



Red Oak Community School District
604 S Broadway
Red Oak, Iowa 51566
712.623.6600
www.redoakschooldistrict.com

Special Board of Directors Meeting/Work Session

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

Please Note Work Session will not be Available VIA Internet

November 7, 2022 – 5:30 pm

- Agenda -

- 1.0 Call to Order – Board of Directors President Bret Blackman
- 2.0 Roll Call – Board of Directors Secretary Deb Drey
- 3.0 Approval of the Agenda – President Bret Blackman
- 4.0 Communications
 - 4.1 Good News from Red Oak Schools
 - 4.2 Visitors and Presentations
- 5.0 Consent Agenda
 - 5.1 Review and Approval of Minutes from October 24, 2022 *pg 3-4*
 - 5.2 Review and Approval of Monthly Business Reports *pg 5-15*
 - 5.3 Personnel Considerations
 - 5.3.1 Hiring of Angel Girouex as Para Professional at Inman Elementary for the 2022-2023 school year
 - 5.3.2 Resignation of Jessie Bruning as Jr./Sr High Secretary effective November 11th, 2022, and High School Student Council Co-Sponsor effective at the end of the 2022-2023 school year
 - 5.3.3 Resignation of Barbara Sims as Jr./Sr. High Science Teacher effective at the end of the 2022-2023 school year
 - 5.4 Out of State Trips
 - 5.4.1 Boys Basketball to travel to Maryville Missouri on January 6th, 2023
- 6.0 General Business for the Board of Directors
 - 6.1 Old Business
 - 6.1.1 Discussion/Approval of 2nd reading of Board Policies 505-507 *pg 16-38*
 - 6.2 New Business

6.2.1 Discussion/Approval authorizing board secretary to pay November bills prior to formal approval on November 28, 2022, in accordance with Board Policy 705.3

6.2.2 Discussion/Approval of SBRC application for LEP (Limited English Proficiency) Beyond 5 Years in the amount of \$37,788.77

7.0 Reports – None

8.0 Next Regular Board of Directors Meeting: Monday, November 28, 2022– 5:30 pm
Red Oak Virtual Learning Center
Red Oak Jr./Sr. High

9.0 Adjournment

Board of Directors Work Session

- I. Larry Sigel will be reviewing and answering questions on current financial indicators and five-year projections, including property tax rates, unspent authorized budget, and solvency ratio.

Red Oak Community School District
Meeting of the Board of Directors
Meeting Location: Virtual Classroom/ Phone/Internet
Red Oak Junior Senior High School Campus
October 24, 2022

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

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 Johnson, second by Director 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

The High School Marching Band has completed their very successful season, earning a Division 1-Superior Rating at the State Marching Band Competition, 5th place finish at the Mid-Iowa Band Championships, 4th place finish at the Loess Hills Field Festival, and 2nd place finish at the Clarinda Band Jamboree.

James Gass was named an alternate for the bass/baritone section at the upcoming All-State Music Festival.

Anna Butz, Lilly Marsden, and Zoie Rohrig were named to the OPUS Honor Choir for 5th through 9th grade students.

The Middle School Cross Country team competed in the Washburn Classic Middle School State Championships with several members of the team medaling.

The High School Varsity Cross Country team competed in the state qualifying meet but had no one place in the top fifteen to qualify for the for the state meet.

The High School Volleyball team's season ended with a heartbreaking loss to Clarinda.

The High School Football team ended their season with a win over Chariton and a final record of 5-4.

Jane Chaillie's 2012 Griswold 1A State Championship Cross Country team was inducted into the KMA Sports Hall of Fame.

Consent Agenda

Motion by Director Carlson, second by Director Walker to approve the consent agenda, removing personnel item 5.3.2 to be acted on separately, including meeting minutes, monthly business reports, and personnel considerations. Motion carried unanimously.

Personnel Consideration

Motion by Director Carlson, second by Director Walker to accept the resignation of Deb Drey, School Business Official/Board Secretary effective June 30, 2023, with regrets. Motion carried unanimously.

Continuation of October 24, 2022, Meeting Minutes-Page 2

Board Polity Series 505-507

Motion by Director Walker, second by Director Johnson to approve the first reading of Board Polity Series 505-507. Motion carried unanimously.

Child Nutrition Program Van Purchase

Motion by Director DeVries, second by Director Carlson to approve the purchase of a van with a lift for the Child Nutrition Program at a cost not to exceed \$65,000. Motion carried unanimously.

Marzano Staff Development

Motion by Director Johnson, second by Director DeVries to approve on-site and virtual staff development and support for the Marzano Focused Growth and Evaluation Model at a cost of \$37,950. Motion carried unanimously.

Transportation Hard Surface Only Plan

Motion by Director Carlson, second by Director Walker to approve the Transportation Hard Surface Only Plan as presented for the 2022-2023 school year. Motion carried unanimously.

Adjournment

Motion by Director Walker, second by Director Carlson to adjourn the meeting at 6:27 p.m. Motion carried unanimously.

Next Board of Directors Meeting

Monday, November 7, 2022 – 5:30 p.m.
Virtual Classroom/Phone/Internet
Red Oak Junior Senior High School Campus

Bret Blackman, President

Deb Drey, Board Secretary

RED OAK COMMUNITY SCHOOLS 2022 OCTOBER RECONCILIATION REPORT

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	GENERAL FUND	MANAGEMENT	PHYSICAL PLANT	AND DEBT SERVICE	SAVE TAXES/REV BONDS	BEFORE/AFTER SCHOOL	
Beg. Balance 10-01-2022	\$ 3,863,987.61	\$ 1,106,340.09	\$ 2,890,385.65	\$ 504,585.52	\$ 2,502,838.15	\$ 8,049.79	
Revenue	\$ 2,326,308.90	\$ 117,539.08	\$ 256,390.34	\$ 752,834.00	\$ 66,183.97		
Expenditure	\$ 1,007,192.95		\$ 2,978.20		\$ 73,611.67		
Balance 10-31-2022	\$ 5,183,103.56	\$ 1,223,879.17	\$ 3,143,797.79	\$ 1,257,419.52	\$ 2,495,410.45	\$ 8,049.79	
Balance 10-31-2021	\$ 3,962,436.65	\$ 1,428,047.08	\$ 13,311,660.28	\$ 2,843,838.19	\$ 1,248,345.01	\$ 1,970,393.99	\$ 8,049.79

Checking Account .33%	Checking Account	\$ 13,327,066.14
	ISJIT	
	Petty Cash	\$ 100.00
	Outstanding Checks	\$ 15,505.86
		\$ 13,311,660.28

	ACTIVITY FUND	NUTRITION FUND
Beg. Balance 10-01-2022	\$ 122,376.62	\$ 533,049.60
Revenue	\$ 48,936.82	\$ 96,137.80
Expenditure	\$ 47,769.62	\$ 66,854.81
Balance 10-31-2022	\$ 123,543.82	\$ 562,332.59

Balance 10-31-2021	\$ 158,252.99	\$ 260,337.13
Checking Account .33%	\$ 135,032.21	\$ 626,783.91
Petty Cash Boxes	\$ 1,200.00	\$ -
Outstanding cks	\$ 12,688.39	\$ 64,451.32
	\$ 123,543.82	\$ 562,332.59

Capital Projects Fund

	2020-2021		2021-2022		2022-2023
Beg Balance (July 1)	\$1,888,719	Beg Balance (July 1)	\$1,830,921	Beg Balance (July 1)	\$2,264,484
Add: Revenue		Add: Revenue		Add: Revenue	
1¢ Sales Tax	\$950,493	1¢ Sales Tax	\$1,247,814	1¢ Sales Tax	\$526,954
Interest	\$3,688	Interest	\$4,218	Interest	\$1,919
Subtotal	\$2,842,900	Subtotal	\$3,082,954	Subtotal	\$2,793,357
LESS: Expenditures		LESS: Expenditures		LESS: Expenditures	
Chrome Book Lease	\$10,097	Chromebook Lease	\$10,097	Revenue Bond Payment	\$73,612
ROECC Construction Exp	\$7,768	Record FB/BB Fields Deed	\$22	FY22 Expense Paid in FY23	\$3,500
Admin Office Const Exp	\$7,696	Revenue Bond Payment	\$73,807	Revenue Bond Payment	\$73,612
District Signage	\$28,312	Revenue Bond Payment	\$73,807	Revenue Bond Payment	\$73,612
Trans Office Const Exp	\$1,998	Revenue Bond Payment	\$73,801	Revenue Bond Payment	\$73,612
Trans Office Const Exp	\$5,600	Revenue Bond Payment	\$73,807	Revenue Bond Payment	\$73,612
Rev Bond Pymt Transfer	\$221,920	District Signage	\$9,895		
Jerry's Basement Waterproof	\$821	Revenue Bond Payment	\$73,807		
Trans Office Const Exp	\$984	Revenue Bond Payment	\$73,807		
Rev Bond Pymt Transfer	\$73,973	Revenue Bond Payment	\$73,807		
Trans Office Const Exp	\$1,521	Revenue Bond Payment	\$73,807		
ROECC Abstract	\$345	Revenue Bond Payment	\$73,807		
ROECC Construction Exp	\$5,785	Revenue Bond Payment	\$73,807		
Chrome Book Lease	\$30,620	Revenue Bond Payment	\$73,807		
Rev Bond Pymt Transfer	\$147,946	Track Incorrectly Coded	-\$3,500		
Boyd Jones-Admin Center	\$6,755				
Rev Bond Pymt Transfer	\$73,973				
ROECC Lighting	\$822				
Consession Stand Breaker	\$852				
Rev Bond Pymt Transfer	\$73,973				
Rev Bond Pymt Transfer	\$73,973				
Rev Bond Pymt Transfer	\$73,973				
ASI Signage	\$1,236				
Rev Bond Pymt Transfer	\$73,973				
ASI Signage	\$13,090				
Rev Bond Pymt Transfer	\$73,973				
Subtotal	\$0	Subtotal	\$828,387	Subtotal	\$297,947
Fund Balance	\$2,842,900	Fund Balance	\$2,254,567	Fund Balance	\$2,495,410

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PHYSICAL PLANT AND EQUIPMENT LEVY

2020-2021
Beginning Balance (July 1) \$2,329,854.73

2021-2022
Beginning Balance (July 1) \$ 2,726,998.24

2022-2023
Beginning Balance (July 1) \$ 3,193,485.61

Add: Revenue
Property Taxes \$137,149.56
Voted PPEL \$420,570.90
Voted PPEL Surtax \$493,222.30
Utility/ Replacement Tax \$3,864.00
Utility Replacement Tax (SAVE) \$13,925.08
Mobile Home Tax \$61.01
Voted PPEL Mobile Home \$188.87
Military Credit \$41.22
Military Credit (SAVE) \$115.82
Commercial Industrial tax \$2,160.74
Commercial Ind. Voted PPEL \$7,786.86
Interest \$5,392.12

Add: Revenue
Property Taxes \$ 130,392.46
Voted PPEL \$ 446,494.67
Voted PPEL Surtax \$ 174,559.79
Utility/ Replacement Tax \$ 3,566.87
Utility Replacement Tax (SAVE) \$ 16,751.07
Mobile Home Tax \$ 45.81
Voted PPEL Mobile Home \$ 269.31
Military Credit \$ 31.27
Military Credit (SAVE) \$ 0.56
Commercial Industrial tax \$ 2,101.92
Commercial Ind. Voted PPEL \$ 3,814.88
Interest \$ 5,991.65
Sale of Vacant Lot \$ 2,000.00

Add: Revenue
Property Taxes \$ 66,981.19
Voted PPEL \$ 220,448.85
Voted PPEL Surtax \$ 1,850.86
Utility/ Replacement Tax \$ 6,694.53
Utility Replacement Tax (SAVE) \$ 48.57
Mobile Home Tax \$ 21.75
Voted PPEL Mobile Home \$ 0.16
Military Credit \$ 0.57
Commercial Industrial tax
Commercial Ind. Voted PPEL
Interest \$ 2,438.15

Prior Year Expenditure
ERATE Reimbursement

Subtotal \$1,084,478.48

Subtotal \$ 786,020.26

Subtotal \$ 298,464.63

TOTAL AVAILABLE \$3,414,333.21

TOTAL AVAILABLE \$ 3,513,018.50

TOTAL AVAILABLE \$ 3,491,950.24

LESS: Expenditures
Chrome Book Lease \$84,589.28
Frontline Software \$16,264.13
Forecasts \$22,158.00
School Bus Lease \$61,602.40
RO Chrysler-Ford Transport Van \$33,987.85
Chrome Book Lease \$308.00
Rent Council Bluffs Sp Ed \$728.08
Rent Council Bluffs Sp Ed \$732.80
Rent Council Bluffs Sp Ed \$759.74
Rent Council Bluffs Sp Ed \$791.55
Rent Council Bluffs Sp Ed \$1,346.07
Infinite Campus Software Renewal \$23,233.00
Rent Council Bluffs Sp Ed \$803.32
Rent Council Bluffs Sp Ed \$805.35
Rent Council Bluffs Sp Ed \$803.80

LESS: Expenditures
Frontline License Renewals \$ 17,052.94
US Bank-Chromebook Lease Payment \$ 84,897.28
Forecasts \$ 14,426.00
Software Unlitrated \$ 8,195.00
Heartland Insealators \$ 5,120.00
Bus Lease \$ 61,602.40
Rent Council Bluffs Sp Ed \$ 259.08
Rent Council Bluffs Sp Ed \$ 2,202.60
Track Resurfacing \$ 4,000.00

LESS: Expenditures
Chrome Book Lease (Double Payment) \$ 169,794.56
Frontline Slicense Renewals \$ 41,560.28
FY22 Expenses Paid in FY23 \$ 18,715.00
Boiler Construction Documents \$ 7,000.00
Portable Rental \$ 34,356.02
Bus Lease \$ 61,602.40
Garage Doors-Bus Barn \$ 11,608.00
Chrome Book Lease (Double Pyrnt Refund) \$ (84,897.28)
Portable Rental \$ 3,015.34
Press Box Chairs \$ 419.93
Track Resurfacing \$ 82,000.00
Portable Rental \$ 2,978.20

Subtotal \$248,913.37
Cash Balance \$3,165,419.84

Subtotal \$ 197,755.30
Cash Balance \$ 3,315,263.20

Subtotal \$ 348,152.45
Cash Balance \$ 3,143,797.79



Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
Checking Account ID 1	Fund Number 10	OPERATING FUND
BATTEN SANITATION SERVICE	103122BS	5,945.00
10 9010 2630 000 0000 421	Admin/BBF/Bancroft/Webster 10/2022	275.00
10 0109 2630 000 0000 421	Jr/Sr HS Sanitation 10/2022	1,890.00
10 0418 2630 000 0000 421	IES Sanitation 10/2022	1,890.00
10 0445 2630 000 0000 421	ROECC Sanitation 10/2022	1,890.00
Vendor Name BATTEN SANITATION SERVICE		<u>5,945.00</u>
BUSINESS SOLVER.COM INC	102522BS	6,417.05
10 9010 1000 100 8018 270	Retiree Health Insurance 12/2022	6,417.05
Vendor Name BUSINESS SOLVER.COM INC		<u>6,417.05</u>
CAMBLIN MECHANICAL INC	40504	872.26
10 0109 2620 000 0000 432	Switch/Damper Repair - HS	872.26
CAMBLIN MECHANICAL INC	40548	2,106.13
10 0109 2620 000 0000 432	Condensor Motor Replacment - HS	2,106.13
Vendor Name CAMBLIN MECHANICAL INC		<u>2,978.39</u>
CAPITAL SANITARY SUPPLY CO.	060610A	498.90
10 9010 2620 000 0000 618	Black Trash Bags	216.38
10 9010 2620 000 0000 618	Natural Trash Bags	282.52
CAPITAL SANITARY SUPPLY CO.	060901	48.40
10 9010 2620 000 0000 618	Polish Pads for Floor Scrubber	48.40
Vendor Name CAPITAL SANITARY SUPPLY CO.		<u>547.30</u>
CDW GOVERNMENT, INC.	09555	1,257.84
10 9010 2235 000 4045 618	Lenovo ThinkPad C14	1,257.84
Vendor Name CDW GOVERNMENT, INC.		<u>1,257.84</u>
CENTURY LINK	102522CL	1,268.19
10 9010 2490 000 0000 530	District Long Distance	1,268.19
Vendor Name CENTURY LINK		<u>1,268.19</u>
CHAT MOBILITY	101522CM	108.30
10 9010 2510 000 0000 532	Admin Mifi's	108.30
Vendor Name CHAT MOBILITY		<u>108.30</u>
CHEMSEARCH	4999617	478.76
10 0418 2640 000 0000 433	IES Water Treatment Boiler	478.76
Vendor Name CHEMSEARCH		<u>478.76</u>
CHROMEBOOK PARTS.COM	149254	780.89
10 9010 2235 000 0000 618	Lenovo 11 300e Chromebook Audio Board	25.98
10 9010 2235 000 0000 618	Lenovo 11 300e Gen 2 (AMD)	7.99
10 9010 2235 000 0000 618	Lenovo 11 300e Gen 2 (AMD) Chromebook LC	539.95
10 9010 2235 000 0000 618	Lenovo 11 300e Gen 2 (AMD) Chromebook Mo	199.98
10 9010 2235 000 0000 618	Lenovo 11 300e Gen 2 (MediaTek) Chromeb	6.99

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Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
Vendor Name	CHROMEBOOK PARTS.COM	780.89
CITY OF RED OAK	103122CORO	1,482.03
10 9010 2620 000 0000 411	Admin/BB/BBF/FBF Water 10/2022	200.21
10 0109 2620 000 0000 411	Jr/Sr HS Water 10/2022	466.38
10 0418 2620 000 0000 411	IES Water 10/2022	595.85
10 0445 2620 000 0000 411	ROECC Water 10/2022	219.59
Vendor Name	CITY OF RED OAK	1,482.03
CREXENDO BUSINESS SOLUTIONS, INC	57441	1,426.09
10 9010 2510 000 0000 532	October 2022 Phone Internet	1,426.09
Vendor Name	CREXENDO BUSINESS SOLUTIONS, INC	1,426.09
DICKEL DUIT OUTDOOR POWER, INC.	59776	63.63
10 9010 2640 000 0000 618	Oil Filter Mower	39.00
10 9010 2640 000 0000 618	Air Filter Mower	24.63
Vendor Name	DICKEL DUIT OUTDOOR POWER, INC.	63.63
DISCOUNT SCHOOL SUPPLY	P41732040102	593.76
10 0445 1000 460 3117 618	Orbs	79.84
10 0445 1000 460 3117 618	Eye Stickers	57.16
10 0445 1000 460 3117 618	Mobile Drying Rack	249.99
10 0445 1000 460 3117 618	Sponge Painting	69.99
10 0445 1000 460 3117 618	Tempera Paint Sticks	136.78
Vendor Name	DISCOUNT SCHOOL SUPPLY	593.76
DOVEL REFRIGERATION	601018	92.50
10 0109 2620 000 0000 432	Service Call on Steamer	92.50
DOVEL REFRIGERATION	6010180	250.00
10 0109 2620 000 0000 432	Move Cooler to IES	250.00
DOVEL REFRIGERATION	6010182	92.50
10 0418 2620 000 0000 432	Cleaned Mineral Buildup Steamers	92.50
Vendor Name	DOVEL REFRIGERATION	435.00
ENERGY ASSOCIATION OF IOWA SCHOOLS	1317	6,500.00
10 9010 2670 000 0000 490	District Radon Testing/PD	500.00
10 0109 2670 000 0000 618	Jr/Sr HS Radon Testing Kits	3,000.00
10 0418 2670 000 0000 618	IES Radon Testing Kits	2,000.00
10 0445 2670 000 0000 618	ROECC Radon Testing Kits	1,000.00
Vendor Name	ENERGY ASSOCIATION OF IOWA SCHOOLS	6,500.00
FAREWAY FOOD STORES	102122FW	90.66
10 0109 1300 340 0000 612	Groceries for FACS Class	90.66
FAREWAY FOOD STORES	102522FW	24.94
10 0109 1300 340 0000 612	Groceries for FACS Class	24.94
FAREWAY FOOD STORES	102622FW	5.29
10 0109 1300 340 0000 612	Milk for FACS Class	5.29
FAREWAY FOOD STORES	RS102422FW	39.25
10 0109 1300 340 0000 612	Groceries for FACS Class	39.25
FAREWAY FOOD STORES	RS102822FW	326.51
10 0109 1300 340 0000 612	Groceries for FACS Class	326.51
Vendor Name	FAREWAY FOOD STORES	486.65

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Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
FASTENAL COMPANY	89283	4.98
10 0418 2620 000 0000 618	IES Washers	4.98
FASTENAL COMPANY	89382	99.47
10 0445 2620 000 0000 618	ROECC Mounting Hardware	99.47
Vendor Name FASTENAL COMPANY		<u>104.45</u>
HEALTHY TURF LANDSCAPING, INC	7524	450.00
10 9010 2630 000 0000 435	Fall Fertilizer Fall 2023	450.00
Vendor Name HEALTHY TURF LANDSCAPING, INC		<u>450.00</u>
INSTRUCTIONAL EMPOWERMENT INC	29672	33,000.00
10 9010 2213 132 3376 320	FTEM Introduction & Overview; FTEM Ident	24,178.37
10 9010 2213 131 3202 320	Mentoring/Professional Educational	8,821.63
INSTRUCTIONAL EMPOWERMENT INC	29679	4,950.00
10 9010 2213 132 3376 320	FTEM: Identifying Critical Content - 3 h	4,950.00
Vendor Name INSTRUCTIONAL EMPOWERMENT INC		<u>37,950.00</u>
LAKESHORE LEARNING CO.	20221101	1,358.08
10 0418 1000 100 8001 612	PTO: IES Instructional Supplies	1,173.13
10 0418 1200 431 4501 618	Supplies for Title Night	184.95
LAKESHORE LEARNING CO.	646517103122	2,842.31
10 0445 1000 460 3117 612	ROECC Instructional Supplies	2,842.31
Vendor Name LAKESHORE LEARNING CO.		<u>4,200.39</u>
LESSONPIX, INC	7647	486.00
10 0418 1200 214 3302 612	LessonPix for Elem Level II	162.00
10 0445 1200 217 3303 612	LessonPix for PK Level III	40.00
10 0418 1200 217 3303 612	LessonPix for Elem Level III	162.00
10 0109 1200 217 3303 612	LessonPix for HS Level III	81.00
10 0445 1200 214 3302 612	LessonPix for PK Level II	41.00
Vendor Name LESSONPIX, INC		<u>486.00</u>
MATHESON TRI-GAS	26572242	25.18
10 0109 1300 370 0000 612	.035 Welding Tips	25.18
Vendor Name MATHESON TRI-GAS		<u>25.18</u>
MEDIACOM	102122INTMC	1,550.00
10 9010 2236 000 0000 536	District Internet - 10/22	1,550.00
MEDIACOM	102122MC	236.90
10 9010 2236 000 0000 536	FBF PRI Lines 10/22	236.90
MEDIACOM	102122PRIMC	890.71
10 9010 2236 000 0000 536	District PRI Lines - 10/22	890.71
Vendor Name MEDIACOM		<u>2,677.61</u>
MIDAMERICAN ENERGY	101822MAE	20,347.48
10 0109 2620 000 0000 622	Jr/Sr HS Electricity 10/2022	11,043.40
10 0418 2620 000 0000 622	IES Electricity 10/2022	6,372.01
10 0445 2620 000 0000 622	ROECC Electricity 10/2022	2,316.42
10 9010 2620 000 0000 622	Admin Office Elec 10/22	163.73
10 9010 2620 000 0000 622	FBF/BBF Electricity 10/2022	71.63

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Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
10 9010 2620 000 0000 622	Bancroft Electricity 10/2022	57.70
10 9010 2620 000 0000 622	Bus Barn Electricity 10/2022	322.59
Vendor Name MIDAMERICAN ENERGY		<u>20,347.48</u>
ONESOURCE THE BACKGROUND CHECK COMPANY	20221031/202 2090495	97.50
10 9010 2310 000 0000 340	Background Checks - 10/2022	97.50
Vendor Name ONESOURCE THE BACKGROUND CHECK COMPANY		<u>97.50</u>
OREILLY AUTO PARTS	194569	54.95
10 9010 2650 000 0000 618	Oil Filter	11.97
10 9010 2650 000 0000 618	5 Quarts Bulk	33.99
10 9010 2650 000 0000 618	1 Quart Oil	8.99
Vendor Name OREILLY AUTO PARTS		<u>54.95</u>
QUILL CORP.	28425866/284 39359	37.24
10 0445 1000 460 3117 618	Scotch Masking Tape	10.76
10 0445 1000 460 3117 618	Mini Wooden Craft Sticks	26.48
QUILL CORP.	28621515	81.20
10 0109 2410 000 0000 618	Cash Receipt Books	81.20
Vendor Name QUILL CORP.		<u>118.44</u>
RED OAK DO IT CENTER	104181	17.46
10 0445 2620 000 0000 618	ROECC P Trap	17.46
Vendor Name RED OAK DO IT CENTER		<u>17.46</u>
RED OAK HARDWARE HANK	103122ROHH-2	49.44
10 0418 2410 000 0000 611	Batteries	26.99
10 0418 1000 100 8001 612	PTO - Painters Tape	22.45
RED OAK HARDWARE HANK	103122ROHH-3	5.39
10 0418 1000 100 8001 612	3M hook for Classroom	5.39
RED OAK HARDWARE HANK	103122ROHH-4	18.87
10 0418 2410 000 0000 611	3M Hooks for IES	18.87
Vendor Name RED OAK HARDWARE HANK		<u>73.70</u>
RISER INC	3209	1,150.00
10 0109 2620 000 0000 432	Fan Board Repair	1,150.00
Vendor Name RISER INC		<u>1,150.00</u>
RIVERSIDE TECHNOLOGIES, INC	365252-IN	680.04
10 9010 2235 000 0000 618	Meraki MT 11 Temperature Sensor	425.44
10 9010 2235 000 0000 618	Glycol Sensor for Meraki MT 11	254.60
RIVERSIDE TECHNOLOGIES, INC	365593-IN	24,801.70
10 0109 2235 000 4045 618	Cables, Installation Services	24,801.70
RIVERSIDE TECHNOLOGIES, INC	366069-IN	1,400.00
10 9010 2235 000 0000 359	Managed Services 11/2022	1,400.00
Vendor Name RIVERSIDE TECHNOLOGIES, INC		<u>26,881.74</u>
SCHOLASTIC, INC.	42700817	220.40
10 0109 1000 100 8017 641	The Hobbit Class Set	220.40
Vendor Name SCHOLASTIC, INC.		<u>220.40</u>

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Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
SCHOOL BUS SALES	01P30596	67.00
10 9010 2700 000 0000 618	License Plate Lights (2) - Bus #13	67.00
Vendor Name SCHOOL BUS SALES		<u>67.00</u>
SCHOOL SPECIALTY LATTA DIV.	1026306511	202.54
10 0418 1000 100 8001 612	PTO Supplies	17.34
10 0418 1200 217 3303 612	SPED: Laminating pouches	185.20
SCHOOL SPECIALTY LATTA DIV.	208131237343	165.80
10 0418 1200 431 4501 618	Title - Items for Title Night	165.80
SCHOOL SPECIALTY LATTA DIV.	208131276423	581.80
10 0109 1000 100 0000 612	50 Texas Instruments TI-30 Calculators	581.80
Vendor Name SCHOOL SPECIALTY LATTA DIV.		<u>950.14</u>
SELLERS PEST CONTROL-ART SELLERS	31018	175.00
10 9010 2620 000 0000 425	10/22 District Pest Control	175.00
Vendor Name SELLERS PEST CONTROL-ART SELLERS		<u>175.00</u>
SOUTHWESTERN COMMUNITY COLLEGE	RED 1009	1,999.84
10 0109 1000 100 0000 565	Book Fees - College Courses	1,999.84
Vendor Name SOUTHWESTERN COMMUNITY COLLEGE		<u>1,999.84</u>
STANDARD INSURANCE COMPANY, THE	101722SD	303.70
10 9010 1000 100 8018 270	Retiree Dental Premium	303.70
Vendor Name STANDARD INSURANCE COMPANY, THE		<u>303.70</u>
UPPER EDGE TECHNOLOGIES INC	66669/66773	1,880.00
10 9010 2235 000 0000 618	HP ProBook x360 11 EE LCD Touch Assembly	1,400.00
10 9010 2235 000 0000 618	Lenovo 300e 2nd Gen Motherboard	480.00
Vendor Name UPPER EDGE TECHNOLOGIES INC		<u>1,880.00</u>
US CELLULAR	101222USC	752.01
10 9010 2490 000 0000 532	Maintenance Phones (4)	186.44
10 9010 2490 000 0000 532	Technology Phones (2)	93.22
10 0418 2410 000 0000 532	IES Sam/Dean Phones (2)	93.22
10 0109 2410 000 0000 532	Jr/Sr HS Principal Phones (2)	93.22
10 9010 2510 000 0000 532	Business Mgr Phone (1)	46.61
10 9010 2510 000 0000 532	FBF/BBF Mifi	146.58
10 9010 2490 000 0000 530	Bus Barn Phones (2)	92.72
Vendor Name US CELLULAR		<u>752.01</u>
VANDERHOOF, LORI	103122LV	47.50
10 0418 1000 100 0000 580	October Mileage	47.50
Vendor Name VANDERHOOF, LORI		<u>47.50</u>
VISUAL EDGE IT dba COUNSEL	23ar1130960	14.95
10 9010 2520 000 0000 618	Surcharge Overage	14.95
VISUAL EDGE IT dba COUNSEL	23ar1130971	2,653.96

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User ID: HARRISH

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
10 9010 2520 000 0000 618	Steady Serve/Surcharge	27.94
10 9010 2520 000 0000 618	Admin Copier Clicks 10/2022	72.75
10 0445 1000 100 0000 359	ROECC Copier Clicks 10/2022	167.96
10 0109 1000 100 0000 359	Jr/Sr HS Copier Clicks 10/2022	788.62
10 0418 1000 100 0000 359	IES Copier Clicks 10/2022	1,596.69
VISUAL EDGE IT dba COUNSEL	23AR1134409	45.99
10 0418 1000 100 0000 359	Staples for Copiers	45.99
Vendor Name VISUAL EDGE IT dba COUNSEL		<u>2,714.90</u>

Wells Fargo Financial Leasing, Inc.	502444062	1,215.50
10 0418 1000 100 0000 359	IES Copier Lease - 10/22	331.50
10 0109 1000 100 0000 359	Jr/Sr HS Copier Lease - 10/22	552.50
10 0445 1000 100 0000 359	ROECC Copier Lease - 10/22	221.00
10 9010 2520 000 0000 618	Admin Copier Lease - 10/22	110.50
Vendor Name Wells Fargo Financial Leasing, Inc.		<u>1,215.50</u>

Fund Number 10 135,729.77

Checking Account ID 1	Fund Number 33	CAPITAL PROJECTS - LOST
ALLEY, POYNER, MACCHIETTO, ARCHITECTURE, INC	22025-1	9,716.51
33 9010 4700 000 0000 450	Building Master Plan	9,716.51
Vendor Name ALLEY, POYNER, MACCHIETTO, ARCHITECTURE, INC		<u>9,716.51</u>

Fund Number 33 9,716.51

Checking Account ID 1		145,446.28
Checking Account ID 2	Fund Number 61	SCHOOL NUTRITION FUND
BAUMAN, JEANNE	110322JB	31.26
61 0109 3110 000 0000 580	Mileage Reimbursement	31.26
Vendor Name BAUMAN, JEANNE		<u>31.26</u>

DOVEL REFRIGERATION	6009987	1,029.00
61 9010 3110 000 0000 739	Freezer for Jr/Sr HS	1,029.00
Vendor Name DOVEL REFRIGERATION		<u>1,029.00</u>

HOWIE, MEGAN/MATTHEW	110322MMH	36.20
61 483 000 0000 000	Lunch Account Refund	36.20
Vendor Name HOWIE, MEGAN/MATTHEW		<u>36.20</u>

Fund Number 61 1,096.46

Checking Account ID 2		1,096.46
Checking Account ID 3	Fund Number 21	STUDENT ACTIVITY FUND
AUDUBON HIGH SCHOOL	050322AHS	100.00
21 0109 1400 920 6840 810	Boys Track Fee RE-ISSUE	100.00
Vendor Name AUDUBON HIGH SCHOOL		<u>100.00</u>

CHARITON HIGH SCHOOL	100	550.00
21 0109 1400 920 6600 580	Travel Expenses Chariton FB	550.00
Vendor Name CHARITON HIGH SCHOOL		<u>550.00</u>

CR GRAPHICS LLC	325	924.48
21 0109 1400 950 7407 618	FFA Shirts	924.48

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Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
Vendor Name CR GRAPHICS LLC		<u>924.48</u>
DANSCO	37215A	2,639.60
21 0109 1400 920 6600 618	Protective Equip: Helmets/Shoulder Pads	2,639.60
DANSCO	37215B	1,124.85
21 0109 1400 920 6600 618	Football Helmets - Protective Equipment	1,124.85
Vendor Name DANSCO		<u>3,764.45</u>
GRADUATION SOURCE	20221101	1,085.35
21 0109 1400 950 7421 618	GRADUATION GOWNS	1,031.65
21 0109 1400 950 7421 618	SHIPPING	53.70
Vendor Name GRADUATION SOURCE		<u>1,085.35</u>
HOBBIE, MATTHEW	102622MH	140.00
21 0109 1400 920 6720 340	V FB Official	140.00
Vendor Name HOBBIE, MATTHEW		<u>140.00</u>
MACE, ROBBIE	102622RM	140.00
21 0109 1400 920 6720 340	V FB Official	140.00
Vendor Name MACE, ROBBIE		<u>140.00</u>
MUSIC THEATRE INTERNATIONAL	7695500	1,722.80
21 0109 1400 910 6210 618	Three Performances x 415.00	1,245.00
21 0109 1400 910 6210 618	Score and Script Rental	477.80
Vendor Name MUSIC THEATRE INTERNATIONAL		<u>1,722.80</u>
OLSON, TOM	102622TO	140.00
21 0109 1400 920 6720 340	V FB Official	140.00
Vendor Name OLSON, TOM		<u>140.00</u>
PULLIAM, GREG	102622GP	140.00
21 0109 1400 920 6720 340	V FB Official	140.00
Vendor Name PULLIAM, GREG		<u>140.00</u>
RED OAK HARDWARE HANK	103122ROHH	543.95
21 0109 1400 920 6810 618	Girls Basketballs	543.95
RED OAK HARDWARE HANK	103122ROHH-1	543.95
21 0109 1400 920 6600 618	Boys Basketballs	543.95
RED OAK HARDWARE HANK	103122ROHH-5	161.04
21 0109 1400 910 6110 618	HS Play Supplies	161.04
Vendor Name RED OAK HARDWARE HANK		<u>1,248.94</u>
REGAN, ANDY	102622AR	140.00
21 0109 1400 920 6720 340	V FB Official	140.00
Vendor Name REGAN, ANDY		<u>140.00</u>
SCALES SALES & SERVICE INC	31865	47.48
21 0109 1400 920 6600 618	AC Adaptor - Wrestling Scale	47.48
Vendor Name SCALES SALES & SERVICE INC		<u>47.48</u>
WEST MUSIC CO.	2211501	73.95

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User ID: HARRISH

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
21 0109 1400 910 6210 618	All State Music	73.95
Vendor Name WEST MUSIC CO.		<u>73.95</u>
Fund Number 21		<u>10,217.45</u>
Checking Account ID 3		<u>10,217.45</u>

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505.1 - Student Government

The student council provides for student activities, serves as a training experience for student leaders, promotes the common good, gives students a share in the management of the school, develops high ideals of personal conduct, acts as a clearinghouse for student activities, seeks to interest students in school district affairs and helps solve problems that may arise. Members of the council are student representatives who have direct access to the administration.

The principal, in conjunction with the students and licensed employees, will set forth the guidelines for the student government's elections, operations, and other elements of the government.

Approved August 27, 2018

Reviewed ~~August 27, 2018~~ October 24, 2022

Revised ~~August 27, 2018~~

505.2 - Student Organizations

No student organization shall exist which is not approved by the board. The superintendent shall determine qualifications and regulations for student groups and make recommendations to the board for groups seeking approval. Applications for organizing shall be relayed to the superintendent through the building principal.

Secondary school student-initiated, noncurriculum-related groups and student curriculum-related groups, upon receiving permission from the principal, may use school facilities for group meetings during non-instructional time.

Non-instructional time will mean any time before the first period of the day and after the last period of the day in which any student attends class. Meetings will not interfere with the orderly conduct of the education program or other school district operations. It is within the discretion of the principal to determine whether the meetings will interfere with the orderly conduct of the education program or other school district operations. Activities relating to and part of the education program will have priority over the activities of another organization.

Curriculum-Related Organizations

It will also be the responsibility of the principal to determine whether a student group is curriculum-related. One or more of the following questions will be answered affirmatively if the group is curriculum-related:

- Is the subject matter of the group actually taught in a regularly offered course?
- Will the subject matter of the group soon be taught in a regularly offered course?
- Does the subject matter of the group concern the body of courses as a whole?
- Is participation in the group required for a particular course?
- Does participation in the group result in academic credit?

Secondary school curriculum-related student organizations may use the school district facilities for meetings and other purposes before and after the instructional school day. Employees are assigned to monitor approved meetings and may interact with curriculum-related organizations.

Noncurriculum-Related Organizations

Student-initiated, noncurriculum-related organizations are provided access to meeting space and school district facilities.

Only students may attend and participate in meetings of noncurriculum-related groups. Such attendance is strictly voluntary and student-initiated. As a means of determining whether a student's attendance is voluntary, the principal may require parental consent for the student to attend the meetings.

Employees will be assigned to monitor approved meetings. Employees will not participate in the meeting or assist in planning, criticizing, or encouraging attendance. Only students may be involved in and attend the noncurriculum group's meetings.

Approved August 27, 2018

Reviewed ~~August 27, 2018~~ October 24, 2022

Revised ~~August 27, 2018~~

505.3 - Student Publications

Students may produce official school publications as part of the curriculum under the supervision of a faculty advisor and the principal. Official school publications include material produced in the journalism, newspaper, yearbook, or writing classes and distributed to the student body either free or for a fee.

Any expression made by students, including student expression in official school publications, is not an expression of official school policy. The school district, the board, and the employees or officials are not liable in any civil or criminal action for any student expression made or published by students unless the employees or officials have interfered with or altered the content of the student speech or expression. The liability, if any, is only to the extent of the interference or alteration of the speech or expression.

Official school publications are free from prior restraint by employees or officials except as provided by law. A faculty advisor will supervise student writers to maintain professional standards of English and journalism and to comply with the law including, but not limited to, the restrictions against unlawful speech. The production of official school publications is guided by the law and by the ethical standards adopted by professional associations or societies of journalism.

Persons, other than students, who believe they have been aggrieved by student expression in a student-produced official school publication will follow the grievance procedure outlined in board policy 214.1. Students who believe their freedom of expression in a student-produced official school publication has been restricted will follow the grievance procedure outlined in board policy.

The superintendent is responsible for developing a student publications code. This code will include, but not be limited to, reasonable rules including time, place, and manner of restrictions. The superintendent will also be responsible for distributing this board policy and the student publications code to the students and their parents.

Approved August 27, 2018

Reviewed ~~August 27, 2018~~ October 24, 2022

Revised August 27, 2018

505.4 - Student Performances

Students, as part of the education program, may participate in contests or other public and private events approved by the superintendent that will be of benefit to the student and the education program. Performance at such events is a privilege.

Students, who perform at such events, serve as ambassadors of the school district and must conduct themselves in the same manner as required in the regular school day. Students who fail to abide by this policy and the administrative regulations supporting it may be subject to disciplinary measures.

Students will be allowed to perform in these events only with proper permission and supervision and when the events do not disrupt the education program or other school district operations. The events must be approved by the superintendent, unless it involves unusual travel and expense, in which case the board must approve of the performance.

In determining whether to approve a student performance, the superintendent shall consider the following guidelines:

- Performances by student groups below the high school level should be allowed on a very limited basis;
- All groups of students should have an opportunity to participate; and,
- Extensive travel by one group of students should be discouraged.

It is within the discretion of the superintendent to determine whether the event will benefit the education program and the participating students. Contests or other performances by students unapproved by the superintendent are the responsibility of the parent and the student.

Approved August 27, 2018

Reviewed ~~August 27, 2018~~ October 24, 2022

Revised August 27, 2018

505.5 - Student Fund Raising

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

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

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

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

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

All funds generated from district-sponsored student fundraising will be placed in the district's student activity fund.

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

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

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

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

Legal Reference:

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

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Iowa Code § 279.8.

Approved August 23, 2021

Reviewed ~~August 23, 2021~~ October 24, 2022

Revised ~~August 23, 2021~~

505.6 - Student Activity Program

Participation in school activities is a privilege. School activities provide the benefits of promoting additional interests and ability in the students during their school years and for their lifetime. The purposes of the student activity program are (a) to provide an outlet for student interests; (b) to contribute to the physical, mental, social, emotional and civic development of students; (c) to allow students to participate in individual and group activities; and (d) to foster the development of leisure-time activities.

Every student shall be encouraged to participate in at least one school-sponsored activity or contest. Any eligible student may elect to participate in the extra-curricular activities of the student's choice. No coercion shall be used to force a student to participate in an activity. A student shall not be required to participate in one activity in order to be eligible to participate in another activity.

Students will have an opportunity to participate in a school activity unless the activity is not offered or the student cannot participate for disciplinary reasons. If the activity is an intramural or interscholastic athletic activity, students of the opposite sex will have a comparable opportunity for participation. Comparable opportunity does not guarantee boys and girls will be allowed to play on each other's teams when there are athletic activities available that will allow both boys and girls to reap the benefits of school activities, which are the promotion of additional interests and abilities in the students.

All student activities affiliated with the school must be under the direction of school personnel.

Student activity events must be approved by the superintendent unless they involve unusual travel expense, in which case the board will take action. The events must not disrupt the education program or other school district operations.

A high school student who participates in school-sponsored athletics may participate in a non-school sponsored sport during the same season with approval of the high school principal or of the athletic director. Such outside participation will not conflict with the school sponsored athletic activity.

It is the responsibility of the superintendent to develop administrative regulations for school activities. These regulations will include, but not be limited to, when physical examinations will be required, how and when parents will be informed about the risk of the activity, academic requirements, and proof of insurance on the student participating in certain activities. Students

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wanting to participate in school activities must meet the requirements set out by the school district for participation in the activity.

Approved August 27, 2018

Reviewed ~~August 27, 2018~~ October 24, 2022

Revised August 27, 2018

506.1 - Student Progress Reports and Conferences

Students shall receive a progress report at the end of each nine-week grading period. Students who are at risk of receiving a failing grade or whose achievement has declined, and their parents, shall be notified prior to the end of the semester in order to have an opportunity to improve their grade. The board encourages the notification of students who have made marked improvement prior to the end of the semester.

Parent-Teacher conferences to keep parents informed will be held in the fall and the spring of each school year. Conferences in the elementary grades are scheduled individually with parents and/or guardians. Conferences at the middle school and high school may be individually scheduled.

Parents, teachers, or principals may request a conference for students in grades kindergarten through twelve in addition to the scheduled conference time. Parents and students are encouraged to discuss the student's progress or other matters with the student's teacher.

Approved August 27, 2018

Reviewed ~~August 27, 2018~~ October 24, 2022

Revised August 27, 2018

506.2 - Student Promotion, Retention, and Acceleration

Students will be promoted to the next grade level at the end of each school year based on the student's achievement, age, maturity, emotional stability, and social adjustment.

The retention of a student will be determined based upon the judgment of the licensed employee and the principal. When it becomes evident a student in grades kindergarten through eight may be retained in a grade level for an additional year, the parents will be informed prior to making the retention decision. It is within the sole discretion of the board to retain students in their current grade level.

Students in grades nine through twelve will be informed of the required course work necessary to be promoted each year. When it becomes evident a student in these grades will be unable to meet the minimum credit requirements for the year, the student and parents will be informed. It is within the sole discretion of the board to retain students in their current grade level and to deny promotion to a student.

Students in grades kindergarten through twelve with exceptional talents may, with the permission of the principal and parents, take classes beyond their current grade level. Enrichment opportunities outside the school district may be allowed when they do not conflict with the school district's graduation requirements.

Any student or parent who is not satisfied with the decision of the district's professional staff may seek recourse through policy 502.4 – Student Complaints and Grievances.

Approved August 27, 2018

Reviewed ~~August 27, 2018~~ October 24, 2022

Revised ~~August 27, 2018~~

506.3 - Student Honors and Awards

The school district will provide a program that establishes honors and awards including, but not limited to, academic letters, scholarships and good citizenship awards for students to assist students in setting goals. Students are made aware of honors and awards and the action necessary on the part of the student to achieve them.

Students transferring in from nonaccredited settings will only be eligible for honors and awards for the actual period of time they have been enrolled as regular students in the school district. Students transferring into the high school from a nonaccredited setting will not be eligible for class ranking unless he/she has been enrolled for four (4) or more semesters.

Approved: August 27, 2018

Reviewed: ~~August 27, 2018~~ October 24, 2022

Revised: August 27, 2018

506.4 - Student Testing Program

A comprehensive testing program is established and maintained to evaluate the education program of the school district and to assist in providing guidance or counseling services to students and their families.

No student is required, as part of any applicable program to submit to a survey, analysis or evaluation that reveals information concerning:

- political affiliations or beliefs of the student or student's parent;
- mental or psychological problems of the student or the student's family;
- sex behavior or attitudes;
- illegal, anti-social, self-incriminating or demeaning behavior;

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- critical appraisals of other individuals with whom respondents have close family relationships;
- legally recognized, privileged and analogous relationships, such as those of lawyers, physicians and ministers;
- religious practices, affiliations or beliefs of the student or student's parent; or
- income,(other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

It is the responsibility of the board to review and approve the evaluation and testing program.

Approved August 27, 2018

Reviewed ~~August 27, 2018~~

October 24, 2022

Revised August 27, 2018

506.6 - Early Graduation

Generally, students will be required to complete the necessary course work and graduate from high school at the end of grade twelve. Students may graduate prior to this time if they meet the minimum graduation requirements stated in board policy.

A student who graduates early will no longer be considered a student and will become an alumnus of the school district. However, the student who graduates early may participate in commencement exercises.

In considering early graduation, the student and his/her parents need to consider seriously the advantages and disadvantages of this option. There should be compelling reasons for pursuing such a course. It is the viewpoint of the board and the administration that students should take advantage of the opportunity to grow and mature intellectually as well as socially through four years of high school attendance. The benefits of interacting with one's peer group and enrolling in courses/activities that offer opportunity for participation in varied activities need to be given serious consideration. It is recognized, however, 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.

The process to accomplish early graduation is as follows:

1. Application for early graduation shall be submitted to the principal no later than the last day of the fourth quarter of the junior year. No late requests will be considered except for transfer students entering after the start of the 4th quarter. 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.

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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 guardian 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 early 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.

Approved August 27, 2018

Reviewed ~~August 27, 2018~~ October 24, 2022

Revised August 27, 2018

506.7 – Commencement

Students who have met the requirements for graduation will be allowed to participate in the commencement proceedings provided they abide by the proceedings organized by the school district. It is the responsibility of the principal to solicit input from each graduating class regarding the proceedings for their commencement.

Failure of a student to participate in commencement will not be a reason for withholding the student's final progress report or diploma certifying the student's completion of high school.

The board may exclude a student from participating in commencement exercises for violation of school rules for orderly operation of the schools.

Approved August 27, 2018

Reviewed ~~August 27, 2018~~ October 24, 2022

Revised August 27, 2018

506.8 - Parental Involvement

Parental involvement is an important component in a student's success in school. The board encourages parents to become involved in their child's education to ensure the child's academic success. To this end, the board will address the following items:

1. How the board will involve parents in the development of the Title I plan, the process for school review of the plan and the process for improvement. Parent advisory groups exist at all Title I attendance centers. The Title I program is discussed at least annually in terms of what assistance is available to students, along with the opportunity for parental input into ways to improve the program. In addition, parents are involved in the Student Assistance Team process, and that is the venue through which students are referred for Title I services.
2. How the board will provide the coordination, technical assistance and other support necessary to assist participating schools in planning and implementing effective parent involvement activities to improve student academic achievement and school performance. Through the annual goal-setting process, the board will promote effective parental involvement in all school activities to improve student achievement for ALL students.
3. Build the schools' and parents' capacity for strong parental involvement. Each Title I attendance center will have regular meetings of the parent advisory groups. Annually, a Title I evening will be held during which parents, students, and teachers will have the opportunity to interact, with parents learning strategies that can be effectively

implemented at home. Parents are part of the Student Assistance Team process. Title I teachers are responsible for updating parents and keeping them informed about the progress of their child(ren).

4. Coordinate and integrate parental involvement strategies under Title I with other programs such as Reading First, and other initiatives. Title I teachers are part of the professional development activities for all teachers. The recent focus has been on the implementation of Reading First instructional strategies, which has been a topic at the meetings of the parent advisory groups.
5. Conduct with the involvement of parents, an annual evaluation of the content and effectiveness of the parental involvement policy in improving the academic quality of the school served including identifying barriers to greater participation by parents in Title I activities (with particular attention to low-income parents, Limited English Proficient (LEP) parents, minorities, parents with disabilities and parents with low literacy) and use the findings of the evaluation to design strategies for more effective parental involvement and to revise, as necessary, the parental involvement policies. An evaluation of the Title I program will be accomplished annually at the Title I evening for all parents of Title I students.
6. Involve parents in Title I activities. Each Title I attendance center will have regular meetings of the parent advisory groups. Annually, a Title I evening will be held during which parents, students, and teachers will have the opportunity to interact, with parents learning strategies that can be effectively implemented at home. Title I teachers are responsible for updating parents and keeping them informed about the progress of their child(ren). The district Title I coordinator will present an annual report to the Board in June regarding parental involvement and parental evaluations of the Title I program.

The board will review this policy annually. The superintendent is responsible for notifying parents of this policy annually or within a reasonable time after it has been amended during the school year.

Approved August 27, 2018

Reviewed ~~August 27, 2018~~ October 24, 2022

Revised August 27, 2018

~~506.9 – Valedictorian and Salutatorian~~

Strike Policy:

The District eliminated “weighted GPAs” pursuant to Board action in 2018. Last year’s graduating class was the last to complete any weighted classes. Without these is impossible to distinguish a valedictoria and salutatorian from among all the students earning a 4.0 GPA.

Instead, the Board has latitude to determine alternative criteria for recognizing students (e.g., top 10%) during commencement.

~~“Valedictorian” is an academic honor bestowed upon the graduating senior with the highest weighted GPA at Red Oak High School. This senior would have completed eight (8) semesters of education at accredited high schools with at least the entire senior year at Red Oak High School. During the student’s time at Red Oak High School, the student must have been a full-time student in accordance with the guidelines in the student handbook. Although a senior might graduate from Red Oak High School with a Red Oak diploma, the student is not eligible for this honor if his or her transcript includes grades from a non-accredited program.~~

~~“Salutatorian” is an academic honor bestowed upon the graduating senior with the second highest weighted GPA at Red Oak High School. This senior would have completed eight (8) semesters of education at accredited high schools with at least the entire senior year at Red Oak High School. During the student’s time at Red Oak High School, the student must have been a full-time student in accordance with the guidelines in the student handbook. Although a senior might graduate from Red Oak High School with a Red Oak diploma, the student is not eligible for this honor if his or her transcript includes grades from a non-accredited program.~~

~~In the event of a tie for first place, there will be co-valedictorians with no salutatorian that year. In the event that there is not a tie for first place, but there is a tie for second place, then there will be co-salutatorians.~~

~~At the graduation ceremony the salutatorian will speak first. The valedictorian will speak second. In the event of a tie for first, all co-valedictorians will be given an opportunity to deliver a valedictorian speech. In the event of a tie for second, all co-salutatorians will be given an opportunity to deliver a salutatorian speech.~~

Approved August 27, 2018
Reviewed August 27, 2018
Revised August 27, 2018

507.1 - Student Records

The board recognizes the importance of maintaining student records and preserving their confidentiality as provided by law. ~~For purposes of this policy and other policies relating to student records, student is defined as an enrolled individual in a pre-kindergarten through twelfth grade, including children in school district sponsored child care programs.~~ Student records containing personally identifiable information are kept confidential at collection, storage, disclosure and destruction stages. The board secretary is the custodian of student records. Student records may be maintained in the central administration office or administrative office of the student's attendance center.

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

Definitions

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

- "Education Record" means those records that contain information directly related to a student and which are maintained by an education agency or institution or by a party acting for the agency or institution.
- "Eligible Student" means a student who has reached eighteen years or attends a postsecondary institution. Parents of an eligible student are provided access to education records only with the written permission of the eligible student unless the eligible student is defined as a dependent by the Internal Revenue Code. In that case, the parents may be provided access without the written permission of the student.

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

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

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

Parents and eligible students, and other individuals authorized in accordance with law will have a right to access the student's records upon request without unnecessary delay and in no instance more than forty-five calendar days after the request is made. Parents, other than parents of an eligible student, may be denied access to a student's records if the school district has a court order stating such or when the district has been advised under the appropriate laws that the parents may not access the student records. Parents, an eligible student or an authorized representative of the parents will have the right to access the student's records prior to an Individualized Education Program (IEP) meeting or hearing.

Copies of student records will be provided if failure to do so would effectively prevent the parents or student from exercising the right to access the student records. Fees for copies of the records are waived if it would prevent the parents or student from accessing the records. A fee may not be charged to search or retrieve information from student records.

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

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

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

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

- to school officials within the school district and AEA personnel whom the superintendent has determined to have a legitimate educational interest, including, but not limited to, board members, employees, school attorney, auditor, health professionals, and individuals serving on official school committees;
- to officials of another school district in which the student wishes to enroll, provided the other school district notifies the parents the student records are being sent and the parents have an opportunity to receive a copy of the records and challenge the contents of the records unless the annual notification includes a provision that records will automatically be transferred to new school districts;
- to the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education or state and local educational authorities;
- in connection with financial aid for which the student has applied or which the student has received if the information is necessary to receive the financial aid;
- to organizations and/or their authorized representatives conducting for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction, if the study does not release personally identifiable information and their parents by persons other than representatives of such organizations and such information will be destroyed when no longer needed for the purpose for which it is conducted;
- to accrediting organizations;
- to parents of a dependent student as defined in the Internal Revenue Code;
- to comply with a court order or judicially issued subpoena;
- consistent with an interagency agreement between the school district and juvenile justice agencies;
- to authorized representatives of the Secretary of Agriculture or authorized representative from the Food and Nutrition Service for the purposes of conducting program monitoring, evaluations, and performance measurements of state and local educational and other agencies and institutions receiving funding for or providing a school lunch program for which the results will be reported in an aggregate form that does not identify any individual, provided that the data collected shall be protected in a manner that will not permit the personal identification of students and their parents to anyone other than those authorized under this paragraph and any personally identifiable data shall be destroyed when the data are no longer needed for program monitoring, evaluations, and performance measurements;
- to an agency caseworker or other representative of a state or local child welfare agency or tribal organization authorized to access a student's case plan when such agency or

organization is legally responsible for the care and protection of the student, provided that the education records or the personally identifiable information contained in such records of the student will not be disclosed by such agency or organization, except to an individual or entity engaged in addressing the student's education needs and authorized by such agency or organization to receive such disclosure and such disclosure is consistent with the state or tribal laws applicable to protecting the confidentiality of a student's education records;

- in connection with a health or safety emergency; or,
- as directory information.
- in additional instances as provided by law.

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

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

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

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

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

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

The school district may share any information with the agencies contained in a student's permanent record, which is directly related to the juvenile justice system's ability to effectively serve the student. Prior to adjudication information contained in the permanent record may be disclosed by the school district to the parties without parental consent or court order. Information contained in a student's permanent record may be disclosed by the school district to the agencies after adjudication only with parental consent or a court order. Information shared pursuant to the agreement is used solely for determining the programs and services appropriate to the needs of the student or student's family or coordinating the delivery of programs and services to the student or student's family. (New paragraph)

Information shared under the agreement is not admissible in any court proceedings, which take place prior to a disposition hearing, unless written consent is obtained from a student's parent, guardian, or legal or actual custodian.

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

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

It is the responsibility of the superintendent to annually notify parents and eligible students of their right to inspect and review the student's records.:

1. Inspect and review the student's education records;
2. Seek amendment of the student's education records that the parent or eligible student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights;
3. Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the law authorizes disclosure without consent; and

4. File a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the law.

The notice is given in a parents' or eligible student's native language. Should the school district collect personal information from students for the purposes of marketing or selling that information, the school district will annually notify parents of such activity.

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

Approved August 27, 2018

Reviewed ~~August 27, 2018~~ October 24, 2022

Revised ~~August 27, 2018~~

507.1R1 Education Records Access Regulation

Parents and eligible students will have a right to access a student's education records upon request without unnecessary delay and in no instance more than forty-five calendar days after the request is made. The intent of this regulation is to establish procedures for granting requests from eligible students and parents to access a student's education records.

Education records mean those records that contain information directly related to a student and which are maintained by an education agency or institution or by a party acting for the agency or institution. These may include, but are not necessarily limited to: dates of attendance; academic work completed; level of achievement (grades, standardized test scores); attendance data; scores on standardized intelligence, aptitude, and psychological tests; interest inventory results; health data; family background information; teacher or counselor ratings and observations; and verified reports of serious or recurrent behavior patterns.

A. Access to Records

1. Parents, eligible students, and other individuals authorized in accordance with law will have access to the student's education records during the regular business hours of the school district. Parents and eligible students will have a right to access the student's education records upon request without unnecessary delay and in no instance more than forty-five calendar days after the request is made. An eligible student or parent, upon written request to the board secretary, shall receive an explanation and interpretation of the education records. A student, eighteen years or older, has the right to determine who, outside the school system, has access to the records. Parents of students who are 18 years or older but still dependents for income tax

purposes may access the student's records without prior permission of the student.

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

B. Release of Information Outside the School – Information from education records may be disclosed to outside parties as outlined in board policy and otherwise provided by law.

C. Procedures for Requesting a Record Amendment

1. If the eligible student, parent, or legal guardian believe the information in the education records is inaccurate, misleading, or violates the privacy of the student, the parents or an eligible student may request that the school district amend the education student records.
2. The school district will decide whether to amend the education student records within a reasonable time after receipt of the request.
3. If the school district determines an amendment is made to the education student record, the school district will make the amendment and inform the parents or the eligible student of the decision in writing.
4. If the school district determines that amendment of the student's education record is not appropriate, it will inform the parents or the eligible student of their right to a hearing before the hearing officer provided by the school district. The hearing officer may be an employee of the school district, so long as the employee does not have a direct interest in the outcome of the hearing.
5. Upon parental request, the school district will hold a hearing regarding the content of a student's education records which the parent believes to be inaccurate, misleading, or in violation of the privacy rights of students.
6. The hearing will be held within a reasonable time after receipt of the parent or eligible student's request. The parent or eligible student will receive reasonable advance notice of date, time and place of the hearing.
7. The parents or eligible student will be given a full and fair opportunity to present evidence relevant to the issues. The parent or eligible student may be represented by an individual at their choice at their own expense.

8. The hearing officer will render a written decision within a reasonable period after the hearing. The decision will be based upon evidence presented at the hearing and must include a summary of the evidence and the reasons for the decision.
9. The parents may appeal the hearing officer's decision to the superintendent within [insert number] days if the superintendent does not have a direct interest in the outcome of the hearing.
10. The parents may appeal the superintendent's decision or the hearing officer's decision if the superintendent was unable to hear the appeal, to the board within [insert number] days. It is within the discretion of the board to hear the appeal.
11. If the parents' and the eligible student's request to amend the education student record is further denied following the hearing, the parents or the eligible student are informed that they have a right to place an explanatory letter in the education student record commenting on the school district's decision or setting forth the reasoning for disagreeing with the school district. Additions to the student's education records will become a part of the education student record and be maintained like other education student records. If the school district discloses the education student records, the explanation by the parents will also be disclosed or the eligible student of the decision in writing.

Approved
Reviewed
Revised

507.2 - Student Directory Information

~~Student directory information is designed to be used internally within the school district. Directory information is defined in the annual notice. It may include the student's name, address, telephone number, date and place of birth, grade level, enrollment status, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, photograph and other likeness, and other similar information.~~

Directory information is information contained in the education records of a student that would not generally be considered harmful or an invasion of privacy if disclosed. The district may disclose "directory information" to third parties without consent if it has given public notice of the types of information which it has designated as "directory information," the parent's or eligible student's right to restrict the disclosure of such information, and the period of time within which a parent or eligible student has to notify the school in writing that he or she does

not want any or all of those types of information designated as "directory information." The district has designated the following as "directory information":

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)

Student is defined as an enrolled individual, PK-12 including children in school district sponsored child-care programs.

Prior to developing a student directory or to giving general information to the public, parents (including parents of students open enrolled out of the school district and parents of children home schooled in the school district) will be given notice annually of the intent to develop a directory or to give out general information and have the opportunity to deny the inclusion of their child's information in the directory or in the general information about the students.

It is the responsibility of the superintendent to provide notice and to determine the method of notice that will inform parents.

Approved August 27, 2018

Reviewed ~~August 27, 2018~~ October 24, 2022

Revised ~~August 27, 2018~~

507.3 - Student Photographs

The board will permit student "portrait" photographs to be taken on school premises by a commercial photographer as a service to the students and their families.

Parents will be notified prior to the taking of pictures by a commercial photographer for student “portraits.” In no case will students be required to have their picture taken or be pressured to purchase pictures.

Students or commercial photographers may take pictures of students upon consent for such things as the yearbook or student newspaper.

Approved August 27, 2018

Reviewed ~~August 27, 2018~~ October 24, 2022

Revised ~~August 27, 2018~~

507.4 - Student Library Circulation Records

Student library circulation records are designed to be used internally to assist in the orderly administration of the school district libraries and media center. As a general rule, student library circulation records are considered confidential records and will not be released without parental consent. Individuals who may access such records include a student’s parents, the student, authorized licensed employees, authorized government officials from the U.S. Comptroller General, the Secretary of Education, the Commissioner and Director of the National Institute of Education, and the Assistant Secretary for Education and State Education Department. Appropriate authorities in a health or safety emergency may access the student’s library circulation records without the approval or the notification of the student’s parents. Parents may not access records, without the student’s permission, of a student who has reached the age of majority or who is attending a post-secondary educational institution unless the student is considered a dependent for tax purposes.

It is the school librarian’s responsibility, as the person maintaining the student library circulation records, to approve requests for access to student library circulation records. Students’ library circulation records may be accessed during the regular business hours of the school district. If copies of documents are requested, a fee for such copying is charged.

Approved August 27, 2018

Reviewed ~~August 27, 2018~~ October 24, 2022

Revised ~~August 27, 2018~~
