



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

***604 S Broadway***

***Red Oak, Iowa 51566***

***712.623.6600***

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

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

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

Monday, August 24, 2020 – 7:00 pm

#### **- Agenda -**

- 1.0 Call to Order – Board of Directors President Bryce Johnson
- 2.0 Roll Call – Board of Directors Secretary Deb Drey
- 3.0 Approval of the Agenda – President Bryce Johnson
- 4.0 Public Presenters/Guest and Visitors Addressing the Board
- 5.0 Communications
  - 5.1 Good News from Red Oak Schools
  - 5.2 Visitors and Presentations-Update on District Technology-Bob Deter
  - 5.3 Affirmations and Commendations
  - 5.4 Correspondence
  - 5.5 Public Comments
- 6.0 Consent Agenda
  - 6.1 Review and Approval of Minutes from August 10, 2020 and August 18, 2020 *pg 1-3*
  - 6.2 Review and Approval of Monthly Business Reports *pg 4-13*
  - 6.3 Open Enrollment Requests Consideration
    - 6.3.1 Open Enrollment for Pre-Kindergartner Delilah Miner from Stanton Community School District to Red Oak Community School District for the 2020-2021 school year
    - 6.3.2 Open Enrollment for Kindergartner Hadlee Hoyt from Red Oak Community School District to Stanton Community School District for the 2020-2021 school year
    - 6.3.3 Open Enrollment for Kindergartner Makynzi Bergren from Red Oak Community School District to Stanton Community School District for the 2020-2021 school year
    - 6.3.4 Open Enrollment for Kindergartner Caria Walker from Red Oak Community School District to Stanton Community School District for the 2020-2021 school year
    - 6.3.5 Open Enrollment for Kindergartner Logan Schlup from Red Oak Community School District to Stanton Community School District for the 2020-2021 school year

- 6.3.6 Open Enrollment for 5<sup>th</sup> grader Myah Gilleland from Griswold Community School District to Red Oak Community School District for the 2020-2021 school year
- 6.3.7 Open Enrollment for 6<sup>th</sup> grade Brayden Smith from Red Oak Community School District to Stanton Community School District for the 2020-2021 school year due to a move in May 2020
- 6.3.8 Open Enrollment for 8<sup>th</sup> grader Abbie Eichelberger from Griswold Community School District to Red Oak Community School District for the 2020-2021 school year due to a move on 8-20-2020.

6.4 Personnel Consideration

- 6.4.1 Resignation of Angela Kruse as Para Professional for the 2020-2021 school year *Pg 14*
- 6.4.2 Issuing Teacher Leader Mentor Contracts to Debbie Graber and Kelly Jones for 2020-2021 school year
- 6.4.3 Acceptance of Kaitlyn Ruhl as Volunteer Assistant Football Cheer Sponsor for the 2020-2021 school year *Pg 15*
- 6.4.4 Hiring of Carter Bruce as Jr. High Boys Basketball Coach for the 2020-2021 school year *Pg 16*

7.0 General Business for the Board of Directors

7.1 Old Business

- 7.1.1 Discussion on return to learn plan for the 2020-2021 school year
- 7.1.2 Discussion and update on buildings and grounds throughout the district
- 7.1.3 Discussion/Approval of 2<sup>nd</sup> reading and waive 3<sup>rd</sup> reading of Board Policy 104: Discrimination and Harassment Based on Sex of Prohibited *Pg 17*
- 7.1.4 Discussion/Approval of 2<sup>nd</sup> reading and waive 3<sup>rd</sup> reading of policy 711.10 School Bus Seat Belts *Pg 18*

7.2 New Business

- 7.2.1 Discussion/Approval of Catastrophic Student Accident Insurance Renewal for the 2020-2021 school year *Pg 19-29*
- 7.2.2 Discussion/Approval of Jr./Sr. High Handbook for the 2020-2021 school year *Pg 30-70*
- 7.2.3 Discussion/Approval of integrating and synchronizing district security systems and authorizing Superintendent to pursue grant funding to enhance security infrastructure

8.0 Reports

- 8.1 Administrative
- 8.2 Future Conferences, Workshops, Seminars
- 8.3 Other Announcements
- 8.4 Board Member Requested Item(s) for next meeting agenda

9.0 Next Board of Directors Meeting: Monday, September 14, 2020 – 7:00 pm  
 Red Oak Inman Elementary  
 Red Oak CSD Inman Elementary Campus

10.0 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 10, 2020

The regular meeting of the Board of Directors of the Red Oak Community School District was called to order by President Bryce Johnson at 7:01 p.m. at the Red Oak Inman Elementary School Media Center.

**Present**

Directors: Bret Blackman, 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 Kathy Walker 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**

Four softball players earned All-Conference Honors: Chloe Johnson-1<sup>st</sup> Team; Kendall Kells-2<sup>nd</sup> Team; Lexi Johnson-Honorable Mention; and Alexa McCunn-Honorable Mention. Kells received the Academic All-Conference Award. Chloe Johnson was named to KMA's All Everything Team which honors multi-sport athletes who excel in at least three sports.

**Presentations:**

Sam Beeson and Sumer Sandholm from Montgomery Public Health presented information regarding the Iowa Department of Education and Iowa Department of Public Health Guidance for Return to Learn: Reopening Iowa's Schools Safely and Responsibly.

Mark Erickson, Activities Director, presented information regarding fall activities guidelines. Members of the District Leadership Team received certificates of appreciation for their work on the Return to Learn Plan.

**Consent Agenda**

Motion by Director Carlson, second by Director Blackman to approve the consent agenda as presented including meeting minutes, monthly business reports, personnel considerations, and open enrollments. Motion carried unanimously.

**Return to Learn Plan Update**

The District Leadership Team is now resolving logistical issues including traffic flow plan on 8<sup>th</sup> Street and COVID-19 contact tracing. Transportation will be provided for Red Oak Child Development Center and Sunshine and Rainbows and there will be a bus stop at Faith Community Church for students living north of Highway 34.

**Building and Grounds Update**

Construction of Transportation Office and restrooms is nearing completion. Busses and vehicles have been moved to the new location. Rock was put down for parking. Work continues at Webster and Bancroft Buildings to clear out items and prepare for an auction. Miner Tree Service is working on taking down the dead trees.

The City of Red Oak is having a public hearing on transferring the deed to a lot by the Early Childhood Center.

**Continuation of August 10, 2020 Meeting Minutes-Page 2**

**District 2020-2021 Handbook**

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

**2020-2021 Fuel Bids**

Motion by Director Walker, second by Director Blackman to accept the fuel bids from United Farmers Cooperative for Fiscal Year 2021. Motion carried unanimously.

**District Legal Counsel**

Motion by Director Walker, second by Director Carlson to approve Ahlers & Cooney Law Firm as the District's legal counsel. Motion carried unanimously.

**Spending Resolution**

Motion by Director Blackman, second by Director Walker to adopt the spending resolution as presented. Motion carried unanimously.

**Board Policy 104-First Reading**

Motion by Director Walker, second by Director DeVries to approve the first reading of Board Policy 104-Discrimination and Harassment Based on Sex Prohibited. Motion carried unanimously.

**Board Policy 711.10-First Reading**

Motion by Director Blackman, second by Director DeVries to approve the first reading of Board Policy 711.10-School Bus Seat Belts. Motion carried unanimously.

**Adjournment**

Motion by Director Walker, second by Director Blackman to adjourn the meeting at 8:12 p.m. Motion carried unanimously.

Next Board of Directors Meeting

Monday, August 24, 2020 – 7:00 p.m.  
Red Oak Inman Elementary/Phone/Internet  
Red Oak CSD Inman Elementary Campus

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Bryce Johnson, President

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Deb Drey, Board Secretary

Red Oak Community School District  
Meeting of the Board of Directors  
Meeting Location: Phone/Internet  
August 18, 2020

The special meeting of the Board of Directors of the Red Oak Community School District was called to order by President Bryce Johnson at 4:00 p.m. VIA Go to Meeting through the Internet.

**Present**

Directors: Bret Blackman, 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.

**Consent Agenda**

Motion by Director Carlson, second by Director Walker to approve the consent agenda including personnel items. Motion carried unanimously.

**Adjournment**

Motion by Director Carlson, second by Director Walker to adjourn the meeting at 4:03 p.m.  
Motion carried unanimously.

Next Board of Directors Meeting

Monday, August 24, 2020 – 7:00 p.m.  
Red Oak Inman Elementary/Phone/Internet  
Red Oak CSD Inman Elementary Campus

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Bryce Johnson, President

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Deb Drey, Board Secretary

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
Checking Account ID 1	Fund Number 10	OPERATING FUND
AMERICAN FIRE PROTECTION	14949	1,123.00
10 9010 2600 000 0000 432	Annual Fire Extinguisher Inspections	1,123.00
Vendor Name AMERICAN FIRE PROTECTION		<u>1,123.00</u>
CARRIE WESTON - CR GRAPHICS	8112020CRG	37.50
10 9010 2700 000 0000 618	2 Sets of Numbers for New Vans	37.50
Vendor Name CARRIE WESTON - CR GRAPHICS		<u>37.50</u>
CENTURY LINK	080120CL	176.00
10 9010 2490 000 0000 530	Two-Way Transmitter	176.00
Vendor Name CENTURY LINK		<u>176.00</u>
CHEMSEARCH	7055075	430.04
10 9010 2600 000 0000 432	Water Treatment for HS Boilers	430.04
Vendor Name CHEMSEARCH		<u>430.04</u>
DOLLAR GENERAL	81120STMT	15.00
10 0109 1000 100 0000 612	Colored Pencils - Classroom	15.00
DOLLAR GENERAL	81120STMT-1	7.00
10 0109 1000 100 0000 612	Effervescent Cold Relief	3.00
10 0109 1000 100 0000 612	Juicy Fruit Bubble Gum	2.00
10 0109 1000 100 0000 612	Hubba BubbaMax	2.00
Vendor Name DOLLAR GENERAL		<u>22.00</u>
ELECTRONIC CONTRACTING CO.	CB018622	415.00
10 9010 2600 000 0000 340	Updated Bell Scheduling/Training	415.00
Vendor Name ELECTRONIC CONTRACTING CO.		<u>415.00</u>
FIRST BANKCARD	81120CC#HH	17.99
10 9010 2700 000 0000 618	Key Tags - Transportation	17.99
FIRST BANKCARD	81120CC#HH-1	99.98
10 0109 2600 000 0000 618	Emergency Back Up Lights	99.98
FIRST BANKCARD	81120CC#HH-10	575.00
10 9010 2700 000 0000 618	Bus 7 Radiator	575.00
FIRST BANKCARD	81120CC#HH-11	189.97
10 0418 1000 100 0000 612	HOMEGEAR SPLIT BACK PU LEATHER ACCENT CH	139.99
10 0418 1000 100 0000 612	JOYFEEL SOFT BEDROOM RUG 5X8 BLACK LARGE	49.98
FIRST BANKCARD	81120CC#HH-12	10.29
10 9010 2700 000 0000 618	Planner - Transportation	10.29
FIRST BANKCARD	81120CC#HH-13	275.00
10 9010 2700 000 0000 810	IPTA Yearly Membership	275.00
FIRST BANKCARD	81120CC#HH-14	80.45
10 9010 2321 000 4052 618	Bags for Meals - COVID	80.45
FIRST BANKCARD	81120CC#HH-2	500.00
10 9010 2310 000 0000 810	SAI Mentoring Program for	500.00

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Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
FIRST BANKCARD	81120CC#HH-3	25.00
10 9010 2700 000 0000 340	Clearinghouse Queries - Transportation	25.00
FIRST BANKCARD	81120CC#HH-4	45.99
10 9010 2310 000 0000 611	Laminated Label Tape	45.99
FIRST BANKCARD	81120CC#HH-5	119.00
10 9010 2310 000 0000 320	Prime Membership - Districtwide	119.00
FIRST BANKCARD	81120CC#HH-6	78.79
10 0109 1000 100 0000 612	Avery Marks A Lot Permanent Markers, Lar	27.22
10 0109 1000 100 0000 612	Childcraft Construction Paper, 9 x 12 In	39.58
10 0109 1000 100 0000 612	Inflatable World Globe - 16 Inch 6 Pack	11.99
FIRST BANKCARD	81120CC#HH-7	64.99
10 9010 2235 000 4052 652	Zoom Video Services -7/2020	64.99
FIRST BANKCARD	81120CC#HH-8	589.80
10 9010 2235 000 4052 618	Anti-Microbial Microfiber Clothes-COVID	589.80
FIRST BANKCARD	81120CC#HH-9	29.09
10 9010 2310 000 0000 611	Calendars - Admin Office	29.09
FIRST BANKCARD	81120FBC#1	402.56
10 9010 2600 000 0000 618	Concrete for Admin/Bus Barn	402.56
FIRST BANKCARD	81120FBC#1-1	12.59
10 9010 2600 000 0000 618	Emergency Light Battery	12.59
FIRST BANKCARD	81120FBC#1-2	71.62
10 9010 2600 000 0000 618	8 Dual-lite Batteries	71.62
FIRST BANKCARD	81120FBC#1-3	21.29
10 9010 2600 000 0000 618	Rechargeable Replacement Battery	21.29
FIRST BANKCARD	81120FBC#1-4	159.90
10 9010 2600 000 0000 618	Single Tube 20335 Light Bulb	159.90
FIRST BANKCARD	81120FBC#4	113.98
10 9010 2235 000 4052 618	Wireless Microphones for Computer, FIFINE	113.98
FIRST BANKCARD	81120FBC#4-1	83.89
10 9010 2134 000 4052 618	Nursing Supplies - Covid Related	83.89
FIRST BANKCARD	81120FBC#4-2	130.12
10 0109 1300 370 0000 612	Welding Jacket - Industrial Tech	130.12
Vendor Name FIRST BANKCARD		<u>3,697.29</u>
GRABRIAN, CHRIS	1218	700.00
10 9010 2310 000 0000 320	GASB Actuarial Valuation	700.00
Vendor Name GRABRIAN, CHRIS		<u>700.00</u>
IAAE	331021/33093 3	390.00
10 0109 1300 310 0000 810	IAAE Dues	390.00
Vendor Name IAAE		<u>390.00</u>
JB I DISTRIBUTORS LLC	20200807- 102125099	200.00
10 9010 2321 000 4052 618	Sanitizing items for Fall Activities	200.00

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Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
Vendor Name	JBI DISTRIBUTORS LLC	<u>200.00</u>
McGraw-Hill	113420138001	19,146.52
10 9010 1000 100 8017 641	Per 7-10 Grade Level: 30 Standard HC St	19,146.52
Vendor Name	McGraw-Hill	<u>19,146.52</u>
MEDIACOM	080520MCAdmin	46.59
10 9010 2236 000 0000 536	Admin PRI Lines	46.59
MEDIACOM	081220MCHSPRI	111.87
10 9010 2236 000 0000 536	Jr/Sr HS PRI Lines	111.87
Vendor Name	MEDIACOM	<u>158.46</u>
MIDAMERICAN ENERGY	502600934	704.33
10 0109 2600 000 0000 622	Jr/Sr HS Fieldhouse Elec - 7/20	704.33
MIDAMERICAN ENERGY	502610494	12.92
10 9010 2600 000 0000 622	Webster Electricity - 7/2020	12.92
MIDAMERICAN ENERGY	502658197	161.80
10 0109 2600 000 0000 622	Sports Complex Electricity - 7/2020	161.80
Vendor Name	MIDAMERICAN ENERGY	<u>879.05</u>
MIDWEST TECH PRODUCTS	2113930-00	1,508.59
10 0109 1300 370 0000 612	Industrial Tech Class Supplies	1,508.59
Vendor Name	MIDWEST TECH PRODUCTS	<u>1,508.59</u>
ONESOURCE THE BACKGROUND CHECK COMPANY	IASB3330- 20200731	52.50
10 9010 2310 000 0000 340	Mandatory Background Checks	52.50
Vendor Name	ONESOURCE THE BACKGROUND CHECK COMPANY	<u>52.50</u>
PAT LEWIS TRUCKING LLC	Aug520	200.00
10 9010 2600 000 0000 424	Lime Application BBF	200.00
Vendor Name	PAT LEWIS TRUCKING LLC	<u>200.00</u>
PETTY CASH	63020PC1	1.00
10 9010 1999 000 0000	Petty Cash Reimbursement	1.00
Vendor Name	PETTY CASH	<u>1.00</u>
PLUMB SUPPLY/RIBACK SUPPLY	6806895	57.63
10 9010 2600 000 0000 618	Bus Office Plumbing Supplies	57.63
PLUMB SUPPLY/RIBACK SUPPLY	6807323	64.66
10 9010 2600 000 0000 618	4" Galv Pipe and Parts	64.66
PLUMB SUPPLY/RIBACK SUPPLY	6818311	14.34
10 9010 2600 000 0000 618	Saw Blades - Maintenance	14.34
Vendor Name	PLUMB SUPPLY/RIBACK SUPPLY	<u>136.63</u>
PRINCIPAL FINANCIAL GROUP	81720PFG	488.58
10 9010 1000 100 8018 270	Retiree Insurance Premium	488.58
Vendor Name	PRINCIPAL FINANCIAL GROUP	<u>488.58</u>

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Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
QUADIENT	N8399974	440.77
10 9010 2410 000 0000 531	Postage Lease Payment	440.77
Vendor Name QUADIENT		<u>440.77</u>
QUILL CORP.	8297696-2010	482.79
10 0445 1000 100 0000 611	Office Supplies for ROECC - 8297696	7.14
10 0445 1000 100 0000 611	Office Supplies for ROECC - 8295138	9.16
10 0445 1000 100 0000 611	Office Supplies for ROECC - 8287335	2.29
10 0445 1000 100 0000 611	Office Supplies for ROECC - 8287277	6.87
10 0445 1000 100 0000 611	Office Supplies for ROECC - 8283789	450.09
10 0445 1000 100 0000 611	Office Supplies for ROECC - 8268550	4.44
10 0445 1000 100 0000 611	Office Supplies for ROECC - 8272010	2.80
QUILL CORP.	9335445	112.24
10 0109 2410 000 0000 618	Jr/Sr HS Supplies	112.24
QUILL CORP.	9341300	157.32
10 0109 2410 000 0000 618	Jr/Sr HS Supplies	157.32
QUILL CORP.	9346972	565.05
10 0109 2410 000 0000 618	Jr/Sr HS Supplies	565.05
Vendor Name QUILL CORP.		<u>1,317.40</u>
REALLY GOOD STUFF, LLC.	7316167	287.94
10 0418 1000 100 0000 612	DELUXE PRIVACY SHIELDS SET OF 6	287.94
Vendor Name REALLY GOOD STUFF, LLC.		<u>287.94</u>
RED OAK DO IT CENTER	99915	86.04
10 9010 2600 000 0000 618	Transportation/Admin Supplies	86.04
Vendor Name RED OAK DO IT CENTER		<u>86.04</u>
RED OAK EXPRESS	202006/007	533.64
10 9010 2572 000 0000 540	July 2020 Board Meetings	533.64
Vendor Name RED OAK EXPRESS		<u>533.64</u>
SCHOOL BUS SALES	01P2035	361.74
10 9010 2700 000 0000 618	Stop Arm Bus #1A	361.74
Vendor Name SCHOOL BUS SALES		<u>361.74</u>
SCHOOL SPECIALTY LATTA DIV.	308103572092	686.04
10 0445 1000 460 3117 612	ROECC Instructional Supplies	686.04
SCHOOL SPECIALTY LATTA DIV.	308103580142	1,144.19
10 0418 1000 100 0000 612	IES Instructional Supplies	1,144.19
Vendor Name SCHOOL SPECIALTY LATTA DIV.		<u>1,830.23</u>
SOUTHSIDE SALES & SERVICE	2909	82.50
10 9010 2600 000 0000 618	Concrete Rental for Admin	82.50
SOUTHSIDE SALES & SERVICE	2910	71.50
10 9010 2600 000 0000 618	Concrete Rental for Admin	71.50
Vendor Name SOUTHSIDE SALES & SERVICE		<u>154.00</u>



Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
STREETSMARTS LLC	08620SS	3,515.00
10 0109 1000 121 0000 320	Drivers Ed x 10 Students	3,515.00
Vendor Name STREETSMARTS LLC		<u>3,515.00</u>
UNITED FARMERS COOPERATIVE	73120STMTUFM C	347.84
10 9010 2700 000 0000 618	Keys for Bus Drivers	7.45
10 9010 2600 000 0000 618	MS Basketball Cage Repair	60.47
10 9010 2600 000 4052 618	Covid Related Supplies	150.40
10 0445 2600 000 0000 618	ROECC Keys for Doors	5.96
10 0109 2600 000 0000 618	Jr/Sr High School Maintenance Supplies	123.56
UNITED FARMERS COOPERATIVE	73120STMTUFM C-1	714.32
10 9010 2700 000 0000 626	Ethanol - 7/2020	10.56
10 9010 2700 000 0000 626	Ethanol - Mowers/Utility 7/2020	246.39
10 9010 2700 000 0000 626	Ethanol - Truck 7/2020	94.24
10 9010 2700 000 0000 627	Diesel - 7/2020	164.52
10 9010 2700 217 3303 626	Sped Ethanol - 7/2020	198.61
Vendor Name UNITED FARMERS COOPERATIVE		<u>1,062.16</u>
UNITY POINT CLINIC	71520UP	84.00
10 9010 2700 000 0000 346	Mandatory DOT Drug Testing	84.00
Vendor Name UNITY POINT CLINIC		<u>84.00</u>
WALFORD, KIMBERLY	63020KW	55.04
10 9010 1925 000 8018	Dental Premium Refund (Extra Payment)	55.04
Vendor Name WALFORD, KIMBERLY		<u>55.04</u>
WESTLAKE ACE HARDWARE	2428998	273.88
10 0445 2600 000 0000 618	Maintenance Supplies - ROECC July 2020	9.40
10 0109 2600 000 0000 618	Maintenance Supplies - Jr/Sr HS July 202	21.92
10 9010 2600 000 0000 618	Maintenance Supplies - Admin/Districtwid	242.56
Vendor Name WESTLAKE ACE HARDWARE		<u>273.88</u>
WILLIAM V. MACGILL & CO.	IN0724682	549.00
10 9010 2134 000 4052 618	Face Shields for Teachers	549.00
Vendor Name WILLIAM V. MACGILL & CO.		<u>549.00</u>
WOODRIVER ENERGY LLC	225341	593.01
10 0109 2600 000 0000 621	Jr/Sr HS Fieldhouse Nat Gas -7/2020	25.37
10 0109 2600 000 0000 621	Jr/Sr HS Natural Gas - 7/2020	133.24
10 0109 2600 000 0000 621	Jr/Sr HS Tech Natural Gas - 7/2020	148.54
10 0418 2600 000 0000 621	IES Natural Gas - 7/2020	242.69
10 0445 2600 000 0000 621	ROECC Natural Gas - 7/2020	43.17
Vendor Name WOODRIVER ENERGY LLC		<u>593.01</u>

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Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
Fund Number 10		40,906.01
Checking Account ID 1	Fund Number 22	MANAGEMENT FUND
SPECIALTY UNDERWRITERS LLC	SW3742-2	1,446.25
22 9010 2310 000 0000 520	Endorsement #15 - Property Insurance	1,446.25
Vendor Name SPECIALTY UNDERWRITERS LLC		1,446.25
Fund Number 22		1,446.25
Checking Account ID 1	Fund Number 33	CAPITAL PROJECTS - LOST
ASI SIGNAGE INNOVATIONS	87083-04	28,312.20
33 9010 4700 000 0000 450	Districtwide Signage Downpymt	28,312.20
Vendor Name ASI SIGNAGE INNOVATIONS		28,312.20
CRUSHED AGGREGATE PRODUCTS	11210	1,752.21
33 9010 4700 000 0000 450	Gravel for Admin/Bus Barn Lot	1,752.21
CRUSHED AGGREGATE PRODUCTS	11218	579.18
33 9010 4700 000 0000 450	Gravel for Admin/Bus Barn Lot	579.18
Vendor Name CRUSHED AGGREGATE PRODUCTS		2,331.39
HALEY'S ELECTRIC	9187	935.75
33 0445 4700 000 0000 450	ROECC Laundry Facility Electrical	935.75
Vendor Name HALEY'S ELECTRIC		935.75
HY VEE FOOD STORES	81020HV	4,032.00
33 0445 4700 000 0000 450	Mulch for ROECC Playground	4,032.00
Vendor Name HY VEE FOOD STORES		4,032.00
PAT LEWIS TRUCKING LLC	AUG1720	4,400.00
33 9010 4700 000 0000 450	Rock Application Admin/Bus Barn	4,400.00
Vendor Name PAT LEWIS TRUCKING LLC		4,400.00
PLUMB SUPPLY/RIBACK SUPPLY	6786501	249.36
33 9010 4700 000 0000 450	Admin/Bus Banr Plumbing Supplies	249.36
PLUMB SUPPLY/RIBACK SUPPLY	6793783	371.33
33 9010 4700 000 0000 450	Bus Office Plumbing Supplies	371.33
Vendor Name PLUMB SUPPLY/RIBACK SUPPLY		620.69
UNITED FARMERS COOPERATIVE	73120STMTUFM C	1,377.58
33 9010 4700 000 0000 450	Transportation Office Construction Suppl	1,377.58
Vendor Name UNITED FARMERS COOPERATIVE		1,377.58
Fund Number 33		42,009.61
Checking Account ID 1		84,361.87
Checking Account ID 2	Fund Number 61	SCHOOL NUTRITION FUND
PETTY CASH	63020PC	2.80
61 483 000 0000 000	Petty Cash Reimbursement	2.80
Vendor Name PETTY CASH		2.80

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Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
TAHER INC	0057386-IN	77,114.56
61 9010 3110 000 0000 570	March 2020 Operating Expenses	17,466.84
61 9010 3110 000 0000 570	May 2020 Expenses	36,231.78
61 9010 3110 000 0000 570	June 2020 Summer Food Expenses	23,415.94
Vendor Name TAHER INC		<u>77,114.56</u>
Fund Number 61		<u>77,117.36</u>
Checking Account ID 2		<u>77,117.36</u>
Checking Account ID 3	Fund Number 21	STUDENT ACTIVITY FUND
FIRST BANKCARD	81120FBC#2	244.16
21 0109 1400 950 7407 580	Hotel Room - 2 Nights FFA Judging	244.16
Vendor Name FIRST BANKCARD		<u>244.16</u>
GRAPHIC EDGE, THE	1436073	2,085.47
21 0109 1400 920 6840 618	Track/XC Sweats	2,085.47
Vendor Name GRAPHIC EDGE, THE		<u>2,085.47</u>
IA GIRLS H.S. ATHLETIC UNION	081920IGHSAU	100.00
21 9010 1400 920 6600 810	IGHSAU Dues JH and HS	100.00
Vendor Name IA GIRLS H.S. ATHLETIC UNION		<u>100.00</u>
IHSADA	IHSADAROCSD	230.00
21 9010 1400 920 6600 810	IHSADA Membership	230.00
Vendor Name IHSADA		<u>230.00</u>
JOEL SULLIVAN, IGCA EXECUTIVE SECRETARY	IGCA81920	95.00
21 9010 1400 920 6600 810	IGCA Membership	95.00
Vendor Name JOEL SULLIVAN, IGCA EXECUTIVE SECRETARY		<u>95.00</u>
PIZZA RANCH	799-5998	85.60
21 9010 1400 920 6600 618	FB Team - Moving Weights	85.60
Vendor Name PIZZA RANCH		<u>85.60</u>
RIDDELL	60412497	4,326.06
21 0109 1400 920 6720 618	RECONDITIONING FOOTBALL EQUIPMENT	4,326.06
Vendor Name RIDDELL		<u>4,326.06</u>
SCHIEFFER, HARLEY	1093	450.00
21 9010 1400 920 6600 320	H10 Webpage Services	450.00
Vendor Name SCHIEFFER, HARLEY		<u>450.00</u>
Fund Number 21		<u>7,616.29</u>
Checking Account ID 3		<u>7,616.29</u>

RED OAK COMMUNITY SCHOOLS 2020

JULY RECONCILIATION REPORT

GENERAL FUND	MANAGEMENT	PHYSICAL PLANT	AND DEBT SERVICE	SAVE TAXES/REV BONDS	CONSTRUCTION FD	BEFORE/AFTER SCHOOL
Beg. Balance 07-01-2020	\$ 4,572,786.47	\$ 1,640,678.36	\$ 2,349,544.43	\$ 162,141.06	\$ 1,872,012.55	\$ 8,049.79
Revenue	\$ 159,237.97	\$ 264.52	\$ 7,576.48	\$ 17,013.71	\$ 90,432.71	
Expenditure	\$ 1,141,364.69	\$ 224,229.50	\$ 123,745.00	\$ 500.00	\$ 91,581.22	
Balance 07-31-2020	\$ 3,590,659.75	\$ 1,416,713.38	\$ 2,233,375.91	\$ 178,654.77	\$ 1,870,864.04	\$ 8,049.79

Balance 07-31-2019	\$ 3,274,925.82	\$ 1,923,323.59	\$ 1,885,963.05	\$ (696,311.31)	\$ 9,559,742.72	\$ 972,394.16	\$ 8,232.38
--------------------	-----------------	-----------------	-----------------	-----------------	-----------------	---------------	-------------

Checking Account .50%	Checking Account	\$ 9,685,160.09
Money Market Account .85%	Savings Account	\$ -
	IS/IT	\$ 0.04
	Petty Cash	\$ 100.00
	Outstanding Checks	\$ 386,942.49
		\$ 9,298,317.64

ACTIVITY FUND	NUTRITION FUND	
Beg. Balance 07-01-2020	\$ 176,948.71	\$ 178,468.19
Revenue	\$ 9,614.35	\$ 37,354.13
Expenditure	\$ 8,889.07	\$ 31.48
Balance 07-31-2020	\$ 177,673.99	\$ 215,790.84

Balance 07-31-2019	\$ 202,425.26	\$ 130,246.13
Checking Account .50%	\$ 171,793.54	\$ 178,967.51
Petty Cash Boxes	\$ 1,200.00	\$ -
Outstanding cks	\$ 412.00	\$ 499.32
	\$ 172,581.54	\$ 178,468.19



**PHYSICAL PLANT AND EQUIPMENT LEVY**

Beginning Balance (July 1)	2018-2019	2019-2020	2020-2021
	\$1,388,767.88	\$1,890,230.76	\$2,355,934.90

<p><b>Add: Revenue</b></p> <ul style="list-style-type: none"> <li>Property Taxes \$155,074.66</li> <li>Voted PPEL \$377,040.33</li> <li>Voted PPEL Surtax \$192,261.38</li> <li>Utility Replacement Tax \$23,810.35</li> <li>Utility Replacement Tax (SAVE) \$409.41</li> <li>Mobile Home Tax \$78.67</li> <li>Voted PPEL Mobile Home \$181.02</li> <li>Military Credit \$36.56</li> <li>Military Credit (SAVE) \$279.92</li> <li>Commercial/Industrial tax \$7,309.94</li> <li>Commercial Ind. Voted PPEL \$26,700.62</li> <li>Interest \$6,968.41</li> <li>Donations</li> <li>Prior Year Expenditure</li> <li>ERATE Reimbursement</li> </ul>	<p><b>Add: Revenue</b></p> <ul style="list-style-type: none"> <li>Property Taxes \$133,465.25</li> <li>Voted PPEL \$463,024.13</li> <li>Voted PPEL Surtax \$513,685.81</li> <li>Utility Replacement Tax \$4,013.32</li> <li>Utility Replacement Tax (SAVE) \$14,682.89</li> <li>Mobile Home Tax \$45.09</li> <li>Voted PPEL Mobile Home \$217.11</li> <li>Military Credit \$34.53</li> <li>Military Credit (SAVE) \$126.30</li> <li>Commercial/Industrial tax \$2,315.42</li> <li>Commercial Ind. Voted PPEL \$8,470.90</li> <li>Interest \$6,390.03</li> <li>MS Sale \$5,000.00</li> <li>Prior Year Expenditure</li> <li>ERATE Reimbursement</li> </ul>	<p><b>Add: Revenue</b></p> <ul style="list-style-type: none"> <li>Property Taxes \$24,589.28</li> <li>Frontline Software \$16,264.13</li> <li>Forecasts \$22,158.00</li> </ul>	
Subtotal	\$790,151.27	\$1,151,410.78	\$452.42
TOTAL AVAILABLE FUND	\$2,178,919.15	\$3,041,641.54	\$2,356,387.32

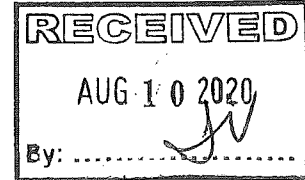
<p><b>LESS: Expenditures</b></p> <ul style="list-style-type: none"> <li>Frontline Technologies-Aesop \$5,059.63</li> <li>Forecasts Analytics \$11,000.00</li> <li>Software Unlimited-Acctg Software \$7,800.00</li> <li>Mickey Anderson-Rent \$2,400.00</li> <li>May/June Rent Council Bluffs Sp Ed \$7,500.00</li> <li>Mickey Anderson-Rent \$1,432.08</li> <li>Mickey Anderson-Rent \$1,200.00</li> <li>Mickey Anderson-Rent \$1,200.00</li> <li>Dude Solutions \$2,376.00</li> <li>Mickey Anderson-Rent \$1,200.00</li> <li>Mickey Anderson-Rent \$1,200.00</li> <li>Mickey Anderson-Rent \$1,200.00</li> <li>Aug/Sept/Oct CB Sp Ed Rent \$3,065.26</li> <li>Mickey Anderson-Rent \$1,200.00</li> <li>Viner Const-FB Sidewalk \$11,671.00</li> <li>Mickey Anderson-Rent \$1,200.00</li> <li>Nov/Dec Rent Council Bluffs Sp Ed \$3,452.09</li> <li>Jan Rent Council Bluffs Sp Ed \$2,344.47</li> <li>Feb Rent Council Bluffs Sp Ed \$2,368.40</li> <li>Infinite Campus Software \$23,302.00</li> <li>March Rent Council Bluffs Sp Ed \$1,050.50</li> <li>April Rent Council Bluffs Sp Ed \$1,479.72</li> <li>Auditorium Projector \$7,499.00</li> </ul>	<p><b>LESS: Expenditures</b></p> <ul style="list-style-type: none"> <li>School Dude \$2,669.44</li> <li>Frontline Technology \$24,311.80</li> <li>Forecasts \$11,225.00</li> <li>Software Unlimited \$7,900.00</li> <li>Ray Martin-HVAC Service Agreement \$7,725.00</li> <li>May/June Rent Council Bluffs Sp Ed \$1,330.98</li> <li>Riverside Tech-Fiber \$2,000.00</li> <li>Boland Rec-Playground \$69,900.00</li> <li>School Dude \$5,386.32</li> <li>Miracle Recreation-Playground \$965.75</li> <li>Infinite Campus \$3,596.00</li> <li>Aug/Sept Rent Council Bluffs Sp Ed \$756.24</li> <li>School Dude \$1,101.82</li> <li>Oct Rent Council Bluffs Sp Ed \$732.69</li> <li>Electronic Contracting-IES Intercom \$2,445.50</li> <li>CIC/Infinite Campus Assessment Import \$1,000.00</li> <li>BI State Electronics-Trans Radios \$16,234.00</li> <li>Nov Rent Council Bluffs Sp Ed \$694.44</li> <li>Dec Rent Council Bluffs Sp Ed \$680.40</li> <li>Jan Feb Rent Council Bluffs Sp Ed \$1,403.91</li> <li>Lae Jensen-Fork Lift \$1,500.00</li> <li>Mar Rent Council Bluffs Sp Ed \$713.16</li> <li>Infinite Campus \$23,492.00</li> <li>Inpro Corp-ISHS Wall Protectors \$9,873.06</li> <li>Midwest Tennis &amp; Track \$37,850.00</li> </ul>	<p><b>LESS: Expenditures</b></p> <ul style="list-style-type: none"> <li>Chrome Book Lease \$84,589.28</li> <li>Frontline Software \$16,264.13</li> <li>Forecasts \$22,158.00</li> </ul>	
Subtotal	\$2,178,919.15	\$2,178,919.15	\$2,178,919.15
TOTAL AVAILABLE FUND	\$2,178,919.15	\$2,178,919.15	\$2,178,919.15

Subtotal	\$102,200.15	Subtotal	\$235,487.51	Subtotal	\$123,011.41
Cash Balance	\$2,076,719.00	Cash Balance	\$2,806,154.03	Cash Balance	\$2,233,375.91

**Tammi VanMeter**

---

**From:** Deb Drey  
**Sent:** Saturday, August 8, 2020 8:02 AM  
**To:** Tammi VanMeter; Ron Lorenz; Jane Chaillie  
**Subject:** Fwd: 2 week notice



Sent from my iPhone

Begin forwarded message:

**From:** Angi Kruse <krusea@roschools.org>  
**Date:** August 7, 2020 at 4:28:07 PM CDT  
**To:** Deb Drey <dreyd@roschools.org>  
**Subject:** 2 week notice

I want to first say how much I love our district. I am grateful for the time I have had with the district. However, with the changes in how we earn our pay with in the contracts, I can not continue my employment with the district. I have to think about my family and the fact that the money I would be making a month is not enough to support my children and pay bills, or to even survive on. This is absolutely one of the hardest decisions I have ever had to make but I have to do what is best for my family. This is my 2 week notice for the voluntary ending of my employment with the district.

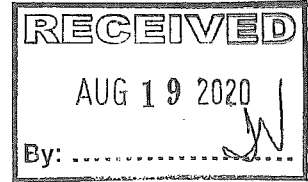
Thank you,  
Angela Kruse

Get [Outlook for Android](#)

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Red Oak Community School District  
Staff Selection Recommendation



Date: 8/18/2020

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

Position: Volunteer Assistant Football Cheerleading  
sponsor

Name: Haitlyn Marie-Boo Ruhl

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

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

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

Classified:  
Hourly Rate: \_\_\_\_\_

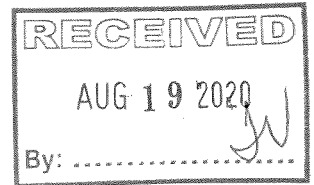
Hours Per Day: \_\_\_\_\_

[Handwritten Signature]  
Principal/Director

Please send form to Superintendent for Board Approval

Office Use Only  
Background Check: \_\_\_\_\_

Red Oak Community School District  
Staff Selection Recommendation



Date: 08/19/20

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

Position: Jr HS Boys Basketball Coach

Name: Carter Bruce

Certified:

Lane:

Step:

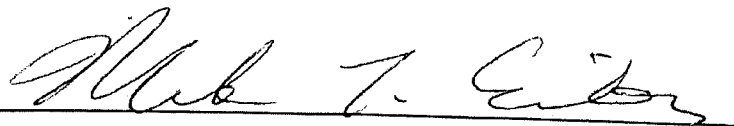
Salary: 9 units @ \$270.00 = \$2,430.00

Classified:

Hourly Rate:

Hours Per Day:

Comments:

  
Principal/Director

Please send form to Superintendent for Board Approval

**Red Oak Community School District**

**Code No. 104**

**DISCRIMINATION AND HARASSMENT BASED ON SEX PROHIBITED**

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

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

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

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

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**SCHOOL BUS SEAT BELTS**

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

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

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

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

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

**PARTICIPATING ORGANIZATION APPLICATION**



Application is hereby made for a Catastrophic Student Accident Insurance Plan based on the following statements and representations.

Applicant (Name of School/District): **Red Oak Community School District**  
 Street Address: **308 E Corning Street**  
 City, State, Zip: **Red Oak IA 51566**

Taxpayer ID# (if applicable): \_\_\_\_\_

**If the Applicant is a School District, please attach the list of schools to be insured. (ON BACK SIDE IF ADDT'L SPACE IS NEEDED)**

It is agreed the insurance applied for will not become effective unless: a) this Application is received and approved by the Insurance Company based on current rules and requirements; b) the Policy is accepted by the Applicant; and c) the required premium is paid when due.

Policy Term: August 1, 2020 to August 1, 2021

Requested Policy Term, if other than August 1, 2020 to August 1, 2021: \_\_\_\_\_

**Class(es) of Eligible Persons**

The Applicant named above elects to provide coverage to the Class(es) of Eligible Persons checked below. Do not elect Class 3, if Class 2 is elected.

CHECK ALL THAT APPLY

CLASS 1: All student athletes, student managers, student trainers, student coaches, cheerleaders and band members who participate in school sponsored and supervised interscholastic athletic activities.

CLASS 2: All students, from pre-kindergarten through the twelfth grade, while they are attending regularly scheduled classes and taking part in all school-sponsored and supervised activities including off-season athletic training and conditioning, except interscholastic athletics. (Includes Class 3 students, if Class 2 students are covered under the Policy)

CLASS 3: All students who participate in all school-sponsored and supervised extracurricular non-athletic activities and clubs.

- CLASS 1: Rate is based on the *total enrollment* of each High School & Junior High, not just athletes. If you need Class 1 Sports Coverage for Junior High & 9<sup>th</sup> Grade, but the 9<sup>th</sup> Grade is in a different building, add the total number of 9<sup>th</sup> Grade students to the enrollment of the Junior High and use the corresponding Junior High rate.  
 • **Please list all grades to be covered (Attach list if you need more space)**

**RATE PER BUILDING**

Number of Students in each High School		Number of Students in each Junior High	
0-200	\$ 250	0-100	\$ 150
201-400	\$ 350	101-250	\$ 200
401-1,000	\$ 600	251-500	\$ 400
1,001-1,400	\$ 1,250	501-750	\$ 650
1,401 & up	\$ 1,650	751 & up	\$ 1,000

<b>Class 1:</b>	<u>High School</u>	<u>Grades</u>	<u>Junior High</u>	<u>Grades</u>
(1) \$	<u>350</u>	<u>10 - 12</u>	(1) <u>200</u>	<u>7 - 9</u>
(2) \$	_____	_____	(2) _____	_____

Premium Totals: Total\$ \_\_\_\_\_ Total\$ \_\_\_\_\_ = \$ 550

	<u>Grades</u>	<u>Number of Insureds</u>	X	<u>Rate</u>	= <u>Premium</u>
Class 2:.....	_____	_____	X	\$1.20 per student	= \$ _____
Class 3:.....	_____	_____	X	\$0.40 per student	= \$ _____

Please list Class 3 activities and clubs to be covered \_\_\_\_\_ (ADDT'L SPACE OTHER SIDE)

**TOTAL PREMIUM** \$ 550  
 (Subject to minimum premium of \$500)

Please include premium check with this Application, mail and make payable to: **STUDENT ASSURANCE SERVICES, INC.**

**FRAUD STATEMENT**

Any person who knowingly and with intent to defraud any insurance company or other person, files an application for insurance or a statement of claim containing any materially false information or conceals for the purpose of misleading, information concerning any fact material thereto, commits a fraudulent insurance act, which is a crime, and shall also be subject to a civil penalty not to exceed five thousand dollars and the stated value of the claim for each such violation.

Signature of Authorized Person: \_\_\_\_\_ Title: \_\_\_\_\_

Please Print Name: \_\_\_\_\_ email: \_\_\_\_\_

Telephone: \_\_\_\_\_

Signed at: \_\_\_\_\_ Date: \_\_\_\_\_

City State

Signed by Licensed Resident Agent \_\_\_\_\_  
 (Where Required by Law)

**SEE REVERSE SIDE FOR IMPORTANT INFORMATION**

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**The signed application declares that:**

All information provided in this application and any attachments hereto is true and correct. The undersigned understands that all information provided in this application and any attachments hereto is material to Great American Insurance Company's decision to provide this insurance, and that insurance will be provided, at Great American Insurance Company's sole discretion, in reliance upon the truth of such information.

**It is hereby understood and agreed that:**

1. this insurance is provided by Great American Insurance Company in consideration of payment of the required premium;
2. the insurance under the policy begins on the Policy Effective Date 8/1/20-8/1/21, except as noted on front of this form; and
3. the acceptance of the policy terminates any prior policy of the same policy number, effective with the inception of the policy.

Please list Class 3 activities and clubs to be covered (ADD'T'L) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Description of Coverage**

**Accidental Death & Dismemberment Benefits**

<u>Covered Loss</u>	<u>Benefit Amount</u>	<u>Covered Loss</u>	<u>Benefit Amount</u>
Death	\$10,000	One Hand; One Foot; or Sight of One Eye	\$10,000
Both Hands or Both Feet	\$20,000	Speech and Hearing	\$20,000
One Hand or One Foot plus the loss of Sight of One Eye	\$20,000	Speech or Hearing	\$10,000
Sight of Both Eyes	\$20,000	Thumb and Index Finger of the same Hand	\$ 5,000
		Hearing in One Ear	\$ 5,000

**Accident Medical Expense Benefits**

Scope of Coverage:.....**Full Excess**  
Benefit Maximum:.....**\$5,000,000**  
Deductible:.....**\$25,000**  
Deductible Incurral Period:.....**2 years from date of the Covered Accident**  
Maximum Benefit Period:.....**520 weeks after the date of the Covered Accident**

**ADD'T'L INFORMATION SPACE -** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Coverage is summarized. Coverage features and product availability may vary by state. Please contact us for additional information, and refer to the actual policy for a full description of applicable terms, conditions, limits and exclusions. Policies are underwritten by Great American Insurance Company. The Great American Insurance Group eagle logo and the word marks Great American ® are registered service marks of Great American Insurance Company. © 2016 Great American Insurance Company. Great American Insurance Group, 301 E. Fourth St., Cincinnati, OH 45202. All rights reserved.

**Please send all correspondence and payments to:**  
 Student Assurance Services, Inc.  
 P.O. Box 196  
 Stillwater, MN 55082

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**APPLICATION FOR STUDENT ACCIDENT INSURANCE**  
 Red Oak Community School District  
 308 E Corning Street  
 Red Oak IA 51566

1. What is the first day of authorized sports practice? \_\_\_\_\_
2. What is the first day of the regular school term? \_\_\_\_\_ Last Day of School \_\_\_\_\_
3. Select the PLAN desired below. Complete the Enrollment and Premium sections.  
 Effective Date \_\_\_\_\_ Termination Date \_\_\_\_\_

**SCHOOLS THAT PROVIDE COVERAGE ON A GROUP BASIS**

A: GROUP COVERAGES	PREMIUMS
<input type="checkbox"/> 1. Group Athletic Coverage: Plan _____ Senior High Enrollment _____ Grades _____ Junior High Enrollment _____ Grades _____	\$\$\$ _____ \$\$\$ _____
<input type="checkbox"/> 2. Supplemental Coverage: Plan _____	\$ _____
<input type="checkbox"/> 3. Supplemental Coverage: Plan _____	\$ _____
<input type="checkbox"/> 4. All Pupil Coverages : Plan _____ Enrollment grades PK-12 _____ @ \$ _____ =	\$ _____
<input type="checkbox"/> 5. Other Activity Coverage:	\$ _____
<input type="checkbox"/> 6. Other Activity Coverage:	\$ _____
<input type="checkbox"/> 7. Other Activity Coverage:	\$ _____
<b>TOTAL PREMIUM</b> _____ =	<b>\$</b> _____

**SCHOOLS THAT OFFER COVERAGE ON A VOLUNTARY BASIS**

B: VOLUNTARY COVERAGES: (See Brochure)	ENROLLMENTS
<input type="checkbox"/> 1. Voluntary Sports/Football Coverage: Plan <u>D/E/F-1513</u> Estimated number of Interscholastic Sports Participants 7-12 _____	_____
<input type="checkbox"/> 2. VOLUNTARY STUDENT COVERAGE: Plan <u>D/E/F-1513</u> Estimated Total Enrollment in grades PK-12 _____	_____

**PLEASE LIST ALL SCHOOLS IN THE DISTRICT WITH CORRESPONDING ENROLLMENTS (or attach list)**

\_\_\_\_\_

\_\_\_\_\_

In order to take advantage of all policy provisions, student brochures must be distributed at registration for each interscholastic sport and at registration or no later than the first day of school for all students PK-12. It is agreed and understood that: **(applies only to voluntary coverages)**

- The school will offer coverage to all students in the school system.
- Football/Sports Coverage is available only if the school installs the Voluntary Student Coverage.
- A school official will complete the school's section of each claim form for school related injuries.
- For enrollment forms returned to the school: Premiums must be sent to the agent within 30 days of receipt; and a school official will date each premium envelope on the date received.
- Only one student accident insurance plan will be offered by the school.**

**WEBSITE ACCESS AGREEMENT**

By signing this form you will be given access to the Master Policy, roster, and claim status information. This information should only be shared by those persons in the school administration. After we receive this application you will receive an email that explains how to access all of the information at our website.

Applied for by:

_____	_____	_____
Print Name of School Official	Telephone Number	E-Mail Address
_____	_____	_____
Signature of School Official	Title	Date

School Contact \_\_\_\_\_

_____	_____	_____
If different than above	Telephone Number	E-Mail Address

Agent \_\_\_\_\_

_____	_____	_____
Print Name	Telephone Number	E-Mail Address

\_\_\_\_\_

Agent Mailing Address

Administered by and Mail to:



Student Assurance Services, Inc.  
 P.O. Box 196  
 Stillwater, Minnesota 55082

Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.

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**STUDENT ASSURANCE SERVICES, INC.**

**PO BOX 196**

**STILLWATER, MN 55082-0196**

**2020/2021 INVOICE**



**STUDENT  
ASSURANCE  
SERVICES**  
INCORPORATED

Red Oak Community School Dist  
308 E Corning Street  
Red Oak, IA 51566

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**CATASTROPHIC COVERAGE**

Class I Grades 7-9 (101-250\* students) = \$ 200.00

Class I Grades 10-12 (201-400\* students) = \$ 350.00

Catastrophic Total (**\$500 Minimum**) = \$ 550.00

*\*If the enrollment is incorrect, please make any corrections on this year's application.  
This invoice is based on last year's application provided student numbers.*

**THANK YOU**



# CATASTROPHIC ACCIDENT INSURANCE

2020 – 2021 School Year



## BENEFIT SUMMARY

- Provides Accident Medical Expense Benefits with a maximum benefit of \$5,000,000 per Insured per Covered Accident. Accident Expense Benefits are payable:
  - (a) after \$25,000 of covered expenses have been incurred within two years after the date of the Covered Accident; and
  - (b) after benefits have been paid under other Health Care Plans; and
  - (c) for Covered Expenses incurred within 10 years from the date of the Covered Accident.
- Provides an Accidental Death benefit of \$10,000, and a Dismemberment benefit of up to \$20,000.

## CLASS DESCRIPTION & COVERAGE

- CLASS 1: All student athletes, student managers, student trainers, student coaches, cheerleaders and band members who participate in school sponsored and supervised interscholastic athletic activities.
- CLASS 2: All students, from pre-kindergarten through the twelfth grade, while they are attending regularly scheduled classes and taking part in all school-sponsored and supervised activities including off-season athletic training and conditioning, except interscholastic athletics. (Includes Class 3 students, if Class 2 students are covered under the Policy)
- CLASS 3: All students who participate in all school-sponsored and supervised extracurricular non-athletic activities and clubs.

## PREMIUM

- CLASS 1: Rate is based on the *total enrollment* of each High School & Junior High, not just athletes. If you need Class I Sports Coverage for Junior High & 9<sup>th</sup> Grade, but the 9<sup>th</sup> Grade is in a different building, add the total number of 9<sup>th</sup> Grade students to the enrollment of the Junior High and use the corresponding Junior High rate.

### RATE PER BUILDING

Number of Students in each High School		Number of Students in each Junior High	
0-200	\$ 250	0-100	\$ 150
201-400	\$ 350	101-250	\$ 200
401-1,000	\$ 600	251-500	\$ 400
1,001-1,400	\$ 1,250	501-750	\$ 650
1,401 & up	\$ 1,650	751 & up	\$ 1,000

- CLASS 2: \$1.20 per student
- CLASS 3: \$0.40 per student

100% participation is required - Minimum Policy Premium - \$500.00

## HOW TO ENROLL

- Please complete the attached APPLICATION
- Include your check with the APPLICATION made payable to Student Assurance Services, Inc.
- Please send the APPLICATION and check to:

**STUDENT ASSURANCE SERVICES, INC.**  
P.O. BOX 196  
STILLWATER, MN 55082-0196

This brochure provides a summary of the coverage to be provided and is not intended to substitute for or duplicate policy provisions. It is subject to the provisions of the policy of insurance to be issued by Great American Insurance Company. You will need to contact us for exact policy language, as well as for any limitations and restrictions that may be applicable. The policy is the only contract between the Policyholder and us. It contains the actual terms, conditions and limits of the coverage to be provided. If there is any conflict between this quote and the policy, the policy will govern in all cases. Acceptance of this quote is contingent upon and subject to the actual terms and conditions of the policy as issued.

## CONTACT INFORMATION

- Marketed by: Student Assurance Services, Inc.  
333 North Main Street  
P.O. Box 196  
Stillwater, MN 55082-0196  
Phone (651) 439-7098 – Toll Free 1-800-328-2739
- Underwritten by: Great American Insurance Group  
Cincinnati, Ohio 45202

### Description of Coverage

This plan provides benefits for Covered Expenses incurred for treatment of injuries resulting directly, and independently of all other causes, from a Covered Accident. The Covered Accident must occur while the student is taking part in the activity described in the Covered Activity(ies), or while traveling, via transportation provided by the school, directly to or from an activity as a member of a group supervised by the school.

### General Limitations

Benefits are payable only for Covered Losses incurred as a result of participation in Covered Activities.

**LIMITATION ON MULTIPLE COVERED ACTIVITIES:** If an Insured suffers a Covered Loss while participating in more than one Covered Activity, We will pay only one benefit, the largest benefit unless there is a specific written exception in this Policy. **LIMITATION ON MULTIPLE BENEFITS:** If an Insured can recover benefits under more than one of the Benefits stated in the Schedule, as a result of the same Accident, We will pay only one benefit, the largest benefit.

• **Accident Medical Expense Benefits**

If, as a result of a covered Injury, the Insured, requires care and treatment rendered by a doctor, the Company will pay the Usual and customary charges which are deemed medically necessary provided the first expense is incurred no later than 180 days after the date of the Covered Accident. This Benefit is payable subject to the Benefit Maximum per Covered Accident, the Deductible, and the Maximum Benefit Period shown in the Application.

The benefit amount for this benefit is payable in excess of any In Force Policy and its applicable deductible. In the event and only in the event of the reduction or exhaustion of the limit of insurance of the In Force Policy solely as the result of actual payment of benefits covered thereunder, this Policy shall pay excess of the reduced limit of insurance of the In Force Policy and its applicable deductible. This Policy shall only pay pursuant to the terms and conditions of this Policy and no other policy. We will pay the Usual and Customary amount, reduced by the payment by any other insurance plan. This Policy will recognize payment by any other insurance plan as reducing or satisfying the deductible amount of this Policy.

• **Accidental Death and Dismemberment Benefit**

If an Insured suffers a loss of life as a result of a Covered Injury, We will pay the applicable amount shown in the Schedule. The death must occur within 365 days of the Covered Injury.

• **Accidental Dismemberment Benefit**

If a Covered Injury to an Insured results in any of the following Covered Losses, We will pay the percentage shown below. The Covered Loss must occur within 365 days of the Covered Accident. The benefit amount is based on the maximum amount shown in the Schedule for the person suffering the Covered Loss.

<u>Covered Loss</u>	<u>Percentage of Maximum Amount</u>	<u>Covered Loss</u>	<u>Percentage of Maximum Amount</u>
Both Hands or Both Feet	100%	Sight of Both Eyes	100%
One Hand or One Foot plus the loss of Sight of One Eye	100%	Speech and Hearing	100%
One Hand; One Foot; or Sight of One Eye	50%	Hearing in One Ear	25%
Thumb and Index Finger of the same Hand	25%		

• For purposes of this Benefit, DEFINITIONS is amended to include the following: Covered Loss means:

- |  |   |
|--|---|
| 1. For a foot or hand, actual severance through or above the ankle or wrist joint;                               | 3. Total and permanent loss of sight;     |
| 2. For thumb and index finger, complete severance through or above the metacarpophalangeal joint of Both digits; | 4. Total and permanent loss of speech; or |
|  | 5. Total and permanent loss of hearing.   |

• **General Exclusions** - A loss will not be a Covered Loss if it is caused by, contributed to, or results from:

- |   |   |
|---|---|
| 1. Sickness, disease, mental infirmity, emotional or psychological trauma, or bacterial or viral infection, or medical or surgical treatment thereof, except for any bacterial infection resulting from an accidental external cut or wound or accidental ingestion of contaminated food; | 9. A covered accident that occurs while on active duty service in the military, naval or air force of any country or international organization. Upon our receipt of proof of service, we will refund any premium paid for this time. Reserve or National Guard active duty training is not excluded, unless it extends beyond 31 days; |
| 2. Suicide, self-destruction, attempted suicide or self-destruction, or intentional self-inflicted injury, while sane or insane;  | 10. Travel in any aircraft owned, leased, or controlled by the Policyholder, or any of its subsidiaries or affiliates. An aircraft will be deemed to be "controlled" by the Policyholder if the aircraft may be used as the Policyholder wishes for more than 10 straight days, or more than 15 days in any year;                       |
| 3. War or any act of war, whether declared or not;  | 11. Practice or play in any sports activity, including travel to and from the activity and practice, except as specifically provided in the policy;   |
| 4. Commission of, or attempt to commit, a felony, an assault, or other illegal activity;  | 12. Aggravation, during a covered activity, of an injury the covered person suffered before participating in that covered activity, unless we receive a written medical release from the covered person's physician;  |
| 5. The covered person being legally intoxicated as determined according to the laws of the jurisdiction in which the injury occurred  | 13. Participation in covered activities not sponsored by or under the supervision of the Policyholder.  |
| 6. The covered person being intoxicated or under the influence of any drugs or narcotics unless administered by or upon the advice of a physician.  | 14. The covered person riding or driving in any kind of race.   |
| 7. Any loss arising out of terrorism or terrorist acts.   |   |
| 8. Injury covered by workers' compensation, employer's liability laws, or similar occupational benefits, or while engaging in activity for monetary gain from sources other than the Policyholder;  |   |

• **Accident Medical Exclusions:** In addition to the General Exclusions stated in the Policy, We will not cover expenses under this additional benefit for:

- |   |  |
|---|--|
| 1. Pre-existing conditions occurring within the first 12 months of coverage (except as specifically provided by the policy);  | 12. Replacement of artificial limbs, eyes, or other prosthetic appliances;   |
| 2. Treatment by persons employed or retained by a Policyholder, or by any immediate family member or member of the covered person's household;  | 13. Routine physicals, check-ups, routine ob-gyn visits, pap smears, or wellness visits;   |
| 3. Pregnancy, childbirth, or miscarriage;   | 14. Overuse symptoms including, but not limited to, bursitis, tendonitis, shin splints, stress fractures, heat exhaustion, heat stroke, heat prostration, malfunctions of the heart, embolism, reinjures or the aggravation thereof, sprains, hernia, strains, muscle tears, or repetitive motion injury, except as specifically provided in the policy; |
| 4. Elective abortion, an abortion for any reason other than to preserve the life of the female upon whom the abortion is performed;   | 15. Expenses due to an aggravation or re-injury of a pre-existing condition (except as specifically provided in the policy);   |
| 5. Mental and nervous disorders (except as specifically provided in the policy);  | 16. Repair or replacement of existing dentures, partial dentures, braces, fixed or removable bridges, or other artificial dental restoration (except as specifically provided in the policy);  |
| 6. Damage to or loss of dentures or bridges, or damage to existing orthodontic equipment (except as specifically covered by the policy);  | 17. Repair, replacement, examinations for prescriptions, or the fitting of eyeglasses or contact lenses;   |
| 7. Elective or cosmetic surgery, except for reconstructive surgery needed as the result of an injury;   | 18. Medical expenses and disability for which the covered person is entitled to benefits under any Worker's Compensation Act;  |
| 8. Eyeglasses, contact lenses, hearing aids, wheelchairs, braces, appliances, examinations or prescriptions for them, or repair or replacement of artificial limbs, orthopedic braces, or orthotic devices (except as specifically provided in the policy); | 19. Expenses incurred that are in excess of reasonable charges, or expenses that are not medically necessary; or   |
| 9. Expenses for which the covered person would not be responsible for in the absence of this policy;  | 20. Dental treatment necessitated by sickness, deterioration or disease, for cosmetic, preventive, diagnostic or orthodontic purposes, or by any reason other than an injury.  |
| 10. Treatment of injuries that result over a period of time (such as blisters, tennis elbow, etc.), and that are a normal, foreseeable result of participation in the covered activity;   |  |
| 11. Treatment or service provided by a private duty nurse (except as specifically provided in the policy);  |  |

• **Definitions**

**Accident** means a sudden, abrupt, and unexpected event. **Covered Accident** means an accident that occurs directly and independently of all other causes while coverage is in effect for a covered person resulting in a covered loss or injury under the policy for which benefits are payable. **Contributory** means the Insured is required to pay all or a portion of the premium. Whether the benefits are Contributory or Non-Contributory is stated in the Schedule. **Covered Activity** means those activities set out in the Covered Activities section of the schedule of benefits, with respect to which covered persons are provided accident insurance under the policy. **Covered Loss** or **Covered Losses** means an accidental death, dismemberment or other injury covered under the policy. **Covered Person** means an eligible person, who enrolls for coverage, if required, and for whom the required premium is paid. **Eligible Person** means a person in a Class of Eligible Persons, as shown in the schedule of benefits. **Injury** means bodily injury sustained by a covered person caused by a covered accident that:

- Occurs while this policy is in effect as to the person whose injury is the basis of claim;
- Occurs while the covered person is participating in a covered activity; and
- Results directly and independently of all other causes in a covered loss.

**Physician** means a provider or practitioner who:

- Is properly licensed or certified to provide care or treatment under the laws of the state where he or she practices;
- Provides services that are within the scope of his or her license or certificate; and
- Is neither the covered person nor a member of the covered person's household or an immediate family member.

**Schedule of Benefits** means the benefits, benefit amounts, terms, limitations and provisions of coverage selected by the Policyholder which is attached to and made a part of this policy. **Spouse** means an adult person with whom the covered person enters into a marriage, civil union, or comparable relationship in a state or nation in which the marriage, civil union or comparable relationship is sanctioned by law and legally valid at the time it is entered into by the parties. **Policy** means the contract issued by us to the Policyholder for the benefit of a covered person.

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**Mike Kohanek, Sales Representative**  
**Student Assurance Services, Inc.**  
P.O. Box 196  
Stillwater, MN 55082  
Phone: (800) 328-2739  
Email: [mikek@sas-mn.com](mailto:mikek@sas-mn.com)  
Fax: (651) 439-0200

April 30, 2020

Heidi Harris, Acct. Clerk  
Red Oak Community School District  
308 E Corning Street  
Red Oak IA 51566

**2020-2021 Voluntary & Catastrophic Student Accident Insurance Renewal**

Hello Ms. Harris:

Enclosed you will find our 2020-2021 Student Accident Insurance Renewal Information.

**Voluntary Coverage:**

Student Assurance Service's voluntary mail-back coverage will continue to be used for the 2020-21 school year. **The rates and benefits will remain the same as last year for the upcoming 2020-21 School Year.** New brochures will be sent to your district during the summer once we receive the renewal application back from you.

It is VERY IMPORTANT that these brochures get in the hands of each student attending your school district (PK-12). It's as IMPORTANT that each student athlete (junior/senior high) receives a brochure before they even begin practicing their interscholastic sport. ***The voluntary student accident plan is only successful at protecting your district if all parents and their students/student athletes are made aware of the student accident plan.*** (We have also created a pdf "flyer" for electronic notification of the student accident insurance plan - Contact with interest)

**Catastrophic Coverage:**

The renewal/invoice for the School District's Catastrophic Insurance is also enclosed. **The cost and benefits will remain the same as last year.** Great American is the underwriter of the Catastrophic Student Accident Insurance Plan. Please make sure that you fill out the Great American application for the Catastrophic Insurance (It is separate from the regular student accident insurance application - Ameritas). ***This application can also be emailed or FAX,*** we realize that payment may follow after Board approval. Enclosed is a copy of last year's app for reference to fill-out

As in previous years, we will provide access to your master policy, roster, claim form and claim status information through our website. You will be given an administrative access code to view this information.

Please complete and return **(or email/FAX)** the enclosed voluntary application by June 5th so we can get our supplies printed and sent to you quickly. ***Our underwriter Great American requires that ALL Catastrophic applications and payments be received in our Stillwater office before any 2020-21 interscholastic sports start for your district.***

We very much appreciate the opportunity of working with you and pledge our continued excellent service to you and your district. Contact me at 800-328-2739 or 651-439-7098, email: [mikek@sas-mn.com](mailto:mikek@sas-mn.com), if you have any questions about the renewal or concerns.

Sincerely,

Mike Kohanek, Sales Representative  
Student Assurance Services, Inc.

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2020-2021 VOLUNTARY COVERAGE

# Student Accident Insurance



- **SPECIALIZING IN STUDENT INSURANCE FOR NEARLY 50 YEARS**
- **MULTIPLE COVERAGE OPTIONS AND RATES**

*See Details Inside*

## ADMINISTERING AGENT



STUDENT ASSURANCE SERVICES, INC. is an agency specializing in student accident insurance. The agency is owned by Mark Desch who has specialized exclusively in student insurance for nearly 50 years. We have over 1,600 school districts using our coverages.

## UNDERWRITING COMPANY



Ameritas Life Insurance Corp.  
Lincoln, Nebraska

Ameritas Life Insurance Corp. is a part of the Ameritas Mutual Holding Company. The company is domiciled in Lincoln, Nebraska and has been in business for over 100 years. The company is rated "A" (Excellent) by A.M. Best and "A+" (Strong) by Standard & Poor's. The Best's Rating Report and Standard and Poor's full analysis report are available in the insurance ratings section of [ameritas.com](http://ameritas.com). Ameritas Life is licensed in all states except New York.

**Policy GA-2200Ed.11-16(ID)(KS)(LA)(MN)(MT)(NC)(ND)(OH)(SD)**

E/F-(B)1511/1513(2020)

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# STUDENT ACCIDENT INSURANCE

## Coverage Options

**Medical Benefits and Exclusions apply to the Coverage Options listed below.**

### FULL-TIME COVERAGE

Covers the student 24 hours a day until school starts next year. Students are covered while at home or school, on weekends, and during summer vacation.

### SCHOOL-TIME COVERAGE

Covers the student while:

- a) attending regular school sessions;
- b) participating in or attending school-sponsored and supervised extracurricular activities;
- c) traveling directly to and from school for regular school sessions, and while traveling to and from school-sponsored and supervised extracurricular activities in school provided transportation.

School-Time and Full-Time Coverage DOES NOT include participation in interscholastic sports for students in grades 7-12.

### INTERSCHOLASTIC SPORTS COVERAGE GRADES 7-12 AND FOOTBALL COVERAGE GRADES 9-12

Covers the student while:

- a) practicing for or competing in interscholastic sports, which are scheduled by the school, and while the student is under the direct supervision of a school employee; and
- b) traveling to and from such practices or competition in school provided transportation.

**This provides a very brief description of some of the important features of the insurance policy. It is not the insurance policy and does not represent it. A full explanation of benefits, exceptions and limitations is contained in the Group Accident Insurance Policy Form GA-2200Ed.11-16 (and any state specific), and any applicable endorsement(s). This policy is considered term accident insurance (except in ID) and is non-renewable. This product may not be available in all states and is subject to individual state regulations. The Master Policy is issued to the School District/School. A copy of the Privacy Notice and Certificate of Coverage may be obtained on the website [www.sas-mn.com](http://www.sas-mn.com).**

### EXTENDED DENTAL ACCIDENT COVERAGE

Provides benefits up to a maximum of \$5,000 for any dental injury. Covers the student 24 hours a day until school starts next year. Treatment must begin within 60 days from the date of the Injury and must be performed within one year from the date of Injury. However, if within the one year period following the date of Injury the student's attending dentist certifies that dental treatment and/or replacement must be deferred beyond one year, the policy pays the estimated cost of such deferred treatment, but not to exceed \$200 for each tooth. Benefits for prostheses are limited to \$500 per injury, including procedures performed to install them. Dental prostheses include, but are not limited to: crowns, dentures, bridges, and implants. Extended Dental does not cover treatment for orthodontics and dental disease, or expenses that exceed the dental prosthesis maximum benefit limit.

### Effective and Expiration Dates

Coverage becomes effective the later of: the Master Policy Effective Date; or for "school return enrollment" forms, 12:01AM following the date the envelope containing the enrollment form and premium is received by the School, the Company or its authorized agent; or for "the mail-back enrollment" form, 12:01AM following the date the envelope containing the enrollment form and premium is postmarked by the U.S. Postal Service. Interscholastic sports coverage will expire on the last day of the authorized season of the current school year. School-Time and Full-Time Coverages end the first day of school next year.



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# VOLUNTARY COVERAGE PLAN .....

## Medical Benefits - unless otherwise stated all amounts listed below are per injury

When injury covered by this policy results in treatment by a Licensed Physician within 60 days from the date of accident, the Company will pay the Usual and Customary Charges (U&C) incurred for covered services as listed below, for charges actually incurred within one year from the date of injury up to the specified **Maximum Medical Benefit of \$50,000 per injury**. (In MT and NC benefits are payable after the deductible per injury is satisfied, the deductible is the amount paid or payable for the same injury by Other Valid Coverage)  
 This policy will pay benefits regardless of Other Valid Coverage if the covered claim expense is less than \$200. If the covered claim expense exceeds \$200, benefits shall be paid first by Other Valid Coverage. (This coverage is excess in KS, and this coverage is primary in MT and NC after the deductible, and primary in ID, IL, SD) (In NC, other valid coverage does not include automobile or third party liability coverage)

<b>PHYSICIAN'S SERVICES</b>	
a) Surgical Care (surgeon, assistant surgeon, anesthesia) .....	80% U&C, up to \$1,500
b) Nonsurgical care (includes physiotherapy performed other than in a hospital, 1 visit per day) .....	U&C, up to \$50 per visit, maximum 6 visits
<b>HOSPITAL CARE</b>	
a) Inpatient Care	
1) Hospital Semi-Private Room .....	U&C, up to \$500 per day
2) Hospital Miscellaneous Services .....	80% U&C, up to \$1,000
b) Outpatient Care	
1) Facility Charges for Day Surgery .....	U&C, up to \$1,000
2) Emergency Room .....	80% U&C, up to \$500
<b>Note: Benefits for hospital miscellaneous and outpatient care charges are limited to services not scheduled under Medical Benefits.</b>	
<b>X-RAY SERVICES (includes charges for reading) .....</b>	<b>U&amp;C, up to \$250</b>
<b>LABORATORY SERVICES .....</b>	<b>U&amp;C, up to \$250</b>
<b>DIAGNOSTIC IMAGING (MRI, CT scan, bone scan, includes charges for reading) .....</b>	<b>U&amp;C, up to \$500</b>
<b>DENTAL TREATMENT (in lieu of all other medical benefits) .....</b>	<b>U&amp;C, up to \$250 for repair and/or replacement of each sound and natural tooth (In SD, sound and natural is deleted)</b>
<b>AMBULANCE SERVICES .....</b>	<b>U&amp;C, up to \$500</b>
<b>ORTHOPEDIC APPLIANCES (when prescribed by a physician) .....</b>	<b>U&amp;C, up to \$250</b>
<b>PRESCRIPTION DRUGS (take home) .....</b>	<b>U&amp;C, up to \$250</b>
<b>REPLACEMENT OF EYEGLASSES, CONTACT LENSES, HEARING AIDS (when medical treatment is required for a covered injury) .....</b>	<b>U&amp;C, up to \$250</b>
<b>MOTOR VEHICLE INJURY .....</b>	<b>Same as any injury, up to \$2,500 (In KS \$2,500 limit does NOT apply)</b>

### ACCIDENTAL DEATH AND DISMEMBERMENT

When injury covered by this policy results in Accidental Death or Dismemberment within 180 days from the date of accident, the following benefits will be payable.

Loss of Life	\$ 2,500	Double Dismemberment	\$10,000
Loss of an Eye	\$ 2,500	Single Dismemberment	\$ 2,500

## Exclusions

This Policy does not provide benefits for expenses resulting from:

- Any sickness, disease, infection (unless caused by an open cut or wound), including but not limited to: aggravation of a congenital condition, blisters, headaches, hernia of any kind, mental or physical infirmity, Osgood-Schlatter disease, osteochondritis, osteochondritis dissecans, osteomyelitis, spondylolysis, slipped femoral capital epiphysis, orthodontics.
- Injuries for which benefits are payable under Workers' Compensation or Employer's Liability Laws. (In NC, benefits are excluded if the employee, employer or carrier is responsible or liable according to final adjudication or settlement order under state law)
- Any Injury involving a two or three-wheeled motor vehicle or snowmobile or any motorized or engine driven vehicle not designed primarily for use on public streets and highways, unless the insured is participating in an activity sponsored by the Policyholder. (In ID, Insured must be participating as a professional)
- The practice or play of interscholastic sports including travel to or from such activity, practice, or play for students in the 7th grade or above, unless such premium is paid.
- In Kansas - No benefits are payable for accidental bodily Injuries arising out of a motor vehicle accident to the extent such benefits are payable under any medical expense payment provision (by whatever terminology used including such benefits mandated by law) of any automobile policy.
- In Ohio - Re-injury if the the insured participated in a covered activity against medical advice.

**IT IS NOT THE INTENT OF THIS POLICY TO PROVIDE BENEFITS FOR AN EXISTING MEDICAL PROBLEM.** A re-injury will be covered if the insured has been treatment free for a period of 180 days prior to the effective date of the policy. (In OH, this provision does not apply)

**The policy contains a provision limiting coverage to usual and customary charges. This limitation may result in additional out-of-pocket expenses for the insured.**

## The Voluntary Coverage Plan

This plan allows the School District to offer student accident insurance coverage to parents on a voluntary basis. Each student in the District is provided with plan information to take home to their parents.

- For school return enrollment form (1511), the parents are to either sign a "Waiver" indicating that they have adequate insurance, or purchase the student accident insurance by returning the enrollment form and premium to the school. (Waiver does not apply in SD)
- For mailback enrollment form (1513), the parents will mail the enrollment form and premium directly to our office.

This plan will give the School Board and Administration a method to inform parents that the District is not responsible to pay for medical expenses caused by a school injury.

## Common Questions Answered

1. The Full-Time and School-Time Coverage does not include participation in interscholastic sports for students in grades 7-12.
2. Interscholastic sports coverage must be purchased with either Full-Time Coverage or School-Time Coverage. It covers all sports injuries except football for students in the 9-12th grades. A separate one time policy year premium payment of \$250.00 is required for 9-12th grade football coverage. Football for 7th and 8th grade students is included in the Interscholastic Sports Coverage.
3. Extended Dental Coverage may be purchased separately.

## How To Apply for Coverage

1. **FOR IMMEDIATE QUESTIONS PLEASE CALL** Student Assurance Services, Inc. at (800) 328-2739 or (651) 439-7098.
2. Complete the enclosed application and mail to:  
**STUDENT ASSURANCE SERVICES, INC.**  
**PO BOX 196 • STILLWATER, MN 55082**

3. Only one student accident plan will be offered by the School District.
4. A billing for group premium will be made in July.
5. A supply of claim forms, solicitation envelopes and other materials will be sent to the School District in July.

## Claims Handling Procedure

1. When selecting an insurance plan, the availability to promptly settle claims is essential. School Administration will benefit by having the same agents who sell the coverage and staff who service the claims in the same office location.
2. For claim questions, contact Student Assurance Services, Inc. at (800) 328-2739 or (651) 439-7098.
3. A supply of claim forms and return envelopes will be sent to the School District in July.
4. When a student is injured, a School official (coach, secretary, nurse, etc.) must complete Part A of the claim form.
5. Next the claim form must be sent home to the parents for completion of Part B.
6. Parents must attach the student's medical bills and other insurance plan EOBs (if applicable) to the completed claim form and send to:

**STUDENT ASSURANCE SERVICES, INC.**  
**PO BOX 196**  
**STILLWATER, MN 55082**

## Internet Access

Access to plan information is available at [www.sas-mn.com](http://www.sas-mn.com). School Official will be given an administrator website access code and will have immediate access to:

Master Policy  
Roster  
Claim Status  
Claim Forms

## PREMIUMS

### One time policy year premium

<b>Full-Time Coverage</b> (Grades PK - 12) Does NOT Include Interscholastic Sports Coverage .....	\$ 99.00
<b>Full-Time Coverage</b> (Grades 7 - 12) Includes Interscholastic Sports Coverage Except Football Grades 9 - 12 .....	\$ 174.00
<b>School-Time Coverage</b> (Grades PK - 12) Does NOT Include Interscholastic Sports Coverage .....	\$ 16.00
<b>School-Time Coverage</b> (Grades 7 - 12) Includes Interscholastic Sports Coverage Except Football Grades 9 - 12 .....	\$ 91.00
<b>Football Coverage</b> (Grades 9 - 12) .....	\$ 250.00
<b>Extended Dental Coverage</b> (Grades PK - 12) .....	\$ 9.00

# Red Oak JR.-SR.



## High School Parent/Student Handbook 2020-2021

### MISSION STATEMENT

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



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### **Equal Educational Opportunity**

*Students will have an equal opportunity for a quality education without discrimination, regardless of their race, religion, socioeconomic status, color, sex, marital status, national origin, creed, sexual orientation, 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 2020-2021

### WELCOME

Welcome to the Red Oak Community Secondary School. It is a pleasure to serve as your principal during the 2020-2021 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 new technology by contacting the school to set up your account.*

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

Nate Perrien, Principal

## Contact Information

Physical and Mailing Address:  
2011 North 8<sup>th</sup> Street  
Red Oak, Iowa 51566

Web Address:  
[www.redoakschooldistrict.com](http://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](mailto:lastnamefirstinitial@roschools.org)

Example: [perrienn@roschools.org](mailto: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
Sue Crouse	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

### Faculty

Name:	Subject:	Name:	Subject:
Curt Adams	Art	Laura Laprell	English Language Arts
Sharon Allison	Special Education	Kelsey Mangold	English Language Arts
Cory Archer	Physical Education/ Heath	Terra Marsden	Choir
Mary Carlson	Math	Tim Marsden	Choir
		Tess Mittag	Agriculture
Dan DeGroot	K-12 TAG	Nathan Namanny	Math
Brett Eubank	Alt School / Soc. Studies	Bob Peterson	Industrial Arts
Melissa Freiberg	Science	Spencer Plank	Social Studies
Ryan Gelber	Social Studies	Tiegan Podliska	Alt School / Soc. Studies
Rebecca Gerst	FACS	Dan Pollock	Math
Savannah Gohlinghorst	Business	Stacey Rolec	English Language Arts
Patty Henke	FACS	Nathan Rouse	Spanish
John Hewett	Band	Viki Sickels	Reading Intervention
Adam Hietbrink	Math Intervention	Barb Sims	Science
Laura Horn	ELA	Alan Spencer	Agriculture
Josh Kippley	Physical ED /Weights	Karen Subbert	Physical Education
Cheri Klimek	Special Education	Don Weed	Special Education
		Jen Wilcoxson	Special Education

### I-Jag Instructors

Breanna Allensworth  
Kathy Walker

### Paraprofessionals

Shauna Berendes	Tristan Johnson
Jessie Bruning	Destiny McAlpin
Marci Bishop	Christy Rea
Amy Confer	Shelley Stephens
Chauntel Kinnison	

### 9-12 Coach & Sponsor Listing

**Sport**

Sport	Head Coach	District Location	Asst. Coaches
Cross Country	Curt Adams	RO Jr.-Sr. High	Sueann French
Football	Ryan Gelber	RO Jr.-Sr. High	Nathan Rouse, Josh Kippley Cory Archer, 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	Maddie Gelber	Red Oak Resident	Patty Henke
Basketball Cheer	Barb Lombard	RO Central Office	
Wrestling	Tiegen Podliska	RO Jr.-Sr. High	Nathan Rouse
Wrestling Cheer	Shauna Berendes	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)	Savannah Gohlinghorst
National Honor Society	SueAnn Crouse
Band	John Hewett
Student Council	Josh Kippley
FCCLA	?
FFA	Alan Spencer
Fall Play	Laura Horn
Speech	Laura Horn
Spring Musical	Tim Marsden
Prom	Jessie Bruning
Yearbook	Laura LaPrell

**District Building Numbers:**

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

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**

<b>A/B Day Schedule</b>	<b>2hr Early Dismissal</b>	<b>2hr Late Start</b>
1 <sup>st</sup> /2 <sup>nd</sup> Block – 8:15-9:41	1 <sup>st</sup> /2 <sup>nd</sup> Block – 8:15-9:25	1 <sup>st</sup> /2 <sup>nd</sup> Block – 10:15-11:25
3 <sup>rd</sup> /4 <sup>th</sup> Block – 9:45-11:11	3 <sup>rd</sup> /4 <sup>th</sup> Block – 9:28-10:37	5 <sup>th</sup> /6 <sup>th</sup> Block – 11:28-1:00
5 <sup>th</sup> /6 <sup>th</sup> Block – 11:15-1:13	5 <sup>th</sup> /6 <sup>th</sup> Block – 10:40-12:10	*Lunch Times
*Lunch Times	*Lunch Times	A- 11:30-11:55
A- 11:15-11:39	A- 10:40-11:05	B- 12:00-12:25
B- 12:00-12:27	B- 11:11-11:36	C- 12:30-1:00
C- 12:47-1:13	C- 11:45-12:10	3 <sup>rd</sup> /4 <sup>th</sup> Block – 1:03-2:10
7 <sup>th</sup> /8 <sup>th</sup> Block – 1:17-2:41	7 <sup>th</sup> /8 <sup>th</sup> Block – 12:13-1:20	7 <sup>th</sup> /8 <sup>th</sup> Block – 2:13-3:20
Seminar – 2:45-3:20		

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## 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.

<b>Excused</b>	<b>Parentally Excused</b>
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 <b>2</b> 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.
- Weekly Consequences
  - 1<sup>st</sup> = Conversation with the Assistant Principal on consequences of further tardies, and parent contact
  - 2<sup>nd</sup>-3<sup>rd</sup> = Student will serve thirty minute detention, conversation with Assistant Principal on consequences of further tardies, and parent contact
  - 4<sup>th</sup> = Half Day In-School Suspension
  - 5<sup>th</sup> or greater = Full Day In-School Suspension

### 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 truanies.
- 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 letter home detailing attendance records and attendance procedures.
- 10th parentally excused absence will result in 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 insure maximum student and vehicle safety and to prevent complaints concerning student driving and parking, several regulations need to be observed.

1. Students are to park in 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.

# 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> <b>*All exemptions must be approved by the parent, principal and school board.</b> 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\*\*\*

### 10th

Language Arts 10  
Physical Science  
US History II  
Algebra I or Geometry\*\*  
Physical Education  
Personal Finance\*\*\*

### 11th

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

### 12th

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

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\*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).

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



## School Counseling Department

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

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

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

Students are encouraged to visit with the School Counseling team.

### SCHEDULING PARAMETERS

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

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

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

### SCHEDULE CHANGES

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

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

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

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

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

***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.

## 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.**

<b><u>RULE/DEFINITION</u></b>	<b><u>EXAMPLES</u></b>	<b><u>CONSEQUENCES</u></b>
<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"> <li>● Shoes must be worn at all times</li> <li>● 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.</li> <li>● Any items of clothing considered by staff to be indecent will not be permitted</li> <li>● When outerwear reveals the absence of undergarments, the student will be sent home/required to change</li> <li>● Apparel or property with suggestive, profane, or inappropriate words or pictures involving drugs, sex, alcohol, or the occult will not be permitted</li> <li>● The following items will not be permitted as school wear: bathing suits, undershirts worn alone, tube tops, crop tops, tank tops with straps under one inch, bare midriffs, halter tops, or "see-through" garments any other apparel deemed disruptive to the educational process will not be permitted</li> <li>● Jeans/pants worn low on the hip that reveal underwear will not be permitted</li> <li>● Jeans/pants with revealing slits are not permitted</li> <li>● Shorts, skirts and dresses- when standing with arms at sides, the hem must not be shorter than the fingertip</li> <li>● Sunglasses are not to be worn inside any school building unless the parent provides medical documentation</li> <li>● 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</li> </ul>	<p>L2:  1) Warning/Comply with requested change  2) Detention  3) ISS  4) OSS (1 Day)</p>
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<p><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.</p>	<p>Having any forbidden substances in your vehicle, locker, your pockets, your purse, your backpack, giving any medicine or pills to a friend, passing around any "look alike" substances, "keeping" or holding a forbidden substance in your vehicle, locker, backpack, or pocket for a friend, "forgetting" you had any forbidden substance in your vehicle, pockets or personal belongings.</p> <p>Exception: Coming to the office to take prescription or over-the-counter medicines when you have brought a note from home and given it to the secretary.</p>	<p>L4: Suspension, legal action &amp; possible expulsion</p>
<p><u>Fighting/Physical Abuse:</u> Physical abuse including fighting is not allowed because it causes an unsafe and disruptive learning environment.</p>	<p>Pushing, tripping, intentionally bumping, slamming someone into lockers, throwing, hitting, kicking, pulling hair, biting, punching.</p>	<p>L4: OSS &amp; possible expulsion</p>
<p><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.</p>	<p>Pulling fire alarm, false telephone calls, calls to 911, tampering with or activating fire extinguisher.</p>	<p>L4: Suspension, payment of legal fees and legal action.</p>
<p><u>Forgery:</u> Forgery is not allowed because it destroys the orderly operation of the school and communication with the home.</p>	<p>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.</p>	<p>L3: 1) OSS (1 Day) 2) OSS (3 Days) 3) OSS (5 Days)</p>
<p><u>Gambling:</u> Gambling is forbidden because it is illegal and it disrupts the learning environment.</p>	<p>Monetary betting: pitching pennies, betts/games for money, playing cards, or rolling of dice for the purpose of winning money.</p>	<p>L3: 1) OSS (1 Day) 2) OSS (3 Days) 3) OSS (5 Days)</p>
<p><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.</p>	<p>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.</p>	<p>L4: Suspension, legal action</p>
<p><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.</p>	<p>Spreading rumors, defaming another person's reputation, bullying, name calling, teasing, and/or spitting. This would include in person and/or online.</p>	<p>L2: 1) Detention 2) ISS 3) OSS (1 Day) 4) OSS (3 Days)</p>

<p><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.</p>		<p>L4: Suspension, legal action &amp; possible expulsion</p>
<p><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.</p>	<p>Possessing or distributing to others 'posters, pictures, written/printed materials, audio recordings, video recordings, trading cards, and computer-based materials which are vulgar, or obscene. Writing notes or stories in class, cafeteria, or elsewhere on school grounds which are vulgar, obscene, profane, or offensive; passing such notes to other students.</p>	<p>L3: Confiscation, ISS (1 Day) L4: Confiscation, ISS (3 Days)</p>
<p><u>Lockers:</u> A locker is school property subject to the school search and seizure regulation. Lockers should contain no food/drink.</p>		<p>L2: 1) Warning/Comply with requested change 2) Detention 3) ISS 4) OSS (1 Day)</p>
<p><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.</p>	<p>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).</p>	<p>L2: 1) Detention 2) ISS 3) OSS (1 Day) 4) OSS (3 Days)</p>
<p><u>Misuse of Technology:</u> See Acceptable Use Policy</p>	<ul style="list-style-type: none"> <li>● Violating the privacy rights of others.</li> <li>● Using, producing, distributing, or receiving profanity, obscenity, or material which offends, threatens, or degrades others</li> <li>● Copying commercial software in violation of copyright law.</li> <li>● Using technology for financial gain or commercial or illegal activity.</li> <li>● Using technology for product advertisement or political endorsement.</li> <li>● Forwarding personal communications without the author's prior consent.</li> <li>● Using technology in violation of other Rules and Regulations of the Code of Behavior.</li> </ul>	<p>L2: 1) Detention 2) ISS 3) OSS (1 Day) 4) OSS (3 Days)</p>

<p><b><u>Obscenity/Profanity:</u></b> 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.</p>	<p>Cursing, profanity, obscene gestures.</p>	<p>L2: 1) Detention 2) ISS 3) OSS (1 Day) 4) OSS (3 Days)</p>
<p><b><u>Out-of-Bounds:</u></b> Not being where you are supposed to be without a pass.</p>	<p>Being in the hallways, bathroom, cafeteria, or in an unauthorized area without a pass.</p>	<p>L2: 1) Detention 2) ISS 3) OSS (1 Day) 4) OSS (3 Days)</p>
<p><b><u>Physical Assault or Threat on a Staff Member or Student:</u></b> The threat of or use of force upon a staff member is expressly forbidden.</p>		<p>L4: Suspension, legal action &amp; possible expulsion</p>
<p><b><u>Plagiarism (Academic Dishonesty):</u></b> 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.</p>	<p>Copying material from digital and/or print resources. All sources should be cited properly.</p>	<p>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)</p>
<p><b><u>Possession of Drink Container/Food:</u></b> 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.</p>	<p>Glass/Breakable containers, any container that is not clear.  Eating fast food in the block after lunch because you didn't have time to eat during open lunch.</p>	<p>L2: 1) Warning/Detention 2) ISS 3) OSS (1 Day) 4) OSS (3 Days)</p>
<p><b><u>Public Display of Affection:</u></b> Public display of affection is not permitted because it distracts from the educational process and shows a lack of respect. It can also be considered a form of sexual harassment.</p>	<p>Kissing, wrapping arms around one another, trapping someone against a locker, inappropriate touching, grabbing, or hugging.</p>	<p>L1: 1) Teacher discipline 2) Detention 3) ISS 4) OSS</p>



<p><b>Sexual Misconduct:</b> Unwelcome acts of a sexual nature committed by a student against another student without consent including, sexual advances, requests for sexual favors and/ or other verbal or physical conduct, including written communications of an intimidating, hostile or offensive nature, or action taken in retaliation for the reporting of such behavior.</p>	<p>Student sexual misconduct may include, but not limited to: unwelcome touching victim or when victim is forced to touch another person's body, coerced sexual intercourse, unwelcome sexual propositions, invitations, or other pressure for sex; implied or overt threats of a sexual nature; making gestures of a sexual nature; unwelcome sexual remarks about clothing, body, or sexual activities; and humor and jokes about sex that denigrate women or men in general.</p>	<p>L.: Suspension, legal action &amp; possible expulsion</p>
<p><b>Standing By as others Violate Rules:</b> In order to maintain safety and security in our schools, students are responsible for reporting serious violations of the Code of Behavior to teachers, administrators, or other appropriate staff members.</p>	<p>Watching or encouraging others who are breaking school rules.</p>	<p>L.:2 1) Detention 2) ISS 3) OSS</p>
<p><b>Theft - Minor:</b> Theft is forbidden because it is illegal and violates the rights of others and destroys the learning environment.</p>	<p>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.</p>	<p>L.: 2 1) Detention and Restitution 2) ISS 3) OSS (1 Day) 4) OSS (3 Days)</p>
<p><b>Theft - Major:</b> Theft is forbidden because it is illegal and violates the rights of others and destroys the learning environment.</p>	<p>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.</p>	<p>L.:4 Restitution, Suspension, legal action &amp; possible expulsion</p>
<p><b>Tobacco/Nicotine Violation:</b> 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.</p>	<p>Possession and/or use of cigarettes, snuff, cigars, pipes, dip, nicotine, vaping devices, or chewing tobacco to include lockers, personal belongings, and cars parked on school property at any time during school or any school activity.</p>	<p>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</p>
<p><b>Trespassing Violation:</b> 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.</p>	<p>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.</p>	<p>L4: Suspension</p>

<p><u>Unauthorized Sales:</u> Unauthorized sales are prohibited because they create disruptions.</p>	<p>Selling candy, gum, drinks, toys, or any other items not approved by the school.</p> <p>Exceptions: Selling items for an authorized school fundraiser during designated times.</p>	<p>L1: 1) Teacher discipline 2) Detention 3) ISS 4) OSS</p>
<p><u>Unsafe Behavior:</u> Unsafe behavior is not allowed because it endangers the safety of others and of the learning environment.</p>	<p>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.</p>	<p>L1: 1) Staff discipline 2) Detention 3) ISS 4) OSS</p>
<p><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.</p>	<p>Refer to Activities guide for Students and Parents</p>	<p>L2: 1) Detention 2) ISS 3) OSS (1 Day) 4) OSS (3 Days)</p>
<p><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.</p>	<p>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.</p>	<p>L3: 1) ISS (1 Day) 2) OSS (3 Days) 3) OSS (5 Days)</p> <p>Any vandalism can result in possible restitution, legal action</p>
<p><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.</p>	<p>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.</p>	<p>L4: Restitution, legal action, suspension</p> <p>Any vandalism can result in possible restitution, legal action</p>
<p><u>Verbal Assault on a Staff Member or Student:</u> The use of obscene or profane language, harassment, or threats on a staff member.</p>		<p>L4: Suspension</p>
<p><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</p>		<p>L4: Suspension, legal action &amp; possible expulsion</p>

who knows of a weapon and fails to report it.		
<u>Weapon Violation:</u> 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.

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.

### **Due Process**

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

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

## **Good Conduct Rule**

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

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

### **Activities Covered Under the Good Conduct Rule**

The following activities are covered by the Good Conduct Rule: 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, juhls, pods, vapes, nicotine oils)

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

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

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

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

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

the counter medicines, etc.

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

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

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

## Determination of Violation

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

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

## Notice of Violation to Student and Parent

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

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

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

A statement describing the penalty imposed

## Violation Consequences

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

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

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