) Teacher discipline, 2) Detention 3) ISS 4) OSS</p> <p>Each time a student is caught cheating or allowing others to cheat, a zero will be given on the assignment or assessment.</p> |
| <p><u>Chronic Failure to be Prepared for Class:</u> Failure to have teacher required materials for class.</p> | <p>Materials to be included but not limited to: Books, paper, pencil, homework, laptops, planners.</p> | <p>L.:1 1) Teacher discipline 2) Detention 3) ISS 4) OSS</p> |
| <p><u>Defiance:</u> The refusal to accept the authority or to carry out the directions of any school staff will not be tolerated because it destroys a safe and orderly environment. School staff means any teacher, substitute, aide, custodian, cafeteria worker, volunteer, chaperon, bus driver, coach, sponsor, guidance counselor, secretary, administrator, or school support staff, such as school psychologist, social worker, and substance abuse prevention specialist.</p> | <p>Refusing to do what the staff person asks you to do. Using profanity, threats, or other forms of verbal abuse towards a staff member. When staff gives student directions, the student is expected to comply.</p> | <p>L3: 1) Detention 2) ISS (1 Day) 3) ISS (3 Days) 4) OSS (5 Days)</p> |

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

| | | |
|--|---|--|
| <p><u>Dress Code:</u> All students will arrive at school acceptably groomed and attired because improper attire is unsafe and disruptive to the educational process.</p> | <ul style="list-style-type: none"> • Shoes must be worn at all times • Hats, caps, bandannas, hoods or any other head apparel will not be allowed to be worn in the building. Students should place hats, caps, etc., in their lockers when arriving at school. Certain religious exceptions and other exceptions may apply with administrative approval. • Any items of clothing considered by Administration to be indecent will not be permitted • When outerwear reveals the absence of undergarments, the student will be sent home/required to change • Apparel or property with suggestive, profane, or inappropriate words or pictures involving drugs, sex, alcohol, or the occult will not be permitted • The following items will not be permitted as school wear: bathing suits, undershirts worn alone, tube tops, crop tops, inappropriate tank tops, bare midriffs (there will be no exposed midriffs allowed), halter tops, or "see-through" garments any other apparel deemed disruptive to the educational process will not be permitted. • Shorts, skirts and dresses- when standing with arms at sides, the hem must not be shorter than the wrist. • Sunglasses are not to be worn inside any school building unless the parent provides medical documentation. • Marijuana leaves, Nazi signs, sexual symbols, controversial symbols, slogans and logos including but not limited to, gang identification symbols, i.e., KKK, alcohol/cigarette/tobacco/vaping/nicotine logos, etc., are not permitted • Staff will report suspected violations of the dress code to Administration or the Guidance Department. Those departments will determine if a violation has occurred. If students comply with requested changes no violation will be documented in the students file. | <p>L2:</p> <ol style="list-style-type: none"> 1) Warning/Comply with requested change 2) Detention 3) ISS 4) OSS (1 Day) |
|--|---|--|

68

| | | |
|--|---|--|
| <u>Drugs and Other Substances:</u> The possession, use, distribution or attempted distribution of drugs, (illegal, prescription, and/or over-the-counter drugs), alcohol, inhalant intoxicants (including juhls, juhl pods, vaping devices), or look-alikes (placebos) on school property, at school functions, or going to and from school is expressly forbidden because they are illegal and their use results in disruptive behavior which destroys the learning environment. | Having any forbidden substances in your vehicle, locker, your pockets, your purse, your backpack, giving any medicine or pills to a friend, passing around any "look alike" substances, "keeping" or holding a forbidden substance in your vehicle, locker, backpack, or pocket for a friend, "forgetting" you had any forbidden substance in your vehicle, pockets or personal belongings. Exception: Coming to the office to take prescription or over-the-counter medicines when you have brought a note from home and given it to the secretary. | L4: Suspension, legal action & possible expulsion |
| <u>Fighting/Physical Abuse:</u> Physical abuse including fighting is not allowed because it causes an unsafe and disruptive learning environment. | Pushing, tripping, intentionally bumping, slamming someone into lockers, throwing, hitting, kicking, pulling hair, biting, punching. | L4: OSS & possible expulsion |
| <u>Fire Regulation Violation:</u> Report of false emergencies or tampering with emergency equipment is forbidden because it violates the law and endangers the safety of others. | Pulling fire alarm, false telephone calls, calls to 911, tampering with or activating fire extinguisher. | L4: Suspension, payment of legal fees and legal action. |
| <u>Forgery:</u> Forgery is not allowed because it destroys the orderly operation of the school and communication with the home. | Falsely and fraudulently making or altering a document. Signing parents'/guardians' name to any document or signing any name to a document that is not your name. | L3: 1) OSS (1 Day) 2) OSS (3 Days) 3) OSS (5 Days) |
| <u>Gambling:</u> Gambling is forbidden because it is illegal and it disrupts the learning environment. | Monetary betting: pitching pennies, betts/games for money, playing cards, or rolling of dice for the purpose of winning money. | L3: 1) OSS (1 Day) 2) OSS (3 Days) 3) OSS (5 Days) |
| <u>Group/Mob Action:</u> Any student who participates in a group/mob action which results in disruption or disturbance at school or school related activity. | Any two or more students with the intent of doing harm to persons, property, or the school environment may be considered a group or mob. | L4: Suspension, legal action |
| <u>Harassment:</u> Words, gestures, or physical contact which offend, intimidate, threaten, abuse, persecute or demeans anyone are not allowed because they fail to show respect for others and destroy the learning environment. Harassment of students or staff for any reason is prohibited. | Spreading rumors, defaming another person's reputation, bullying, name calling, teasing, and/or spitting. This would include in person and/or online. | L2: 1) Detention 2) ISS 3) OSS (1 Day) 4) OSS (3 Days) |

LOA

| | | |
|--|---|--|
| <u>Indecent Exposure:</u> Intentional exposure of part of one's body in a place where such exposure is likely to be an offense against the generally accepted standards of decency in school. | | L4: Suspension, legal action & possible expulsion |
| <u>Indecent Material:</u> Materials that are vulgar, obscene, profane, or offensive are not allowed because they show a lack of respect for others and distract from the educational process. | Possessing or distributing to others 'posters, pictures, written/printed materials, audio recordings, video recordings, trading cards, and computer-based materials which are vulgar, or obscene. Writing notes or stories in class, cafeteria, or elsewhere on school grounds which are vulgar, obscene, profane, or offensive; passing such notes to other students. | L3: Confiscation, ISS (1 Day) L4: Confiscation, ISS (3 Days) |
| <u>Lockers:</u> A locker is school property subject to the school search and seizure regulation. Lockers should contain no food/drink. | | L2: 1) Warning/Comply with requested change 2) Detention 3) ISS 4) OSS (1 Day) |
| <u>Lying:</u> Any verbal or written statement of any untruth and/or the misrepresentation of a person, official record, or other document are not allowed because it destroys a safe and orderly learning environment. | Having a friend who poses as your parent or guardian to call the school for an early dismissal or to excuse your absences; telling the bus driver or your teacher you had permission to stay after when in fact you did not; withholding information; giving a teacher or a substitute the wrong information (name, phone number, etc). | L2: 1) Detention 2) ISS 3) OSS (1 Day) 4) OSS (3 Days) |
| <u>Misuse of Technology:</u> See Acceptable Use Policy | <ul style="list-style-type: none"> • Violating the privacy rights of others. • Using, producing, distributing, or receiving profanity, obscenity, or material which offends, threatens, or degrades others • Copying commercial software in violation of copyright law. • Using technology for financial gain or commercial or illegal activity. • Using technology for product advertisement or political endorsement. • Forwarding personal communications without the author's prior consent. • Using technology in violation of other Rules and Regulations of the Code of Behavior. | L2: 1) Detention 2) ISS 3) OSS (1 Day) 4) OSS (3 Days) |

| | | |
|--|--|---|
| <u>Obscenity/Profanity:</u> The use of vulgar or indecent language or gesture, including actions or displays of an obscene nature is prohibited because it is offensive, illegal, shows a lack of respect for others and disrupts the learning environment. | Cursing, profanity, obscene gestures. | L2: 1) Detention 2) ISS 3) OSS (1 Day) 4) OSS (3 Days) |
| <u>Out-of-Bounds:</u> Not being where you are supposed to be without a pass. | Being in the hallways, bathroom, cafeteria, or in an unauthorized area without a pass. | L2: 1) Detention 2) ISS 3) OSS (1 Day) 4) OSS (3 Days) |
| <u>Physical Assault or Threat on a Staff Member or Student:</u> The threat of or use of force upon a staff member is expressly forbidden. | | L4: Suspension, legal action & possible expulsion |
| <u>Plagiarism (Academic Dishonesty):</u> Students are responsible for giving due recognition of sources from which material is quoted, summarized or paraphrased, as well as to persons from whom assistance has been received. | Copying material from digital and/or print resources. All sources should be cited properly. | L3: 1) Zero will be given on assignment/Teacher Discipline 2) Zero will be given on assignment/ISS (1 Days) 3) Zero will be given on assignment/ISS (3 Days) |
| <u>Possession of Drink Container/Food:</u> Students shall not have glass bottles or other such breakable containers on school property or at school-related activities. Students should have clear, plastic drink containers. Students will be allowed snacks in class at teachers discretion. Meals are not allowed to be consumed while in class. | Glass/Breakable containers, any container that is not clear. Hydro flask and sealed reusable cups are permitted. Eating fast food in the block after lunch because you didn't have time to eat during open lunch. | L2: 1) Warning/Detention 2) ISS 3) OSS (1 Day) 4) OSS (3 Days) |
| <u>Public Display of Affection:</u> Public display of affection is not permitted because it distracts from the educational process and shows a lack of respect. It can also be considered a form of sexual harassment. | Kissing, wrapping arms around one another, trapping someone against a locker, inappropriate touching, grabbing, or hugging. | L1: 1) Teacher discipline 2) Detention 3) ISS 4) OSS |

| | | |
|---|---|--|
| <u>Sexual Misconduct:</u> Unwelcome acts of a sexual nature committed by a student against another student without consent including, sexual advances, requests for sexual favors and/ or other verbal or physical conduct, including written communications of an intimidating, hostile or offensive nature, or action taken in retaliation for the reporting of such behavior. | Student sexual misconduct may include, but not limited to: unwelcome touching victim or when victim is forced to touch another person's body, coerced sexual intercourse, unwelcome sexual propositions, invitations, or other pressure for sex; implied or overt threats of a sexual nature; making gestures of a sexual nature; unwelcome sexual remarks about clothing, body, or sexual activities; and humor and jokes about sex that denigrate women or men in general. | L.: Suspension, legal action & possible expulsion |
| <u>Standing By as others Violate Rules:</u> In order to maintain safety and security in our schools, students are responsible for reporting serious violations of the Code of Behavior to teachers, administrators, or other appropriate staff members. | Watching or encouraging others who are breaking school rules. | L.:2 1) Detention 2) ISS 3) OSS |
| <u>Theft - Minor:</u> Theft is forbidden because it is illegal and violates the rights of others and destroys the learning environment. | Thefts valued at \$50.00 or under. Taking an item not belonging to you, finding an item that is not yours and keeping it. If you find something and don't know whose it is, you must turn it into the office. | L.: 2 1) Detention and Restitution 2) ISS 3) OSS (1 Day) 4) OSS (3 Days) |
| <u>Theft - Major:</u> Theft is forbidden because it is illegal and violates the rights of others and destroys the learning environment. | Thefts valued over \$50.00. Taking an item not belonging to you, finding an item that is not yours and keeping it. If you find something and don't know whose it is, you must turn it into the office. | L.:4 Restitution, Suspension, legal action & possible expulsion |
| <u>Tobacco/Nicotine Violation:</u> Possession and use of tobacco/nicotine or tobacco/nicotine products, vaping devices, juhls, juhl pods, matches, or lighters is forbidden, school buses, and school property are smoke/tobacco/nicotine-free and tobacco/nicotine products, matches, and lighters endanger the safety and health of others. | Possession and/or use of cigarettes, snuff, cigars, pipes, dip, nicotine, vaping devices, or chewing tobacco to include lockers, personal belongings, and cars parked on school property at any time during school or any school activity. | L.:3 1) 2 Days ISS, legal action 2) OSS (5 Days) 3) Refer to accumulated offenses *all possession of nicotine offenses while in school will be referred to the Red Oak Police Department |
| <u>Trespassing Violation:</u> Trespassing (unauthorized visiting at other schools) is forbidden because it is illegal and disrupts the safety and orderliness of the learning environment. A student may be forbidden to trespass on his/her own school property or any other Red Oak school property. Access and use of school property should be by authorization only. | Going to a friend's school without permission during the school day when you have a holiday or early dismissal because of exams or weather. Coming on to school grounds for any reason without permission when you have been suspended. Exceptions: Visiting other schools when they are open to the public, such as for plays, concerts, or athletics. Visiting other schools during the school day when you are part of a school-sponsored group or activity, or when you and your parents have legitimate business to conduct in their guidance or main office. | L4: Suspension |

12

| | | |
|--|---|---|
| <u>Unauthorized Sales:</u> Unauthorized sales are prohibited because they create disruptions. | Selling candy, gum, drinks, toys, or any other items not approved by the school. Exceptions: Selling items for an authorized school fundraiser during designated times. | L1: 1) Teacher discipline 2) Detention 3) ISS 4) OSS |
| <u>Unsafe Behavior:</u> Unsafe behavior is not allowed because it endangers the safety of others and of the learning environment. | Running in the hall, spitting, pushing, shoving, throwing snowballs, books, or other objects, running alongside the buses, tripping others, horseplay of any kind, or any other action deemed unsafe by school personnel. | L1: 1) Staff discipline 2) Detention 3) ISS 4) OSS |
| <u>Unsportsmanlike or Inappropriate Behavior at a ROCSD or School-sponsored Activity:</u> Students are expected to comply with the rules established by their schools and with the rules of the sports, clubs, and activities in which they participate. | Refer to Activities guide for Students and Parents | L2: 1) Detention 2) ISS 3) OSS (1 Day) 4) OSS (3 Days) |
| <u>Vandalism - Minor:</u> Vandalism and destruction of school property and or personal belongings of others is not allowed because it is disrespectful, destroys the school environment, misuses funds, and violates the law. | Damage of \$50.00 dollars or less. Ripping off wall dispensers in restrooms, writing on walls or desks, interfering with plumbing, defacing bulletin boards or other student's work, writing on or tearing pages, or in any other way damaging books. | L3: 1) ISS (1 Day) 2) OSS (3 Days) 3) OSS (5 Days) Any vandalism can result in possible restitution, legal action |
| <u>Vandalism - Major:</u> Vandalism and destruction of school property and or personal belongings of others is not allowed because it is disrespectful, destroys the school environment, misuses funds, and violates the law. | Damage over \$50.00. Ripping off wall dispensers in restrooms, writing on walls or desks, interfering with plumbing, defacing bulletin boards or other student's work, writing on or tearing pages, or in any other way damaging books. | L4: Restitution, legal action, suspension Any vandalism can result in possible restitution, legal action |
| <u>Verbal Assault on a Staff Member or Student:</u> The use of obscene or profane language, harassment, or threats on a staff member. | | L4: Suspension |
| <u>Weapon, Failure to Report:</u> It shall be the responsibility of the student to notify a teacher or an administrator IMMEDIATELY, if they have reason to believe that there is a weapon in school, on school grounds, on a school bus, at the bus stop, or at any school related activity. Disciplinary action, up to and including expulsion, may be taken against any student | | L4: Suspension, legal action & possible expulsion |

| | | |
|--|---|---|
| who knows of a weapon and fails to report it. | | |
| Weapon Violation: Weapons are forbidden on school property and at school-sponsored functions at home and away because they prevent a safe, non-violent, orderly school environment. | Any type of operable or inoperable weapon, other chemical agents, bullets, fireworks, other explosives, toy weapons, and other weapons or facsimiles. This also includes objects which may commonly be used in the school. Whether designed as a weapon or not, an object may be considered as a weapon if it is used as a weapon or perceived as a weapon. | L4: Suspension, legal action & possible expulsion |

In-School Suspension Program

Student Intervention and Behavior

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

Components

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

In-School Suspension is used to create an educational environment, where students are held accountable for their actions. In ISS, office personnel can teach the student the skills and attitudes necessary to prevent misbehavior and act appropriately when they return to the regular classroom. The parent should be notified when a student has been issued an In-School Suspension. Office personnel will review the referral, interview the students, explain the rules, and procedures. The office personnel can provide consultation through the school counselor, which enables the student to identify the underlying problem and eventually correct or improve the misbehavior.

Out-of-School Suspension (OSS):

An out-of-school suspension may last no longer than 10 days. The suspension notice will be mailed home to parents and to the superintendent of schools. An OSS will bar a student from extracurricular activities during the suspension period. A parent conference is required before the student is readmitted to school. In extreme cases, a suspension may be imposed without a hearing. The hearing would follow as soon as possible. Appeals are possible. For more complete information, see Board Policy.

Expulsion:

A student may be expelled from school by the Red Oak Community Board of Education for a serious violation of rules or regulation approved by the board, or when the presence of the student is considered detrimental to other students.

Make-up Work during Suspension:

Students placed on in- or out-of-school suspension, short term or long term, may receive academic credit

if class work is made up by the time the student reports back to his/her regular classes. It is the student's responsibility to see to it that the completed assignments are turned in to his or her teachers.

Search & Seizure

A student's personal effects (i.e. purse, backpack, etc.) may be searched when a school official has reasonable suspicion to believe the student is in possession of illegal or contraband items or has violated school district policies, regulations, or the law affecting school order.

Reasonable suspicion may be based upon factors such as:

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

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

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

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

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

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

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

15

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

Dances

All dances must be approved by the principal. Approval must be requested at least two weeks prior to the date of the dance. All students in attendance are subject to breathalyzer testing if chaperones and / or law enforcement deem necessary. Anyone who leaves the dance will not be allowed to return. Admission may be denied to anyone Based on the principles / sponsors judgement. Junior high students will not be allowed to attend high school dances. high school students will not be allowed to attend Junior High dances. sign-in and sign-out is required. The same rules of conduct regarding student behavior during the school day will apply to dances. all dates that do not attend Red Oak Junior Senior High School must have prior approval 3 weeks in advance by the principal. they will be required to prove their identity with a photo ID. students are responsible for their conduct of their guests. Organization sponsoring dancers must assure that a minimum of three approved sponsors are in attendance for supervision duties. In order to be eligible to attend the dance , the student is required to be in attendance the full day of school if applicable. The following emission rules will be strictly followed.

1) Homecoming:

- a. The homecoming dance will occur on Saturday night and will end no later than 11:30 p.m.
- b. All high school students May attend the homecoming dance provided that they pay admission price and comply with any conditions established.
- c. no one 21 or over will be admitted.

2) Junior /Senior Prom:

- a. The following people are eligible to attend the junior / senior prom: Red Oak High School juniors and seniors. dates of the red oak Juniors and seniors who are under the age of 21. their dates may not be freshman or younger.
- b. Students must wear formal attire or they may be asked to leave the Prom.

Due Process

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

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

16

Good Conduct Rule

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

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

Activities Covered Under the Good Conduct Rule

The following activities are covered by the Good Conduct Rule: athletics, all co-curricular clubs and organizations, all honorary and elected offices, (i.e. Homecoming Court, Prom Royalty), class officer or representative, cheerleading, school dances, homecoming dance, prom night activities, or any other activity where the student represents or participates on behalf of the school outside the classroom, and the event attendance does not reflect their educational grade.

Violations of the Good Conduct Rule

A student wishing to participate in activities covered under the Good Conduct Rule shall not engage in the following conduct, in school or out of school, at any time:

Possess, use or attempt to purchase items containing nicotine (cigarettes, chewing tobacco, juuls, pods, vapes, nicotine oils)

Possess, use, purchase, attempt to purchase alcohol or have presence of alcohol in body.

Attending a function or party where the student knows or has reason to believe alcohol or other drugs are being consumed by minors:

- Students who are faced with this situation have three choices:
 1. Leave immediately (an intention to leave is not acceptable).
 2. If picking up a friend, stay in the vehicle. Away from the possession of alcohol, drugs or nicotine products. Ask who you are picking up to enter your vehicle free of any items that would warrant a good conduct policy violation.
 3. Stay and assume the consequences listed in the penalty chart

Possess, use or purchase illegal drugs, drug paraphernalia, synthetic drugs or prescription medicine (misuse or illegal possession of) as defined by the Iowa Supreme Court – ref. Iowa Codes 124.401 & 155A.21

Ingestion of dangerous substances if abused or not used appropriately: huffing, misuse of over

11

the counter medicines, etc.

Engage in any act that would be grounds for arrest or citation in the criminal or juvenile court system, excluding minor traffic violations, regardless of whether the student was cited, arrested, convicted, or adjudicated for the act(s).

Bullying or harassment of classmates or teammates. **after investigation by school or law enforcement concludes responsibility of fault.*

Any items not referenced in this matrix that are considered detrimental to the well-being of ROCSD participants of extra-curricular activities.

Determination of Violation

If a violation of the Good Conduct Rule is observed by a school employee, a school board member, or member of law enforcement it will be reported to a school administrator.

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

Notice of Violation to Student and Parent

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

The student's name and the names and address of the student's parents or guardians

A statement describing the time, place, and circumstances of the Good Conduct Rule violation

A statement describing the penalty imposed

Violation Consequences

Violations of the Good Conduct Rule will accumulate by offense over the student's 7th-8th grade school career. The offenses reset with the beginning of the student's 9th grade calendar school year.

Violations of the Good Conduct Rule will accumulate by offense over the student's 9th-12th grade school career. **A single violation cannot be counted as two penalties.** In the event a

violation includes two offenses (example: nicotine and alcohol) the student will assume the greater penalty.

| * = Reducible penalty Reduction policy below | Penalty | | | |
|--|----------------------------|---------------------------------|------------------------------|--|
| | 2 Event dates | 6 Event dates | 8 Event dates | 12 month ban from date of the finding of violation |
| Nicotine (possession, use or attempted purchase) | | 1 st Offense * | 2 nd | 3 rd Offense + |
| Bullying or Harassment of: teammates, classmates or ROCSD Staff (after investigation is completed by school administration) | 1 st Offense | 2 nd | 3 rd Offense + | |
| Arrest and citation to Juvenile or Criminal Court. | | 1 st Offense * | 2 nd | 3 rd Offense + |
| Alcoholic beverages (possession, attempted purchase, under the influence of) | | 1 st Offense * | 2 nd | 3 rd Offense + |
| Dangerous Consumption/ Use of: huffing of any material, cough medicine, synthetic drugs & prescription medicine (possession with no subscription & miss use of prescribed drug) | | | 1 st Offense | 2 nd Offense + |
| O.W.I. (any charge regardless of conviction) | | | 1 st Offense | 2 nd Offense + |
| Possession, use or attempted purchase of any illegal drug or paraphernalia as defined by state statute | | | 1 st Offense | 2 nd Offense + |
| *Any items not referenced in this matrix that are considered detrimental to the well-being of ROCSD participants of extra activities will receive consequences based on event, and past infractions made by the student. | | | | |

Ineligibility Guidelines

A student's ineligibility will be imposed at the highest level of competition as well as at all levels during the ineligibility period. Should the student participate in more than 1 level (Varsity, JV, and Freshman) on the same date, they will be ineligible for all levels. Multiple ineligibility penalties cannot be served on the same date.

Students ineligible for co-curricular activities/performances shall only miss activities that are not required as part of a course grade. Activities that have an impact on a school course will be identified in writing and communicated with the activities director at the start of each school year.

The period of ineligibility is imposed immediately upon a finding of a violation if the student is eligible for, and currently engaged in, an extra/co-curricular activity. If a student is not engaged, or if ineligibility is not completed during the current activity, the period of ineligibility will be carried over to the next activity, contest, performance or school function (including productions, mini singers, jazz band, FFA, homecoming functions & prom functions).

For the penalty to stand, students are also expected to end their extra/co-curricular activity in good standing if they serve a good conduct penalty. Students who do not complete their season in good standing will serve their ineligibility in his/her next season of participation, or school performances or school functions prior to the next activity the student participates in (including productions, mini singers, jazz band, FFA, homecoming functions & prom functions).

Students will only be allowed to serve penalties as a manager if they were already a manager or participant the previous season for the program served in. Students who are first time managers to a program will not be allowed to count that time as completion towards their penalty.

A student and their parents or guardians must meet with the head coach of a program if a student wishes to compete in an activity they had not previously been a part of. The coach, student and parents must agree to the coach's requirements to finish the season in good standing. If the student and parents or guardians do not agree with the coach's expectations this season will not count towards penalty fulfillment.

In the event a student is ruled academically ineligible, the thirty days of academic ineligibility shall be served in full before the continuance or start of a good conduct violation penalty. No penalties will ever be allowed to "double-up" and served congruently.

If a student violates the Good Conduct Rule while already ineligible, the first ineligibility must be served before the next (second/third) penalty is imposed. No penalties will ever be allowed to "double-up" and served congruently.

An ineligible student shall attend all practices or rehearsals but may not "suit up" for contests nor perform/participate.

If the period of time between a violation and an activity is twelve calendar months or more, the student shall not serve an ineligibility period for the violation. All penalties will expire 12 months from the date of the finding of a violation

Penalty Reduction – Service Contract

Students can receive a penalty reduction of 50% for 1st offense items in matrix with a (*) by contracting service hours through the district's Student Support Coordinator. Service Contract forms can be found in the Athletic Director's office. Reductions can only be made by those indicated in the matrix. All events/competitions/or contests under this policy are included in the reduction. Required hours for reduction in penalty are as follows:

| |
|--------------------------|
| <i>Offense reduction</i> |
| 10 hours |

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

Transfer Student

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

Additional School Consequences

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

Appeals

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

If the student, and/or parent/guardian, wants to appeal the decision of the superintendent, they may seek further review by the school board by filing a written appeal with the board

82

secretary within 3 school days following the decision rendered by the superintendent. The review by the board will be conducted at the next regular or special board meeting. The review will be in closed session unless the student's parent (or the student, if the student is 18) requests an open session.

Student Assistance Team

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

Reasonable Suspicion at Activities

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

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

Emergency Drills:

Emergency drills will be conducted throughout the year for fire, tornado, weather, or other disasters. Emergency procedures are posted in every classroom and will be reviewed with all students by their teachers.

a. Fire Drills- EVACUATE!

- 1.) Notification for fire drills will be made with the fire alarm system.
- 2.) Be quiet. Oral directions may be given. Your life may depend upon hearing them.
- 3.) Walk quickly, but carefully. Don't risk falling – this could cause you, and probably others, bodily harm.
- 4.) Treat drills as though a real emergency exists. Then you will be ready if we ever have a genuine emergency.
- 5.) Staff will direct students as to the safe location located outside of the building.

83

b. Tornado Warning, Tornado Drills- SHELTER!

The emergency shelter plan will be put into action for tornado drills or upon being notified of a tornado warning.

- 1.) Classrooms will be notified via the intercom system.
- 2.) Faculty members are to accompany their students to the designated areas of safety and remain with them during this time.
- 3.) No students will be dismissed until the "all safe" is given.
- 4.) All areas will be notified when it is "all safe" and may return to their classrooms.

c. Crisis Procedures

In crisis situations school administration will determine the appropriate measures taken with students and staff to keep students and staff safe.

LOCKOUT! – Get Inside. Lock Outside Doors.

Return to normal business. Bring everyone indoors. Lock perimeter doors. Increase situational awareness.

LOCKDOWN! – Lock All Doors. Shut Off Lights. Get Out of Sight.

Move out of sight. Maintain silence. Do not open any door. Lock interior doors. Turn off lights.

EVACUATE! - TO ANNOUNCED LOCATION

Bring your phone. Lead student to evacuation location. Leave stuff behind. Follow instructions. Communicate missing, extra or injured students.

SHELTER! – Hazard and Safety Strategy

Tornado – Evacuate to shelter area

Hazmat – Seal the room

Earthquake – Drop cover and hold

84

Red Oak Community School District Preschool

Program Policies and Procedures



Red Oak Early Childhood Preschool

Contents

Welcome to Red Oak Preschool

Mission and Philosophy Statements

85

4
4

| | |
|-----------------------------------|---------------------------------------|
| Curriculum | 4 |
| Enrollment | 5 |
| Equal Educational Opportunity | 5 |
| Eligibility | 5 |
| Hours | 5 |
| General Information | 5 |
| Inclusion | 6 |
| A Child's Day | 6 |
| Who Works In the Preschool | 6 |
| Daily Activities | 6 |
| Supervision Policy | 7 |
| Clothing | 7 |
| Outside Play and Learning | Error! Bookmark not defined. 7 |
| Water activities | 97 |
| Objects From Home | 8 |
| Weapon Policy | 8 |
| Snacks/Foods and Nutrition | 8 |
| Birthdays | 8 |
| Classroom Animals and Pets | 8 |
| Child Guidance and Discipline | 9 |
| Child Assessment..... | 10 |
| Program Assessment | 11 |
| Communication with Families | 11 |
| Open Door Policy | 12 |
| Arrival and Departure of Children | 12 |
| Transportation..... | 12 |
| Field Trips | 13 |
| Attendance | 13 |
| Ethics and Confidentiality | 13 |
| Children's Records | 13 |
| Grievance Policy | 13 |
| Family Involvement..... | 14 |
| Home Visits | 15 |
| Family Teacher Conferences | 15 |
| Transitions | Error! Bookmark not defined. |

| | |
|--|------|
| Health and Safety | 16 |
| Health and Immunization Certificates | 16 |
| Health and Safety Records | 16 |
| General Health and Safety Guidelines | 16 |
| Illness Policy and Exclusion of Sick Children | 167 |
| Reporting Communicable Diseases | 178 |
| Medication Policies and Procedures | 18 |
| Hand Washing Practices | 19 |
| First Aid Kit | 19 |
| Cleaning and Sanitization..... | 20 |
| Protection from Hazards and Environmental Health | 20 |
| Smoke Free Facility | 2020 |
| Fire Safety..... | 20 |
| Child Protection Policies | 2021 |
| Substance Abuse | 21 |
| Staff | 21 |
| General Information | 21 |
| Staff Orientation | 22 |
| Staffing patterns and schedule | 22 |
| Staff development activities | 22 |
| Staff Evaluation and Professional Growth Plan | 23 |

Welcome to Red Oak Preschool

(IQPPS 10.1)

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

Mission, Philosophy and Goals

(IQPPS 10.1)

Mission Statement

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

Philosophy Statement

(IQPPS 2.1, 7.2)

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

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

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

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

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

Curriculum

(IQPPS 2.1, 2.2, 7.2)

Curriculum is a framework for learning opportunities and experiences. It is a process by which learners obtain knowledge and understanding, while developing life skills. It is continually revised and evaluated to make learning fun and exciting. It is the policy of the Red Oak Community School District that the curriculum content and instructional materials utilized reflect the cultural and racial diversity present in the United States and the variety of careers, roles, and lifestyles open to women as well as men in our society. One of the objectives of the total curriculum and teaching strategies is to reduce stereotyping and to eliminate bias on the basis of sex, race, ethnic origin, religion, and physical disability. The curriculum should foster respect and appreciation for the cultural diversity found in our country and an awareness of the rights, duties, and responsibilities of each individual as a member of a multicultural nonsexist society.

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

Enrollment

Equal Educational Opportunity

It is the policy of the Red Oak Preschool not to discriminate in its education programs or educational activities on the basis of sexual orientation, race, religion, color, national origin, marital status or disability. Students are educated in programs, which foster knowledge of, and respect and appreciation for, the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. Students who feel they have been discriminated against are encouraged to report it to the school district Affirmative Action Coordinator. Inquiries may also be directed in writing to the Director of the region VII Office of Civil Rights, US Department of Education, 310 W. Wisconsin Ave., Ste. 800, Milwaukee, WI, 53203-2292, (414) 291-1111, or the Iowa Department of Education, Grimes State Office Building, Des Moines, IA 50319-0146, (515) 281-5294. Procedures and levels are outlined in district policy for resolving complaints and are available upon request from the administrative office.

Eligibility

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

Hours

Class meets from 8:00-1:15 five days per week. The 1:15 dismissal allows for meetings (parent and other), planning time for the staff including interpretation and utilization of assessment results, and collaboration with community agencies. The preschool will provide a yearly as well as a monthly calendar. Red Oak Preschool follows the ROCSD's calendar/schedule including any adjusted start/end times.

General Information

(IQPPS 9.9, 9.12, 10.4)

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

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

Inclusion

(IQPPS 9.10)

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

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

A CHILD'S DAY

Who Works In the Preschool

(IQPPS 10.3)

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

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

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

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

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

Daily Activities

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

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

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

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

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

Supervision Policy

(IQPPS 3.7)

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

Clothing

Your child will be learning through creative, active play that can sometimes be messy. Your child should wear comfortable, washable clothing as well as rubber-soled and closed-toe shoes to school. While we encourage the use of paint smocks or shirts during art projects, we can't guarantee that spills or stains will not occur. Clothing should be free of words, graphics, or pictures that are profane, immoral, illegal, or disruptive in nature. If needed, families may be asked

to provide an extra set of clothing for their child in case of an “accident” or messy play. Please clearly label the clothing with your child’s name to reduce the possibility of mistakes.

Outside Play and Learning

(IQPPS 5.4, 9.1, 9.2, 9.5)

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

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

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

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

Water activities

(IQPPS 5.7)

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

Objects From Home

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

Weapon Policy

(IQPPS 10.5)

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

Snacks/Foods and Nutrition

(IQPPS 5.9, 5.10, 5.11, 5.15)

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

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

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

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

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

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

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

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

Birthdays

(IQPPS 5.10)

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

Classroom Animals and Pets

If you, as a parent or legal guardian, want to bring your family pet to share with your child's classroom, you are welcome. The preschool staff ensures that the animal does not create an unsafe or unsanitary condition. The animal would appear to

be in good health and have documentation from a veterinarian or an animal shelter to show that the animal is fully immunized (if the animal should be so protected) and suitable for contact with children. The staff would ensure all staff and children practice good hygiene and hand washing when coming into contact with the animal and after coming into contact with the animal. The staff supervises all interactions between children and animals and instructs children on safe behavior when in close proximity to animals.

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

Child Guidance and Discipline

(IQPPS 1.3)

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

Challenging Behavior

(IQPPS 3.6)

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

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

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

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

Permissible Methods of Discipline:

(IQPPS 1.3)

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

Prohibited Practices

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

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

Program Policies and Procedures

93

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

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

Children are assessed in the following ways:

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

(IQPPS 7.3, 7.5, 8.1, 8.2)

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

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

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

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

If the appropriate team determines a child needs special accommodations, those accommodations are included in the materials, environment, and lesson plans for that child. Examples include, but are not limited to, sign language and visuals for children with hearing impairments or language delays and behavior plans for children whose behavior does not respond to the typical strategies used by staff in the classroom.

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

Program staff develop partnerships and professional relationships with agencies, consultants, and organizations in the community such as, iSmile, Lions Club Vision, AEA, HS nurse, Red Oak Express, Montgomery County Naturalist, YMCA, and ROCDC.

Program Assessment

(IQPPS 10.15)

Red Oak Preschool implements the Iowa Quality Preschool Program Standards. We will receive a verification visit during the 2021-2022 school year to confirm we are meeting these standards. Administrators, families, staff, and/or other routinely participating adults will be involved annually in a program evaluation that measures progress toward the program's goals and objectives. The annual evaluation process includes gathering evidence on all areas of program functioning, including policies and procedures, program quality, screening effectiveness, children's progress and learning, family involvement and satisfaction, and community awareness and satisfaction. As part of our program assessment, in the spring of each year we provide families with a questionnaire to evaluate our program. This information helps us to assess how the program is meeting the needs of families and children, as well as to identify strengths and weaknesses. A report of the annual evaluation findings is available to families, staff, and appropriate advisory and governing boards. The program uses this information to plan professional development and program quality-improvement activities as well as to improve operations and policies.

COMMUNICATION WITH FAMILIES

(IQPPS 7.5, 7.6, 7.7, 8.1)

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

Red Oak Preschool staff will provide families with information about programs and services from other organizations. Staff support and encourage families' efforts to negotiate health, mental health, assessment, and educational services for their children. Staff and families will work together to use Resource Connection to find appropriate services to meet the family needs. (<https://swiamhds.com/resource-connection/?county=montgomery&category=&search=>)

Open Door Policy

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

Arrival and Departure of Children

(IQPPS 10.5, 10.9)

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

When bringing/picking up your child to/from school, we ask that you follow the flow of traffic. If you must park in the parking lot (not in the fire lanes) and walk to meet your child outside or wait in the front entrance, please use the crosswalk area in front of the building. Please hold your child's hand and use the crosswalk as you leave to decrease the possibility of an accident. No child will be permitted to leave the building/pick up area without an adult.

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

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

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

Transportation

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

Parents or legal guardians may request transportation at enrollment, indicating the pickup and drop off address/bus stop, the name of the responsible person at that address, and emergency contact information for all parties involved. Parents or legal guardians are asked to keep their information current by reporting changes to the preschool staff/office personnel.

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

Field Trips

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

Attendance

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

Ethics and Confidentiality

(IQPPS 6.1B)

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

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

Children's Records

(IQPPS 4.1, 10.8)

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

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

Grievance Policy

(IQPPS 7.5)

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

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

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

FAMILY INVOLVEMENT

(IQPPS 7.1,

7.2)

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

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

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

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

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

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

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

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

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

Home Visits

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

Family Teacher Conferences

The preschool program will have formal family teacher conferences at the same time as the elementary school - fall and spring. During the conference you may be asked to consider what new skills you see your child developing at home or in

the community, to think about what you'd like more information about the classroom, and whether you have new or different goals for your child. During the conference the teacher will share results of classroom assessments and samples of your child's work. Together you can make a plan to continue to encourage your child's growth and development.

Transitions

(IQPPS 7.7)

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

HEALTH AND SAFETY

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

Health and Immunization Certificates

(IQPPS 10.5)

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

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

Health and Safety Records

(IQPPS 10.8)

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

Child Health and Safety Records will include:

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

and

7. Supporting evidence for cases in which a child is under-immunized because of a medical condition (documented by a licensed health professional) or the family's beliefs. Staff implement a plan to exclude the child promptly if a vaccine-preventable disease to which children are susceptible occurs in the program.

General Health and Safety Guidelines

(IQPPS 5.2, 5.19)

- All staff must be alert to the health of each child, known allergies, or special medical conditions.
- All staff must be alert to the whereabouts of all children. Systems are in place for accounting for children at regular intervals, especially during periods of transition.
- All staff are to follow proper procedures for hand washing, using disinfectant, and following universal precautions to prevent infections.
- All staff are familiar with evacuation routes and procedures.
- All staff complete "Occupational Exposure to Bloodborne Pathogens" training as required for employment with the Red Oak Community School District.
- All staff members have a certificate of satisfactory completion of pediatric first-aid training, including managing a blocked airway and providing rescue breathing for infants and children, and are always present with each group of children. When a child in the group has a special health condition that might require CPR, one staff person who has successfully completed training in CPR is present in the program at all times.

Toileting Learning

(IQPPS 5.5)

Toilet learning is an important time in a child's development. For children who are unable to use the toilet consistently, the following procedures are in place.

1. Diapering will only be done in the designated diaper area. Food handling will not be permitted in this diapering area.
2. Staff will follow all diapering guidelines set forth in the Iowa Quality Preschool Program Standards: For children who are unable to use the toilet consistently, the program makes sure that:
 - a. For children who require cloth diapers, the diaper has an absorbent inner lining completely contained within an outer covering made of waterproof material that prevents the escape of feces and urine. Both the diaper and the outer covering are changed as a unit.
 - b. Cloth diapers and clothing that are soiled by urine or feces are immediately placed in a plastic bag (without rinsing or avoidable handling) and sent home that day for laundering.Staff check children for signs that diapers or pull-ups are wet or contain feces
 1. least every two hours when children are awake and
 2. when children awaken.
 3. Diapers are changed when wet or soiled.
 4. Staff change children's diapers or soiled underwear in the designated changing areas and not elsewhere in the facility.
 5. Each changing area is separated by a partial wall or at least three feet from other areas that children use and is used exclusively for one designated group of children. For kindergartners, the program may use an underclothing changing area designated for and used only by this age group.
 6. At all times, caregivers have a hand on the child when being changed on an elevated surface.In the changing area, staff
 1. post changing procedures and
 2. follow changing procedures
 3. These procedures are used to evaluate teaching staff who change diapers.
 4. Surfaces used for changing and on which changing materials are placed are not used for other purposes, including temporary placement of other objects, and especially not for any object involved with food or feeding.
 5. Containers that hold soiled diapers and diapering materials have a lid that opens and closes tightly using a hands-free device (e.g., a step can).
 6. Containers are kept closed and
 7. are not accessible to children.

8. Staff members whose primary function is preparing food do not change diapers until their food preparation duties are completed for the day.

Illness Policy and Exclusion of Sick Children

(IQPPS 5.3)

For the health and safety of all the children, it is mandatory that sick children not be brought to school. If your child has any of the following symptoms during the night, he or she will not be admitted the following morning for the safety of the other children.

- fever greater than 100 degrees F
- vomiting
- diarrhea
- pink eyes with drainage
- cough with congestion and excessive nasal discharge

The ROCSD's established policy for an ill child's return:

- Fever free for 24 hours
- Chicken pox: one week after onset (or when lesions are crusted)
- Strep: 24 hours after initial medication
- Vomiting/Diarrhea: 24 hours after last episode
- Conjunctivitis: 24 hours after initial medication or when without drainage

Upon arrival at school, each child is observed by the staff for signs of illness or injury that could affect the child's ability to participate comfortably in the daily activities. Children will be excluded when a child is not able to participate comfortably; if the illness requires more care than staff are able to provide without compromising the needs of the other children in the group; or if keeping the child at school poses an increased risk to the child or to other children or adults with whom the child will come in contact.

When a child develops signs of an illness during their day at preschool, parents, legal guardians, or other persons authorized by the parent will be notified immediately by the office/nurse to pick up the child. For this reason, please be sure that the office/nurse has current, accurate phone numbers for you, your authorized emergency contact person and your child's pediatrician. In the meantime, we will provide the child a place to rest under the supervision of someone familiar with the child until the parent, legal guardian or designated person arrives. If the child is suspected of having a contagious disease, then, until she or he can be picked up, the child is located where new individuals will not be exposed.

Reporting Communicable Diseases

(IQPPS 5.3)

Staff provide information to families verbally and in writing about any unusual level or type of communicable disease to which their child was exposed, signs and symptoms of the disease, mode of transmission, period of communicability, and control measures that are being implemented at the program and that the families should implement at home.

Medication Policies and Procedures

(IQPPS 5.8)

Policy: The school nurse or personnel certified in Medication Administration will administer medication to children with written approval of the parent and an order from a health provider for a specific child. Because administration of medication in the school is a safety hazard, medication administration will be limited to situations where an agreement to give medicine outside preschool hours cannot be made. Whenever possible, the first dose of medication should be given at home to see if the child has any type of reaction.

Procedure: The school nurse or personnel certified in Medication Administration administers medication during school hours only if the parent or legal guardian has provided written consent and the medication is available in an original labeled prescription or manufacturer's container that is child-resistant. Any other person who would administer medication has specific training and a written performance evaluation, updated annually by a health professional on the

practice of the five right practices of medication administration: (1) verifying that the right child receives the (2) right medication (3) in the right dose (4) at the right time (5) by the right method with documentation of each right each time the medication is given. Medication errors will be controlled by checking and recording these five right practices each time medication is given. Should a medication error occur, the Regional Poison Control Center and the child's parents will be contacted immediately. The incident will be documented in the child's record at the school.

For prescription medications, parents or legal guardians will provide the school with the medication in the original, child-resistant container that is labeled by a pharmacist with the child's name, the name and strength of the medication; the date the prescription was filled; the name of the health care provider who wrote the prescription; the medication's expiration date; and administration, storage, and disposal instructions.

For over-the-counter medications, parents or legal guardians will provide the medication in a child-resistant container. The medication will be labeled with the child's first and last names; specific, legible instructions for administration and storage supplied by the manufacturer; and the name of the health care provider who recommended the medication for the child.

Instructions for the dose, time, method to be used, and duration of administration will be provided to the staff in writing (by a signed note or a prescription label) or dictated over the telephone by a physician or other person legally authorized to prescribe medication. This requirement applies both to prescription and over-the-counter medications.

Medications will be kept at the temperature recommended for that type of medication, in a sturdy, child-resistant container that is locked and prevents spillage.

Medication will not be used beyond the date of expiration on the container or beyond any expiration of the instructions provided by the physician or other person legally permitted to prescribe medication. Instructions which state that the medication may be used whenever needed will be renewed by the physician at least annually.

A medication log will be maintained by the school nurse or personnel certified in Medication Administration to record the instructions for giving the medication, consent obtained from the parent or legal guardian, amount, the time of administration, and the person who administered each dose of medication. Spills, reactions, and refusal to take medication will be noted on this log.

Hand Washing Practices

(IQPPS 5.6)

Frequent hand washing is key to preventing the spread of infectious diseases. Staff teach children how to wash their hands effectively. Posters of children using proper hand washing procedures are placed by each sink. The program follows these practices regarding hand washing:

- Staff members and those children who are developmentally able to learn personal hygiene are taught hand-washing procedures and are periodically monitored.
- Hand washing is required by all staff, volunteers, and children when hand washing reduces the risk of transmission of infectious diseases to themselves and to others.
- Staff assist children with hand washing as needed to successfully complete the task.

Children and adults wash their hands:

- upon arrival for the day;
- after using the toilet;
- after handling body fluids (e.g., blowing or wiping a nose, coughing on a hand, or any touching of mucus, blood or vomit);
- before meals and snacks, preparing or serving food, or handling any raw food that requires cooking (e.g., meat, eggs, poultry);
- after playing in water that is shared by two or more people;
- after handling pets and other animals or any materials such as sand, dirt, or surfaces that might be contaminated by contact with animals including after daily outside time.

Program Policies and Procedures

102

Adults also wash their hands:

- before and after feeding a child;
- before and after administering medication;
- after assisting a child with toileting
- after handling garbage or cleaning.

Proper hand-washing procedures are followed by adults and children and include

- using liquid soap and running water;
- rubbing hands vigorously for at least 20 seconds, including back of hands, wrists, between fingers, under and around any jewelry, and under fingernails; rinsing well; drying hands with a paper towel, or a dryer; and avoiding touching the faucet with just-washed hands (e.g., by using a paper towel to turn off water).

Except when handling blood or body fluids that might contain blood (when wearing gloves is required), wearing gloves is an optional supplement, but not a substitute, for hand washing in any situation listed above.

- Staff must wear gloves when contamination with blood may occur.
- Staff do not use hand-washing sinks for bathing children or removing smeared fecal material.

In situations where sinks used for both food preparation and other purposes, staff clean and sanitize the sinks before using them to prepare food.

First Aid Kit

(IQPPS 9.12)

It is inaccessible to children, but readily available for adult use. It is fully equipped according to guidance from Healthy Child Care Iowa. Following each use of the First Aid kit, the contents will be inspected and missing or used items replaced immediately. The First Aid kit will be inspected monthly. The first aid kit is taken to the outdoor play areas as well as on field trips and outings away from the site.

Cleaning and Sanitization

(IQPPS 5.18, 5.19)

The facility will be maintained in a clean and sanitary condition. When a spill occurs, the area will be made inaccessible to children and the area will be cleaned immediately.

Toys that have been placed in a child's mouth or that are otherwise contaminated by body secretion or excretion will be removed immediately and sanitized after they are cleaned with soap and water. This also applies to other surfaces in the classroom. Toys and surfaces will be sanitized using a non-toxic solution of one-fourth tablespoon household bleach to one quart of tap water made fresh daily. Surfaces will be disinfected using one tablespoon of bleach to one quart of tap water and sprayed until glossy. The bleach solution will be left on for at least two minutes before it is wiped off with a clean paper towel, or it may be allowed to air dry. Machine washable cloth toys that have been placed in a child's mouth or that are otherwise contaminated by body secretion or excretion must be laundered before another child's use. Toys that cannot be cleaned and sanitized will not be used.

Staff are trained annually in cleaning techniques, handwashing, proper use of protective barriers such as gloves, proper handling and disposal of contaminated materials, and information required by the US Occupational Safety and Health Administration about the use of any chemical agents.

Routine cleaning will be performed by the staff and will follow the NAEYC Cleaning, Sanitizing and Disinfecting Frequency Table. A checklist will be completed according to the table.

Rugs/carpets are cleaned by the custodial staff. Facility cleaning, also done by custodial staff and, requiring potentially hazardous chemicals will be scheduled when children are not present to minimize exposure to the children. All cleaning products will be used as directed by the manufacturer's label. Nontoxic substances will be used whenever possible. Odors will be controlled by sanitation and ventilation.

Protection from Hazards and Environmental Health

(IQPPS 9.11,10.5)

Program staff protect children and adults from hazards, including electrical shock, burns, or scalding, slipping, tripping, or falling. Floor coverings are secured to keep staff and children from tripping or slipping.

The preschool classroom has been tested for lead, radon, radiation, asbestos, fiberglass, and other hazards that could impact children's health with documentation on file. Custodial staff maintain the building's heating, cooling, and ventilation systems in compliance with national standards for facility use by children.

The program maintains facilities so they are free from harmful animals, insect pests, and poisonous plants. Pesticides and herbicides, if used, are applied according to the manufacturer's instructions when children are not at the facility and in a manner that prevents skin contact, inhalation, and other exposure to children. The program uses the techniques known as Integrated Pest Management (IPM) so that the least hazardous means are used to control pests and unwanted vegetation.

Smoke Free Facility

(IQPPS 9.15)

In compliance with the Iowa Smokefree Air Act of 2008, ROCSD building and grounds are smoke free. A "No Smoking" sign meeting the law's requirements is posted at the entrances to the ROECC building to inform people that they are entering a non-smoking place. No smoking is allowed on the school grounds or within sight of any children.

Fire Safety

(IQPPS 9.13, 10.10)

Fire extinguishers are installed in the Red Oak Early Childhood Center hallways with a tag indicating annual service dates. The fire alarm system is serviced annually. Smoke detectors, fire alarms, and carbon monoxide detectors are tested monthly. A written log of testing dates and battery changes is maintained and available upon request. The program has written and posted disaster preparedness and emergency evacuation policies and procedures. According to district policy, fire and severe weather drills are conducted twice each semester or Monthly and recorded on a log.

Child Protection Policies

(IQPPS 10.6,10.7)

The health and well being of every child in our care is of the utmost importance and the protection of children is our responsibility. An applicant or volunteer for temporary or permanent employment with the preschool program involving direct interaction with or the opportunity to interact and associate with children must follow the ROCSD's policy and submit an affidavit of clearance from any and all crimes against a child or families. In addition no person with a substantiated report of child abuse or neglect will come in contact with children in the program or have responsibility for children.

The program follows written school board policy for reporting child abuse and neglect as well as procedures in place that comply with applicable federal, state, and local laws. The policy includes requirements for staff to report all suspected incidents of child abuse, neglect, or both by families, staff, volunteers, or others to the appropriate local agencies. Staff who report suspicions of child abuse or neglect where they work are immune from discharge, retaliation, or other disciplinary action for that reason alone unless it is proven that the report is malicious. All staff complete "Mandatory Reporter: Child and Dependent Adult Abuse" at least every five years and in accordance with ROCSD policy.

Substance Abuse

Persons under the influence of drugs or alcohol will not be permitted on the premises of the ROECC. At no time will children be released to a person under the influence of alcohol or drugs.

STAFF

(IQPPS 10.11, 10.13)

General Information

Policy information is found in ROCSD Master Contracts, Support Staff Contracts and the Employee Manual. Policy information is provided to each employee upon hiring.

The ROCSD has written personnel policies that define the roles and responsibilities, qualifications, and specialized training required of staff and volunteer positions. The policies outline nondiscriminatory hiring procedures and policies for staff evaluation. Policies detail job descriptions for each position, including reporting relationships; salary scales with increments based on professional qualification, length of employment, and performance evaluation; benefits; and resignation, termination, and grievance procedures. Personnel policies provide for incentives based on participation in professional/educational development opportunities.

Hiring procedures include completion of the following checks: criminal-record check, free from history of substantiated child abuse or neglect check, education credentials, verification of age, completion of high school or GED, personal references and a current health assessment.

Confidential personnel files, including applications with record of experience, transcripts of education, health-assessment records, documentation of ongoing professional development, and results of performance evaluation, are kept in a locked filing cabinet in the ROCSD Administrative Center.

Staff Orientation

(IQPPS 6.1)

New ROCSD employees will be required to participate in an initial orientation program that introduces them to fundamental aspects of district operations including, but not limited to:

- Program philosophy, mission, and goals;
- Expectations for ethical conduct;
- Health, safety and emergency procedures;
- Individual needs of children they will be teaching or caring for;
- Accepted guidance and classroom management techniques;
- Daily activities and routines of the program;
- Program curriculum, assessment procedures and interpretation training;
- Child abuse and neglect reporting procedures;
- Program policies and procedures;
- NAEYC Standards;
- Regulatory requirements.

Follow-up training expands on the initial orientations.

The employee's administrative supervisor will provide the new employee with a review of the employee's responsibilities and duties. Payroll procedures, employee benefit programs and accompanying forms will be explained to the employee by human resources staff at the Administrative Center.

Staffing patterns and schedule

(IQPPS 10.4,10.13)

The preschool program is in compliance with staff regulations and certification requirements. Our program follows Iowa Shared Visions requirements for staffing maintaining an adult/child ratio of at least 1:8 at all times. The program administrator will maintain lists of current substitutes for both the preschool teacher and the paraprofessional in case of absence.

Staff are provided space and time away from children during the day. The ROCSD Employee Manual encourages supervisors to schedule a paid break period approximately halfway through each four hour period. ROCSD Master Contracts and Support Staff Contracts also provide for a duty-free lunch period of at least twenty-five minutes. In addition, staff may request temporary relief when they are unable to perform their duties.

Staff development activities

(IQPPS 6.4,6.5, 8.4)

ROCSD Master Contracts and Support Staff Contracts provide for incentives based on participation in professional/educational development opportunities. All staff continuously strengthen their leadership skills and relationships with others and work to improve the conditions of children and families within their programs, the local community, and beyond. Staff are encouraged to participate in informal and formal ways in local, state, or regional public-awareness activities. They may join an early childhood group or organization, attend meetings, or share information with others both at and outside the program.

Staff will be informed of professional development activities by district staff, the SWVPP Coordinator, Child Care Resource and Referral, the local Empowerment areas, and the area education agency. Staff are expected to attend all staff trainings and meetings throughout the year. Trainings will focus on early childhood topics relevant to the program and community.

Staff Evaluation and Professional Growth Plan

All staff are evaluated at least annually by an appropriate supervisor or, in the case of the program administrator, by the Superintendent. Staff also evaluate and improve their own performance based on ongoing reflections and feedback from supervisors, peers, and families. From this, they develop an annual individualized professional development plan or an Individual Teacher Career Development Plan with their supervisor and use it to inform their continuous professional development.

Inman Elementary School

Handbook

Grades K-6th

2021-2022 School Year



Dr. Jane Chaillie, Principal
900 Inman Drive
Red Oak, IA 51566

Email: chailliej@redoakschools.org
Phone: 712-623-6635
Fax: 712-623-6638

ACCIDENT AND EMERGENCY INFORMATION

In the event of a serious accident or illness at school, a parent will be called. If a parent cannot be reached, the emergency contact that has been provided will be called. Emergency contacts are usually family members or close friends who have agreed to care for your child in your absence. Please make sure they are aware that you have listed them, and they are willing to take responsibility for your student. Please, always keep contact numbers updated in your parent portal in Infinite Campus.

ANIMALS/ PETS

Prior approval must be obtained by the teacher or principal before bringing an animal/pet to school. Parents must be present to walk the animal/pet to the classroom and when leaving the building.

ATTENDANCE

The Importance of Regular School Attendance

- What happens in class every day and the activity or interaction between teacher and student can never be duplicated, thus the Red Oak Community School District values attendance. For our elementary school to do the best job of educating the students entrusted to them, the students must be in regular attendance. A successful educational program requires the cooperation of the parent, the student to attend regularly, and the staff to be involved at all points in the process. One of the vital points is that of student attendance.

Legal Obligation Regarding Attendance Regulation

- The school believes the responsibility for attendance rests with the parents and the students. We encourage those responsible to make good sound educational decisions about school attendance, keeping in mind that attendance at school results in greater success. If that responsibility is not assumed by the student and parents, the school will enforce that state of Iowa mandatory attendance laws, and the excessive absence regulation.
- Our state legislators have created an important law(code) that addresses student attendance in schools. Iowa CODE 299.1 reads as follows:
 - The parent, guardian, or legal or actual custodian of a child who is of compulsory attendance age, shall cause the child to attend school during a school year. The board of directors of a public-school district shall set the number of days of required attendance for the schools under its control.
 - The board of directors of a public school may, by the resolution, require attendance for the entire time when the schools are in session in any school year and adopt a policy relating to the reasons considered to be valid or acceptable excuses for absence from school.

Processes and Procedures to Combat Excessive Absences/Tardies

Reporting Student Absences

- When children are sick, they should stay home from school. If your child will be absent or tardy, please call the school office before 8:15 A.M. If we do not hear from a parent or guardian by 9:00 A.M. the school will call home. Our primary concern is for each student's safety and well-being.
- Please make every attempt to have your child at school on time. Inman Elementary School begins class at 8:00 A.M. This means your child should be in their classroom before that time, not just entering the building. Our day is scheduled and when a student is late, something is missed.

Excessive Absences

- After a student experiences a 4th unexcused absence or 8th total absence a letter of concern is sent to the parents. After an 8th unexcused absence, or 12th total absence a second letter is sent, and a meeting is convened to determine the causes of the absences. During this meeting, an attempt to develop an individual plan to improve attendance will transpire. After a 12th unexcused absence or 20th total absence a third letter will be hand delivered and a mandatory mediation session with the local County Attorney will take place.
- If attendance does not improve, agencies including, but not limited to, the following may be contacted: Department of Human Services, County Attorney, Public Health, family physician, mental health professionals, Area Education Agency, and Juvenile Court Services. Ultimately, retention may be considered if the student, due to poor attendance, is unable to meet academic expectations

Tardy consequences

- Students arriving late to school must report to the main office with a parent and be signed in. A child is considered late for elementary school if he or she is not in the classroom when school begins at 8:00 A.M.
- Work and/or instruction missed may be made up at recess and or after school.
- After the 8th tardy a letter will be sent home.
- After the 14th tardy a second letter will be sent home and a conference with the parent, student and building administrator will be set up.
- After the 20th tardy the student may be referred to the Montgomery County Attorney.

ATTENDANCE DEFINITIONS

The following codes will be used to record student attendance:

Excused Absence- The following absences will be identified as excused absences. However other additional circumstances may warrant excused absences to be excused. Such circumstances will be the sole discretion of the building administrators.

- School-sponsored Field Trips (documented by teachers/sponsors)
- Funerals (notification required by parent before the absence occurs)
- Doctor Visits (notification by parent and documentation required from doctor's office signed by the office rep/Dr.)
- Planned Family Vacation (up to 3 school days and documented by parents at least 1 week ahead of the actual vacation)
- Parentally Excused Absences Due to Illness (the school will accept 5 "parentally" excused absences per semester)
 - A parent must call to report an absence the day of the illness. If no contact is made the day of the illness, the absence will be recorded as truant.
 - Illness absences in excess of the five parentally excused absences will be recorded as "unexcused" until a doctor's note is received. The note must be received within two school days of the absence.
 - Additionally, if a student has frequent parentally excused absences or prolonged absences, with no doctor's notices the district is advised to determine whether the student has a handicap or disability under the provision of Section 504 of Rehabilitation Act of 1973.

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

- Short notice family trips
- Birthday parties
- Non-school related competitions
- Graduations
- Trips to the airport
- Car problems
- Planned family vacations in excess of 3 missed school days

Truancy- Any absence that occurs without notification from the student's parent/guardian will be truant.

Tardy- Not being in your assigned classroom when school begins at 8:00 A.M.

Families can contact Mrs. Debbie Graber, Student Success Coordinator for assistance and resources for attendance concerns. She can be reached at the Inman Elementary Office at 712-623-6635 or by email graberd@redoakschools.org

BEHAVIOR

Although we believe most of our students "do the right thing" on a consistent basis, it is our belief that a building-wide behavior plan will support the best learning environment for all students. In addition to providing students with clear, consistent expectations, our staff believes every student at Inman Elementary has the right to a classroom free of distraction, inappropriate behavior, and disrespect. We also believe...

- All students are entitled to a safe and harassment free learning environment
- Learning will increase when all students know that consistent expectations for behavior exist in their school.

109

- Student, parent, and teacher frustration will decrease when a clear plan for behavior expectations and consequences has been outlined.
- High expectations for respect for self and others build character and develop strong future citizens.

We also know students respond much better when every adult a child encounters throughout the day is consistent with the other adults in the building. Every adult at Inman Elementary School will follow the disciplinary process listed below when dealing with inappropriate behavior.

Expectation:

- Learn in a class free of disruption
- Learn in a classroom free of putdowns and harassment
- Learn individually and within groups in a positive environment
- Expect that their peers will follow the rules of the classroom and school

BICYCLES

Riding a bicycle to and from school is a privilege and not a right. Students who do not follow these guidelines will have the privilege of bike riding to and from school terminated and may also be subject to additional discipline.

- Bicycles will be parked in the racks provided or in a designated area.
- Bicycles will be walked while on the sidewalks or school grounds.
- Bicycles will not be ridden or tampered with during the school day
- Bicycle riders are expected to use bicycle safety rules. Such as: always yielding to pedestrians; riding single file in a straight line; using the proper hand signals; and obeying all traffic rules.

BIRTHDAYS: TREATS AND INVITATIONS

Birthdays and other celebrations are important and will be celebrated through activities that align with our school district's healthy living initiatives. The classroom teacher will coordinate with parents to plan the celebration. If a parent chooses to have a birthday party outside of the school day, the invitations for such a party are to be sent through the U.S. Mail or electronic methods. They are not to be passed out at school unless one is given to everyone in the student's classroom.

BOOK CHARGES

Students losing or damaging school books/materials or media books beyond use will be expected to pay for them. The replacement cost of new and/or used books will be based on the costs obtained from new or used book catalog pricing information. Charges will be assessed for other misuse of books in relation to its severity.

CELL PHONE POLICY

We recognize that cell phones have become a common tool for communication. However, they can also be a major distraction for the learning environment and are vulnerable to theft. We ask that you allow your child to carry a cell phone only if absolutely necessary. Students can carry a cell phone to school. However, phones must be turned off and stored out of sight during school hours. Phones may not be used to talk, take pictures, play games, record, or text during school hours, including recesses. Parent permission to carry a phone must be on file in the school office. If a student violates the cell phone policy, they will have the following consequences:

- First Infraction-Students will have their cell phone taken away by the teacher and returned at the end of the day.
- Second Infraction-Students will have their cell phone taken away and locked up in the office until a parent can come to school and retrieve it.
- Third Infraction-Students will no longer be allowed to bring a cell phone to school until a parent conference with the principal is held.

We are not responsible for lost, damaged or stolen phones, CD players, iPods, or electronic gaming devices. CD player, iPods and electronic devices are not allowed at school.

CHILD SAFETY

If a student is going to have a change in their normal routine, we need a parent note or phone call that states what the student is to do before 2:30 pm. Without a note or call, your child will be instructed to do their normal routine: ride the bus home, walk to the sitter, be picked up, etc. It is very important for us to know this information for the welfare and safety of your child(ren).

CLOTHING AND DRESS FOR SCHOOL

Student dress or personal grooming is not to interfere with the normal classroom education process. Examples of unacceptable dress are clothing which has profane or suggestive wording or drawings (pictures); midriff tops; clothing which is advocating or advertising the use of alcohol, drugs, or tobacco. Students who are wearing questionable apparel will be referred to the principal and may be sent home and/or be subject to disciplinary action.

110

In wet, muddy, and snowy weather students are encouraged to wear weather conditioned shoes or boots to prevent wet feet. Snow boots are not to be worn all day indoors; students are to wear regular shoes in the school building. During inclement weather adequate outer garments should be worn. Recesses will continue to be outside unless the principal and staff determine the weather is inappropriate for all students to be outside.

CONFERENCES

Parent-Teacher conferences are held in the Fall and Spring. It is important that parents meet with their student's teacher. Teachers and parents are encouraged to request additional conferences at any time during the school year when there are concerns about a student's progress.

DELIVERIES

We know that holidays are a time for celebration, and at times, families want to send gifts for special delivery at school. Due to the age of our students, we will only accept deliveries of balloons, candy, flowers, etc. on a child's birthday, as it is an individual celebration. Please do not send items such as the above listed for events such as Halloween, Christmas, Valentine's Day, etc.

DISCIPLINE

Effective discipline is necessary for quality education. To guarantee your child and all the students in the school the excellent learning climate they deserve, it is essential for the home and school to work closely together in promoting self-discipline, responsibility, and an appreciation of the rights of others. The teacher is responsible to support a quality learning environment and exercise classroom discipline to ensure that all students receive an appropriate education. When serious or persistent problems arise, discipline may become the joint responsibility of the principal, the guidance counselor, the teacher, and parent/guardian. The principal in accordance with Board Policy, State Statutes, and announced rules will select actions necessary to correct misbehavior. Student discipline may involve:

- Administrative conference
- Parent contact and conference
- Detention
- Suspension of the student from the regular school program, either at home or at school for up to ten school days.
- Referral to Student Assistance Team
- Referral to non-school agencies and law enforcement
- Expulsion from school

EMERGENCY PLAN

Emergency Drills and Emergency Response

The Standard Response Protocol (SRP) is being implemented at Inman Elementary School. This supplies training and resources for staff and students to respond appropriately to emergency situations. These responses include school lockout, school lockdown, school evacuation and shelter. We will conduct lockout, lockdown, fire evacuation, tornado shelter and other emergency drills. At the beginning of the year, teachers will notify students of the procedures to follow in case of a drill. Emergency procedures and proper exits are posted in all rooms. All students must take part in these drills for everyone's safety and are expected to remain quiet and orderly during a drill or an emergency.

FIELD TRIPS

The principal must give prior authorization for all field trips and/or excursions. Teachers will inform parents of field trips and/or excursions as they occur throughout the school year. Parental permission for school related field trips is given when you register online with the school each year. If you wish that your child does not take part in an excursion, please notify your child's teacher.

HARASSMENT/BULLYING

All individuals at Inman Elementary School always have a right to feel respected and safe. Bullying is ongoing physical or verbal acts of aggression toward individuals or property. Harassment may include name calling, unwelcome touches, and words or actions that make others uncomfortable. If any words or actions make a student uncomfortable or fearful, it immediately needs to be reported to the student's teacher, guidance counselor, activity supervisor, and/or the principal.

HOURS

School begins at 8:00 A.M. and ends at 3:00 P.M. each day. Students are welcome on school grounds after 7:30 A.M. All students should be at school before classes start at 8:00 A.M. each day. Breakfast is served from 7:30 A.M.-7:55 A.M. each day. Breakfast is not served after 7:55 A.M. for late students and is not served on late start days. Walkers will be dismissed at 3:02 and pick ups will begin at 3:10.

If parents/guardians wish to pick up a student before dismissal time, they must contact the office and inform the school of their plans. For the safety of the child, he/she will not be sent out of the building to meet the designated pick-up person. If an adult is not available to come in the building to get the child due to physical disability, special arrangements will need to be made with the principal. School may be dismissed early or start late due to extreme weather. Please develop and send written plan(s) to the teacher for what your child should do in case of planned and unplanned early dismissal.

INCLEMENT WEATHER: SEE: District-wide Parent/Student Handbook (attached)

IMMUNIZATIONS: SEE: District-wide Parent/Student Handbook (attached)

LOST AND FOUND

Lost and found articles are placed in the elementary main hallway in a box. Parents and students are encouraged to check the box for lost items. Every effort will be made to return identifiable items. Articles that are not claimed by the end of the school year will be given to a charitable organization.

LUNCH

Students are not allowed to bring pop or any carbonated beverage to school in cold lunches unless the teacher gives the class permission for a special occasion. Students will not be allowed to share/trade/sell food items provided by the school or brought from home. Parents are welcome to come to school to eat lunch with their child. Parents that want to eat a hot lunch should call the school prior to 9:00 A.M. to reserve a lunch if possible. We ask parents who bring lunch to eat with their child not to bring pop also. Items sent in a cold lunch should be "child friendly." Your child should be able to open items sent in their lunch.

LUNCH MONEY:

Please send your check or money in a sealed envelope to the school office. Write on the outside of the envelope the child's name, teacher's name and the amount enclosed. This money will go into your child's account. You will be notified when your child's account has a negative balance. Our automated dialing system will call you every day until the balance is brought up to date.

MEDICATION SEE ALSO: District-wide Parent/Student Handbook (attached)

Over the counter and prescription medications that need to be taken at school, must be sent in the original container/prescription bottle. The parent/guardian also must include a signed note giving permission for the staff to administer the medication along with specific instructions.

MONEY

Only money needed to conduct authorized sponsored activities should be brought to school. These might include hot lunch, insurance, book orders, school pictures, etc. Cash should be brought in a sealed envelope with the student's name, amount of money and what it is to be used for on the outside of the envelope. Students should pay amounts due upon arrival at school to eliminate the possibility of loss or theft. Inman Elementary and ROECC and its staff are not responsible for money lost.

MULTICULTURAL/GENDER FAIR EDUCATION

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

NON-DISCRIMINATION NOTIFICATION STATEMENT

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

PARENT/TEACHER REQUESTS

112

We understand that every child is unique and special; therefore, every attempt will be made to meet each student's individual needs. The building principal and elementary teaching staff will take careful consideration in placing each child into a classroom that will best benefit the individual. Should a parent feel that there is a need to communicate with the principal regarding their child's specific classroom placement, they will need to complete a "Classroom Placement Consideration Form" (attached at the back of the handbook) by May 1st of the school year prior to the request. Please make sure that through completion of this form, all requests are educational in nature and reflect specific information regarding a child's learning needs.

PARTIES

Parties are planned and organized in conjunction with the principal's office. Room parties are held to celebrate various occasions and class successes, but no more than one per month in conjunction with the birthday celebration if they involve unhealthy foods. Arrangements for these parties will be made cooperatively between teacher, parents and pupils as the situation allows.

All holiday parties will be held in the last hour of the school day.

- HALLOWEEN PARTY- October 29th, 2021
- CHRISTMAS PARTY- December 21st, 2021
- VALENTINE'S DAY PARTY- February 14th, 2022

PEDICULOSIS (LICE) MANAGEMENT

School Role – Prevention:

- Educate staff, parent, and student on ways to prevent head lice
- Keep mats, pillows and belongings separated (coats will be kept in bags)
- Avoid stacking/piling or hanging coats on top of each other
- Encourage students to keep hats scarves and coats in their sleeves
- Remind students not to share combs, brushes, hats, and other hair accessories
- Avoid sharing earphones and helmets
- Watch for signs of frequent head scratching
- Remind parents to do careful weekly inspections of their child's hair
- Notes will be sent home with students when a case has been found
- Encourage that long hair is pulled up in ponytail
- Check classrooms where cases are found within one working day of case

Identified Case Management

Children will not be excluded from school on the day that head lice is detected. Children can be excluded from school if live lice are observed after treatment, and the progression to remove nits is not evident. Readmittance of the child to school nurse, or other appointed school official will be at the discretion of the school nurse and after the child has been re-treated.

Exclusion from school is not punitive but is intended to respect the right of an individual to be louse free, and for the learning environment to be free from interruptions for all students.

1. The school nurse will contact the child's family by phone. If unable to reach the family, a note will be sent home with the child, and a copy will be kept in the nurse's office. The school nurse or designated personnel will provide information for the family on the treatment and prevention of head lice.
2. A family may opt to take the student home to treat or, depending on the severity, a child may be sent home for immediate treatment and to prevent the spread of the head lice. This will count as an excused, medical absence. If the family has not received a lice treatment kit twice during the semester, one may be sent home with the child.
3. Upon return to school the next day, the child's hair will be checked. Student may return to class if there are not any live louse present in the hair. If nits (eggs) are present hair will be rechecked frequently to ensure proper combing of hair at home. Signs of proper combing will result in the reduction of nits (eggs). If, at any time, live lice are evident, the family may be asked to pick up the child and re-treat.
4. After 14 days, and the completion of the treatment plan (checklist), if there are still nits or louse present, a family may be asked to keep their child home at the school nurse's or administrative designee's discretion until hair is nit free.
5. A child's hair will be checked two weeks after they are nit free to ensure the child is still free of lice.
6. In severe and recurrent cases, a family may be given information related to a medical referral.

PERSONAL PROPERTY AT SCHOOLS

Students should NOT bring toys or other objects from home unless the classroom teacher has given them permission. Items that are brought from home should be marked so that they can be easily identified. The school cannot assume

responsibility for the loss or breakage of things brought from home. Radios, tape recorders, cell phones, electronic games and comparable items are not to be used in school. They are expensive, and the school cannot guarantee their safety.

PHYSICAL EDUCATION REQUIREMENTS

The physical education department requests that proper shoes (no flip flops) be worn for physical education class. This is for safety as well as health reasons. Students should wear clothing that does not restrict movement on P.E. days. If a girl wants to wear a dress, she should wear shorts under her dress. If a student needs to be excused from participation in physical education for one class period due to injury or illness, a written parental request needs to be given to the P.E. teacher the day the student is to be excused. We encourage parents to write notes restricting only the types of activities that will aggravate the injury or illness rather than notes that eliminate the student from participating in all activities. If a student needs to be excused for two or more consecutive class periods, a written medical request from a doctor must be given to the P.E. teacher.

RECESS

Research studies have shown that taking a break from a task and moving around to get oxygen to the brain will increase one's readiness to learn. Our students go outside (weather allowing) to get fresh air and work off some of their energy. Recesses are part of the scheduled school day. All students are expected to take part in recess. A child who is too sick to go out for recess is too sick to be in school. During winter months, students will go outside for recess unless the temperature or wind-chill is below zero degrees. Please dress students appropriately during the winter months. We will be happy to honor a one-day request for a child to stay in from recess after an extended illness. However, a request from your family physician will be needed for a child to remain inside for an extended period.

IES Recess Rules

At recess, student health and safety are our primary concern. Always follow directions of playground supervisors.

- Students must be escorted by staff from the classroom or lunchroom to the recess doors.
- Students must be escorted from recess to the classrooms.
- Sidewalks are for walking only.
- First whistle: FREEZE Body and Voice
- Second whistle: Walk to designated area and wait for playground supervisor directions

RETENTION

The grade placement of any student at the end of the school year for the next school year will be based on the determination of what is best for each child. Parents, teachers, and the principal work together to ensure that students achieve their maximum potential in their school- work. In case of any conflict with placement, the principal will meet with the parents to decide what is in the best interest of the student.

RULES: See "Behavior"

SCHOOL VISITS

Visitors are welcome at Inman Elementary School! Please feel free to visit your child's classroom at any time, however, we would suggest that you wait until after the first two weeks of school. If possible, call ahead of time to make sure there are no conflicts with your visit. We discourage student's siblings from visiting school with parents, as their presence can become a distraction to learning. Please make appointments with your child's teacher when class is not in session. School-age children unaccompanied by an adult must have prior approval from the teacher and principal before visiting. For the safety of the students, only enter the school at the front entrance on Inman Drive. All visitors must sign in at the office when they arrive at the building. A visitor's badge will be given to wear while you are in the building. Upon leaving the building, we ask visitors to sign out and to return the badge to the office.

SOLICITATION

Flyers for distribution to students or staff need prior approval from the principal. Distribution of the flyers is the responsibility of the organization.

STUDENT ASSISTANCE TEAM

Inman Elementary School recognizes that students can experience several personal, behavioral, or medical problems, which can have an adverse effect on their behavior, conduct or academic performance in school. The Student Assistance Team (SAT) program is designed to help students experiencing any of these problems. Our program has been designed to identify and utilize school, family, and community resources in aiding students to achieve their educational potential. SAT will involve appropriate personnel to provide interventions at the earliest possible stage while maintaining the confidentiality of the student. The SAT team is composed of teaching staff, other school staff as appropriate and a representative from Green Hills AEA.

STUDENT RECORDS, RIGHTS & PRIVACY

114

ACCESS TO STUDENT RECORDS Parents may review their student's records upon written request. If they disagree with any part of the school records, they may request a conference to discuss concerns with the principal.

STUDENT PRIVACY AND FERPA Student privacy and rights will be protected at school under all local and federal laws. Further information about student rights and privacy are included in the School District Handbook for your review.

CHILD CUSTODY A copy of any court order that limits the rights of one parent about visitation or custody should be provided to the school. The District must follow court orders. During parent/teacher conferences, each parent is entitled to all information provided by the teacher and the school. Copies of grades, academic and social programs will be provided upon request.

CHILD ABUSE AND NEGLECT Schools have a legal and moral obligation to report all suspected cases of child abuse. Any adult employed by the District who has reason to believe or suspect that a child has been abused is legally responsible to report such information to the Department of Human Services.

TELEPHONE MESSAGES

Except in an emergency, we do not call students to the telephone. If necessary, please call the office, and we will deliver a message. Students will not be allowed to use the telephone except in cases of emergency.

TRAFFIC SAFETY

Please help us to prevent the risk of severe injury by carefully adhering to all rules of traffic safety:

- **DO NOT** park in the bus loading zones of each school.
- All students should be dropped off and picked-up in the appropriate areas at each school.

IES Traffic/Dismissal Procedures:

- **Our school day ends at 3:00 PM. If you are picking up your child(ren), we ask that you stay in your car and follow the flow of traffic. The number of cars parking along the streets has become an issue and is starting to be of safety concern for students and staff.**
- **It is truly safest and quickest to stay in the flow of traffic versus park and walk to your child. If you must park and walk to meet your child outside, please use the crosswalk area in the front of the building. Cutting in between cars is unsafe. We do not want to teach children to walk in between moving cars, even with adult supervision.**

TRANSPORTATION and BUS RIDING

Parents can help in the safe transportation of students by instructing their students that:

- The driver oversees pupils on the bus. Students must obey the driver cheerfully and promptly.
- Students must be on time at their pick-up point.
- Students should not stand in the roadway while waiting for the bus.
- Classroom conduct is to be practiced by pupils while riding in the bus, except for ordinary conversation. No "horseplay" allowed.
- Unnecessary conversation with the driver is prohibited.
- Students must always remain seated.
- Students will not extend arms or heads out of the bus windows.
- The drivers will not discharge riders at places other than a student's regular drop off point unless the parent authorizes the school to do so.

Failure to follow the above regulations may result in suspension from the school bus. The bus driver will handle disciplinary problems when possible. The driver may refer the student to the transportation director when necessary.

VOLUNTEERS: GENERAL INFORMATION

We welcome and appreciate your interest and involvement in our schools! A volunteer always works under the direction of a teacher or other staff member of the school. The volunteer does not substitute for a staff member but provides supplemental and supportive services as directed by the teacher/staff member. A volunteer should:

- Sign the volunteer form in the office upon arriving at the school.
- Wear a volunteer badge from the office and return it when finished.
- Be dependable and punctual, according to the schedule that you have arranged with the teacher/staff member.
- Please notify the school should there be a reason for your schedule to be altered.

115

- Make sure you understand your role and responsibilities when working with a teacher/staff member.
- Dress appropriately and comfortably for working with children.
- Use appropriate comments and language while in the school setting.
- Personal opinions regarding staff members and/or children in the classroom should be kept to themselves. Please treat **ALL** information encountered related to the staff, students and their families **CONFIDENTIAL**.
- We would also request that volunteers not bring their preschool age children when volunteering at school.

VOLUNTEERS: PARENT-TEACHER ORGANIZATION

The elementary PTO supplies outstanding support to the students and staff at the PK-6th grade level. There are two fundraisers that are held annually and directly help the elementary programs, which enhance and enrich the opportunities for our elementary students in Red Oak. Your involvement and support of the PTO is appreciated! If you are interested in becoming involved with the PTO, please contact the Inman Elementary School office for more information.

Inman Elementary School

“Classroom Placement Consideration Form”

School Year _____

PLEASE RETURN THIS FORM TO Dr. Chaillie BY MAY 1 (NO EXCEPTIONS)

When we are creating a classroom at Inman Elementary School, we are taking into consideration academic, social-emotional, and behavioral needs of every student. We believe that students learn from each other as well as their teacher and that the make-up of a class needs to be carefully considered. It is our goal to collaborate with our families to put students first and place students in an optimal learning environment. Please take the time to share some of your child's strengths, challenges and needs below.

PLEASE REMEMBER THAT THIS FORM IS FOR SPECIAL CONSIDERATION. PLEASE DO NOT REQUEST A SPECIFIC TEACHER.

Student Name: _____

Parent Name: _____

Phone number: _____

Grade student will be entering: _____

Reason for request: __

How will this help your child's education:

Your child's strengths: ____

Your child's challenges: ____

Your child's greatest needs: __

116

What else would you like us to know about your child? _____

Parent's/ Guardian's Name: _____

Date: _____

117

RED OAK
IMMERSED LEARNING PROGRAM
POLICY AND PROCEDURE MANUAL



OPTIONS FOR STUDENTS
IN THE RED OAK COMMUNITY SCHOOL DISTRICT

RED OAK COMMUNITY SCHOOLS

2021-22

Instructors:
Tiegen Podliska
podliskat@redoakschools.org

WELCOME

Welcome to the Immersed Learning Program! We are pleased that you have chosen to be a part of our educational group. You are important to us because you have decided to complete your formal education in the Immersed Learning Program. The path you are traveling will lead to personal satisfaction and productive citizenry.

You possess the ability to make important decisions and to function as a mature, responsible adult. In a very real way you will be responsible for designing your educational plan and for creating the learning environment. Your educational programs should meet your needs because it will be designed by you. Your individualized educational plan will provide the opportunity for successful attainment of your personal goals and aspirations.

In the Immersed Learning Program, emphasis will be on academic achievement, personal/social growth, career development, and lifelong learning. All instruction is intended to move you toward greater personal and academic achievement. Your academic, personal, social, and vocational experiences will help you gain the competencies necessary for life in a technological society. Your enrollment in this unique and innovative program is truly important. That's why you are important! Thanks for choosing to enroll.

MISSION STATEMENT

Excellence for All . . . Whatever It Takes!

PROGRAM VISION

The Red Oak Immersed Learning Program serves to ensure that every young person may find a path to the educational goals of the community.

OVERVIEW

The program is designed to meet the needs of learners who require a format different from the traditional high school program. The Program offers a flexible program of study in a supportive atmosphere. Students are provided an opportunity to develop lifelong learning skills, responsibility, accountability, and self esteem. They are expected to view themselves as successful and capable individuals who are in charge of their academic, personal, social, and career development. Students are strongly encouraged to develop behaviors, values, and skills which will enable them to live in today's complex society as healthy, happy and productive citizens.

The Program will prepare students for post-high school life by developing positive attitudes toward education and focusing on realistic and attainable goals. Students will set goals, share responsibilities, solve problems, learn academic and social skills and have FUN. All courses will stress the importance of a strong academic background for continued education of future employment. Students will be expected to demonstrate increasing control over their lives and to plan and prepare for life beyond high school. High school graduation is a realistic goal for all students, but productive citizenry is the ultimate expectation.

Students are allowed to take school work home on a limited basis. Students are only able to check out one book on any given night. Students will not be able to take home work until they have demonstrated consistent attendance.

HIGH SCHOOL DIPLOMA PROGRAMS

ADMISSION POLICY

Youth, ages 15-20, may apply for admission to the program. Because of limited space an enrollment limit may be established.* Therefore, admission will be based on availability, the student's previous educational history and background, and the student's desire to complete the academic requirements for a high school diploma.

Criteria for enrollment is as follows:

1. Application
2. Screening Committee
 - a. Screening Committee will meet prior to each term to determine enrollment
3. Based on successful screening and approval to join program students and parent/guardian will then have a required orientation with program staff.

*If the enrollment limit has been reached, applicants will be placed on a waiting list.

ACADEMIC REQUIREMENTS

Students will be required to meet the same graduation requirements as students in the traditional high school. Currently 52 credits are required for high school graduation.

ACADEMIC PROGRESS POLICY

Graduation is the ultimate goal of enrolling in the Immersed Learning Program. Working toward that goal is something we must maintain and encourage all students to do.

Students must show progress in their classes. Students are expected to be completing 6 academic classes every semester. Each term (30 school days), students are evaluated on the amount of work completed. If students have not completed the equivalent of 2 classes in this time (or the equivalent of 1 class every 15 school days), this standard is not being met. As a result, the student will be placed on academic probation. This probation will last the following 30 day term. During the probationary term the student must meet the standard academic progress of completing 2 classes each term.*

If the student does not meet the requirements of probation, the student may be dropped for the following term. After that time, the student may re-apply to the Immersed Learning Program. If the student is dropped again in the same school year, they will not be eligible to re-enroll until the next school year.

ATTENDANCE POLICY

Attendance is necessary to be successful in school. The reasons for not attending may vary a great deal, but the bottom line is – one must be here in order to make significant progress.

Except for unusual circumstances, students are expected to be in school every day. If the student's attendance percentage at the end of any term falls below 80%, the student will be placed on attendance probation. This probation will last the following 30 day term. During the probationary term the student must meet the standard attendance policy of 80% attendance for each term.*

If the student does not meet the requirements of probation, the student may be dropped for the following term. After that time, the student may re-apply to the Immersed Learning Program.

*The Screening Committee reserves the right to modify these requirements as needed.

PHYSICAL EDUCATION

All students will be required to participate in physical education activities. This is usually done using an individual PE contract or designated classroom instruction.

STRUCTURE

Classes are in session the same days of the Red Oak High School. The Immersed Learning Program day begins at 8:10 a.m. and runs until 3:15 pm. Lunch will take place from during the respective grade level designated time. . Students are expected to attend the entire school day. Students working at least 10 hours a week will be allowed to dismiss early.. Students will need to provide documentation of work hours on a weekly basis in order to continue being dismissed at this time. The school day may be adjusted for individual students when circumstances arise. This will be on an individual basis.

The school year is broken down into 6 academic terms that consist of approximately 30 school days. Each semester consists of 3 terms. Grades are awarded at the end of the 1st and 2nd semesters.

Students will be allowed to enter the Immersed Learning Program at the start of each 30 day term, however, individual circumstances will be considered for entry at other times of the year.

CAREER COMPONENT

All students are encouraged to take classes that relate to the world of work. Students also have the opportunities to participate in post secondary planning groups that focus on financial aid, career choices, and schooling choices.

LUNCH TIME PROCEDURES

The students will be allowed to eat lunch in the cafeteria during “C” lunch. Students are allowed to bring their lunch and eat in the cafeteria as long as it is not a distraction to those around them.

STUDENT CLASSROOM ENVIRONMENT

The classroom should be a place that allows students to work without distraction. Students that are causing distractions are not only hurting themselves by not working, but they are also being a hindrance to those around them. This will not be tolerated. Students will be told to stop the behavior. If a student is unable to stop with the behavior, they may be moved in the classroom or ultimately asked to leave for the day and lose their attendance for the day.

DUE PROCESS

Prior to being laid off from classes, the instructor will contact the student. At that time, the student will be given oral and/or written notice of what the student is accused of doing. During the meeting the student shall be told the basis for the accusation and shall be confronted with the evidence relied upon by the instructor making the decision. The student may give their side of the story at the meeting, and may have their parent or guardian present at this meeting if they desire.

ACTIVITIES POLICY

If in good standing both in regards to attendance and academic progress students will be allowed to partake in all school activities with screening committee approval.*

ELECTIVE POLICY

If in good standing both in regards to attendance and academic progress students will be allowed to apply to partake in elective courses not available through the Immersed Learning Program. This is up to the discretion of the screening committee and course availability.*

* 5th year seniors are not eligible to participate in activities or elective coursework.

OTHER POLICIES

Any other rules or regulations not addressed in this handbook are addressed in the Red Oak Community High School Student Handbook. Students that attend the Immersed Learning Program are still held accountable to the rules and policies of the Red Oak Community School District.

Teacher Procedures:

The ROIL program is designed to give students the opportunity to graduate from high school in an alternative format. The program is not designed to be 100% independent.

Procedure 1. When students are not in attendance the ROIL program teacher will make phone calls to that student and their parents. This will be documented in Infinite campus for each student non-attendance day.

Procedure 2. Students are not entitled to music. This is a privilege and should be treated as such. The ROIL program teacher may grant permission for students to listen to music if they have completed a minimum of 1 credit for the session.

Procedure 3: Credit Report Procedure

Each student MUST have one prior to entering the program. Also, behind the credit report they must also have their most recent transcript for comparison. This info will be secured by the teacher at all times.

1. This is the guide to course selection and program completion.
2. This is here for the student to set goals and measure their progress.
3. This must be updated every time a student completes a course.
4. Students are given copies of this report. They should sign the back of the original credit report each time a copy is given. This is to ensure that we are tracking their progress. But most importantly they know where they are at in regards to their education at all times.
5. ANY time a student requests a copy of this report it should be given.
6. Teachers are required to keep these reports up to date weekly.
7. This should be used in parent teacher meetings / conferences.

Procedure 4: Teacher Supervision of Students:

With online learning as a cornerstone of the program the teacher should be sure to place themselves in a position to see students' computers at all times.

Procedure 5: The teacher will be required to set up continuous personal growth and enrichment activities for students. At a minimum one speaker should be brought in each calendar month to present on different topics of student interest or careers.

Procedure 6: Reading Enrichment: Students will be required to read for personal enrichment at least 30 mins per day. This reading will be recorded as part of a Dropout Prevention / Personal growth course. This course will be an elective course and should be offered each semester to all students.

Procedure 7: Only one student should be allowed out of the classroom at a time.

Procedure 8: In coordination with administration there should be a well rounded course structure. This should include both traditional book work courses and online courses. This course work will be standards based and approved by high school administration. Frequent and consistent collaboration is a requirement for courses in which the teacher is not highly qualified.

Procedure 9: The teacher will be required to develop a schedule that will include both PE and Personal growth reading. Administration will be responsible for final approval of the schedule. The program will start their school day at the beginning of the high school day.

Procedure 10: The teacher will promote hands-on learning through Industrial Arts, Agriculture, FACS, Music and Business. Students who are in good standings or who have permission from high school administration will be allowed participation in these courses. Other courses can be taken through the high school if approved by administration.

Procedure 11: Progress reports:

The teacher is responsible for producing progress reports for each term. The progress reports must be completed no later than 5 school days after the term is complete. The teacher will staff these progress reports with the school counseling department and administration as needed.