

Shenandoah Community School District Board of Directors
Shenandoah Administrative Board Room
June 11, 2018 – 5:00 p.m.

Board Agenda

1. Call to Order
2. Roll Call and Determination of Quorum
3. Mission Statement: Read by Director Kathy Langley
 - a. *The Shenandoah Community School District, in partnership with families and the community, will provide each student an educational environment that maximizes his or her potential to become responsible, successful citizens and lifelong learners in an ever-changing world.*
4. Welcome to Audience
5. Public Forum
6. Administrative Reports
 - a. Iowa Assessments Overview Monte Munsinger
 - b. Summer Meal Program Emily Furst
 - c. School Safety Planning Kerri Nelson

7. Consent Agenda
 - a. Minutes
 - b. Treasurer's Report
 - i. Account Balances
 - ii. Unspent Authorized Budget Report
 - iii. Accounts Payable

c. Personnel Requests

Contracts:

Candice Gates	PK 1:1 Associate	\$12.14/hr probationary
Crystal Dooley	HS Associate	\$11.84/hr probationary
Holly Scherff	Lead Driver	\$14.87/hr
Jamie Geho	4 th Grade Teacher	BA/Step 2 - \$38,270
Jon Weinrich	Dean of Students & Transportation Supervisor	\$74,500
Nicholas Stuart	MS/HS Social Studies	BA/Step 2 - \$38,270
Sarah F. Martin	Mentor Teacher	\$4,500
Tahrae Metzger	PK Teacher	MA/Step 8 - \$49,085
Traci Toms	Mentor Teacher	\$4,500
Trevor Scanlan	IT Assistant	\$18/hr
Vanessa Keenan	4 th Grade Teacher	BA/Step 1 - \$37,015

Resignations: (effective end of school year)

Natalie Denton	MS Associate
Ashley Van Dyke	Kindergarten Teacher
Kevin Van Dyke	4 th Grade Teacher
Jon Weinrich	HS Social Studies
Bryan Diekmann	HS Physical Education
Bryan Diekmann	Asst. Boys Track Coach
Heather Diekmann	2 nd Grade Teacher

Transfers:

Brian Daoust MS/HS Social Studies to HS Social Studies

Traci Toms PK to Kindergarten

- d. Fundraising Request
 - i. All Sports Summer Camps – 6/4-8/17/18 – proceeds to be used for registration, travel, meals, lodging for state and national events and for team equipment and needs throughout the year.
 - e. Grant Request
 - i. FY19 DECAT Proposal \$4716.45
 - ii. Pioneer Garden Grants – funds to be used to purchase tools to help with outdoor garden areas
 - iii. Summer Feeding Program – using local produce in menus and outreach of meals in the community
8. Action Items
- a. Approve PK Handbook for 2018-19
 - b. Approve JK-12 Student-Parent Handbook for 2018-2019
 - c. Approve Bus Purchase:
 - i. Høglund 77 Passenger New \$85,000
 - ii. Høglund 65 Passenger New \$82,500

Option: Purchase Thomas, 65 Passenger Used – 20,000 miles \$65,386
 - d. Approve Milk and Bread Bids for 2018-19
 - i. Bread - Bimbo Bakeries
 - ii. Milk - Land O Lakes (Dean Foods)
 - e. Approve Tractor Purchase
 - i. Low Bid - Vetter Equipment - Case IH Farmall 45C L360A Loader - \$33,183
 - f. Approve Truck Purchase
 - i. Low Bid - Shore Motor Company - Chevrolet Silverado 1500 Double Cab - \$26,279
 - g. Approve Tennis Court Repair
 - i. ProTrack & Tennis – Crack Repair & Coating with 5 year warranty - \$33,484 (recommended due to warranty)
 - h. Approve Agreement with City of Shenandoah for use of Bricker Botanical Center
 - i. Approve the On the Job Training Contract with Iowa Western for IT Asst. Position
9. Discussion Items
- a. Updates to Meal Charge Policy
 - b. Review IASB Legislative Priorities
 - c. Flex Funding Options
 - d. Visiting Career Technical Centers
 - e. LED Lights for HS Gym (possible action)
10. Informational Items
- Next Regular Meeting – July 9, 2018 at 5:00 p.m.
11. Adjournment

Shenandoah Community School District
Minutes of the Regular Meeting of the Board of Directors – May 14, 2018
Administration Board Room

Call to Order:

Board President Greg Ritchey called the meeting to order at 5:00 pm.

Roll Call:

Roll Call was answered by Directors Kip Anderson, Jean Fichter, Kathy Langley, Greg Ritchey and Adam Van Der Vliet. Also present were Superintendent Dr. Kerri Nelson, Board Secretary Lisa Holmes and School Business Official Sherri Ruzek.

Mission Statement:

The SCSD Mission Statement was read by Director Jean Fichter.

Public Hearing:

A public hearing was opened at 5:01 p.m. on the 2017-18 Budget Amendment. With no one addressing the board, the hearing was closed at 5:02 p.m.

Welcome to Audience:

Board President Greg Ritchey welcomed everyone to the meeting.

Open Forum:

May is school board recognition month. Superintendent Dr. Kerri Nelson presented board members with a certificate of appreciation and thanked them for their service to the school district.

Consent Agenda:

Approve the consent agenda to include previous minutes, the financial accounts and the payment of bills. Personnel Requests: Contracts: Danielle Gilliland, First Grade – BA Step 1/\$37,015; Holly Martin, MS Special Education – MA Step 6/\$46,515; Alisha Fleck, HS Biology – BA Step 1/\$37, 015; Ty Ratliff, 7th Grade Boys Basketball - \$2,739; Derek Howard, MS Softball - \$2,591; Emily Beadle, 9th Grade Softball - \$3,590; Naela Thornton, HS Language Arts – BA Step 1/\$37, 015; Jacquelyn Sunderman, Kindergarten – BA Step 1/\$37, 015; Zachary Dotzler, HS Language Arts – BA Step 1/\$37, 015; Kady Van Fosson, Elementary Special Education – BA Step 1/\$37, 015. Summer Camp Instructors @ \$25/hr: Becky Sturm, Dawnette Leslie, Theresa Swank, Carleen Perry, Cindy Novinger, Trina Baldwin, Betsy Max, Renee Kettwick, Maria Blake, Amy Nielsen, Angel Dawson, Jenny Stephens and Ellen Christensen. Summer Camp Associates @ \$15/hr: Shari Pitman, Sonia Willers, Brittany Comstock, Tammy Lauman, Cori Feller, Michelle Tillman, Kristi Vance, Allison Jensen, Janet Dukes and Terri Henderson. Summer Camp Instructors @ \$25/hr: Kelly Carey, Traci Toms, Mary Karr and Angie Hunter. Resignations: Ty Ratliff, Asst. HS Boys Basketball; Berkley Stanton, HS Library Associate; Sonia Morrison, IT Assistant; Kristen Finical, PK Teacher; Breanna Dyche, PK Teacher – all effective end of school year. Retirements: Sandy Hilding, HS Principal and Phyllis Funderman, 4th Grade Teacher. Contract Modifications: Kristy O'Rourke, reduce contract from 189 to 186 days - \$42,390; Ashleigh Sons, .5 Fall Musical to 1.0 Fall Musical - \$1,666; Lisa Holmes, add pay differential of time and a half for hours past 5:00 p.m. for board secretary services. Transfers: Dawnette Leslie, Kindergarten to Title 1 and Traci Toms, 2nd Grade to PK. Fundraising Requests: on attached sheet. Grant Requests: Pick a Better Snack Grant; Project Produce – Fruit and Veggie

Grant; Farm to Summer Grant and Fresh Fruit/Vegetable Grant. Out of State Travel Requests: HS Health Class to Our Body – The Universe Within in Omaha, Nebraska on May 17th. Early Graduation Request for December 2018 (pending all requirements met): Brock Davis and Grace Gordon. Motion to Approve by Director Anderson, 2nd by Director Fichter. 5 Ayes – Motion passes.

Action Items:

Approve the Budget Amendment for FY18. Motion by Director Fichter, 2nd by Director Anderson. 5 Ayes – Motion passes.

Approve Audit for FY17. Motion by Director Van Der Vliet, 2nd by Director Langley. 5 Ayes – Motion passes.

Approve Administrative Restructuring Plan and Assignments effective July 1, 2018. Motion by Director Van Der Vliet, 2nd by Director Langley. 5 Ayes – Motion passes.

Approve Agreement between Fremont County Fair Association, Fremont County Extension Council and Shenandoah CSD. Motion by Director Langley, 2nd by Director Fichter. 5 Ayes – Motion passes.

Approve Sharing Agreements for Automotive Teaching Position with Sidney CSD, School Business Manager with South Page CSD and 28E Agreement for ELL Teacher with Clarinda CSD. Motion by Director Van Der Vliet, 2nd by Director Anderson. 5 Ayes – Motion passes.

Approve Repayment of Loan of \$75,000 from Nutrition Fund to General Fund. Motion by Director Anderson, 2nd by Director Van Der Vliet. 5 Ayes – Motion passes.

Approve Concurrent Enrollment Faculty Agreement and Concurrent Enrollment Agreements with IWCC. Motion by Director Van Der Vliet, 2nd by Director Fichter. 5 Ayes – Motion passes.

Approve Contract with Complete Weddings and Events for Homecoming Dance DJ Services for 2018. Motion by Director Van Der Vliet, 2nd by Director Langley. 5 Ayes – Motion passes.

Approve Substitute Teacher Pay Daily Rate at \$120.00. Motion by Director Fichter, 2nd by Director Van Der Vliet. 4 Ayes with Director Anderson abstaining – Motion passes.

Approve Master Service Agreement for Frontline Central. Motion by Director Fichter, 2nd by Director Langley. 5 Ayes – Motion passes.

Approve Low Bid for Carpet Install in the downstairs of the K-8 Building to Sheridan Decorating for \$41,847.24. Motion by Director Anderson, 2nd by Director Langley. 5 Ayes – Motion passes.

Approve Low Bid for Summer Concrete Work to R & R Concrete for \$28,465. Motion by Director Langley, 2nd by Director Van Der Vliet. 5 Ayes – Motion passes.

Award Technology Bid to CDW with the \$1 Buyout Lease for \$173,872.33 (annual payment) and White Glove Service for \$12,858.12. Award Chromebook Case Bid to RTI for \$20,900.00. Motion by Director Van Der Vliet, 2nd by Director Fichter. 5 Ayes – Motion passes.

Approve Property Damage Insurance Quote minus item 060 Environmental Control Components Consisting of Movable and Maintainable Parts. Motion by Director Anderson, 2nd by Director Van Der Vliet. 5 Ayes – Motion passes.

Discussion Items:

Policy Review 900 Section – The board reviewed the 900 section of board policy.

City Greenhouse Partnership – The school and the city are looking at ways for the school to utilize the Bricker Botanical Center greenhouse.

Head Start Partnership – There is a possibility that funding could be available to provide wrap around services to preschool next school year.

Tennis Court Repairs – The tennis courts are in need of repair. There are 3 options ranging from a complete redo to crack repair and resurfacing. The board would like to explore the least expensive 2 options and would like for Mr. Rogers to get quotes.

Next Board Meeting: Regular Meeting – June 11, 2018 at 5:00 p.m.

Adjournment at 5:43 pm. Motion by Director Fichter, 2nd by Director Van Der Vliet. 5 Ayes – Motion passes.

Board Secretary

Board President

SHENANDOAH ACCOUNT BALANCES		May 31, 2018				
ACCOUNT	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
General Fund (10)						
Beg Balance Checking (Bank Iowa)	\$1,299.46	\$1,299.79	\$1,300.03	\$1,287.25	\$0.00	\$0.00
Beg Balance Savings (Bank Iowa)	\$29,723.26	\$29,729.98	\$29,001.81	\$29,008.25	\$0.00	\$0.00
Beg Balance Checking (Century)	\$1,266,024.34	\$1,409,921.02	\$948,927.07	\$633,527.84	\$603,626.01	\$593,865.67
Beg Balance Savings (Century)	\$2,285,380.30	\$1,411,107.08	\$1,140,000.56	\$1,747,000.51	\$2,970,914.33	\$2,979,811.00
Revenues	\$162,127.47	\$264,311.19	\$1,355,738.01	\$2,221,476.73	1,052,466.93	\$1,000,626.54
Expenditures	-\$911,519.63	-\$996,404.35	-\$1,070,989.17	-\$1,071,091.05	-1,054,212.12	-\$971,892.22
End Balance Checking (Bank Iowa)	\$1,299.79	\$1,300.03	\$1,287.25	\$0.00		
End Balance Savings (Bank Iowa)	\$29,729.98	\$29,736.81	\$29,008.25	\$0.00		
End Balance Checking (Century)	\$1,409,921.02	\$948,927.07	\$633,527.84	\$603,626.01	593,865.67	\$461,235.61
End Balance Savings (Century)	\$1,411,107.08	\$1,140,000.56	\$1,747,000.51	\$2,970,914.33	2,979,811.00	\$3,141,352.61
Total General Fund	\$2,852,057.87	\$2,119,964.47	\$2,410,823.85	\$3,574,540.34	\$3,573,676.67	\$3,602,588.22
Management Fund (22)						
Beg Balance Checking (Bank Iowa)	\$6,287.32	\$6,288.44	\$6,289.58	\$6,290.68	\$0.00	\$0.00
Beg Balance Savings (Bank Iowa)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Beg Balance Checking (Century)	\$13,466.24	-\$19,809.48	\$5,193.70	\$5,196.48	\$5,200.88	\$6,345.07
Beg Balance Savings (Century)	\$542,891.64	\$345,106.38	\$320,244.29	\$338,116.94	\$344,538.23	\$324,677.81
Revenues Checking	\$2,215.86	\$142.23	\$17,876.53	\$135.01	\$142.77	\$138.82
Expenditures Checking	-\$233,275.72				-\$18,859.00	\$0.00
End Balance Checking (Bank Iowa)	\$6,288.44	\$6,289.58	\$6,290.68	\$0.00		
End Balance Savings (Bank Iowa)						
End Balance Checking (Century)	-\$19,809.48	\$5,193.70	\$5,196.48	\$5,200.88	\$6,345.07	\$6,350.50
End Balance Savings (Century)	\$345,106.38	\$320,244.29	\$338,116.94	\$344,538.23	\$324,677.81	\$324,811.20
Total Management Fund	\$331,585.34	\$331,727.57	\$349,604.10	\$349,739.11	\$331,022.88	\$331,161.70
SAVE Fund (33)						
Beg Balance Checking (Bank Iowa)	\$4,176.66	\$4,177.41	\$4,178.17	\$4,178.91	\$0.00	\$0.00
Beg Balance Savings (Bank Iowa)	\$5,003.46	\$5,004.59	\$5,005.55	\$5,006.66	\$0.00	\$0.00
Beg Balance Checking (Century)	\$31,741.11	\$31,753.18	\$31,772.66	-\$48,158.08	\$51,702.97	\$51,616.86
Beg Balance Savings (Century)	\$1,694,920.06	\$1,750,787.83	\$1,800,303.84	\$1,849,757.09	\$1,808,378.10	\$1,808,378.10
Revenues Checking	\$90,804.95	\$84,288.38	\$84,223.10	\$84,222.71	109,119.52	\$86,620.52
Expenditures Checking	-\$34,923.23	-\$34,751.17	-\$114,698.74	-\$34,926.22	-34,863.17	-\$44,559.56
End Balance Checking (Bank Iowa)	\$4,177.41	\$4,178.17	\$4,178.91	\$0.00		
End Balance Savings (Bank Iowa)	\$5,004.59	\$5,005.55	\$5,006.66	\$0.00		
End Balance Checking (Century)	\$31,753.18	\$31,772.66	-\$48,158.08	\$51,702.97	51,616.86	\$41,848.50
End Balance Savings (Century)	\$1,750,787.83	\$1,800,303.84	\$1,849,757.09	\$1,808,378.00	1,882,720.56	\$1,934,549.88
Total SAVE Fund	\$1,791,723.01	\$1,841,260.22	\$1,810,784.58	\$1,860,080.97	\$1,934,337.42	\$1,976,398.38
PPEL Fund (36)						
Beg Balance Checking (Bank Iowa)	\$3,201.02	\$3,201.59	\$3,202.17	\$3,202.73	\$0.00	\$0.00
Beg Balance Savings (Bank Iowa)	\$16,461.39	\$16,465.11	\$16,468.89	\$16,472.55	\$0.00	\$0.00
Beg Balance Checking (Century)	\$2,248.70	\$2,808.34	\$13,676.00	\$266,035.25	\$180,432.14	\$180,432.14
Beg Balance Savings (Century)	\$549,000.87	\$464,685.94	\$451,880.54	\$160,043.95	\$354,293.36	\$383,192.91
Revenues Checking	\$5,690.53	\$12,207.51	\$58,267.21	\$174,700.11	\$28,969.56	\$52,158.37
Expenditures Checking	-\$89,441.53	-\$14,140.89	-\$97,740.33	-\$85,729.09	-\$40,942.12	-\$46,117.42
Expenditures Accts Pay						
End Balance Checking (Bank Iowa)	\$3,201.59	\$3,202.17	\$3,202.73	\$0.00		
End Balance Savings (Bank Iowa)	\$16,465.11	\$16,468.89	\$16,472.55	\$0.00		
End Balance Checking (Century)	\$2,808.34	\$13,676.00	\$266,035.25	\$180,432.10	\$139,560.03	\$93,523.24
End Balance Savings (Century)	\$464,685.94	\$451,880.54	\$160,043.95	\$354,293.36	\$383,192.91	\$435,270.65
Total PPEL Fund	\$487,160.98	\$485,227.60	\$445,754.48	\$534,725.46	\$522,752.94	\$528,793.89

SHENANDOAH ACCOUNT BALANCES						
ACCOUNT	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
General Fund (10)						
Beg Balance Checking	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Beg Balance Savings	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Beg Balance Checking (Century)	\$461,235.61	\$473,406.39	\$141,807.49	\$166,770.90	\$7,202.43	\$25,566.23
Beg Balance Savings (Century)	\$3,141,352.61	\$3,138,698.66	\$3,047,430.18	\$2,876,960.41	\$4,069,912.59	\$4,137,129.23
Revenues	\$1,033,434.96	\$946,461.11	\$868,275.65	\$2,029,751.56	\$1,186,235.91	
Expenditures	-\$1,027,235.29	-\$1,370,078.49	-\$1,013,895.31	-\$997,154.81	-\$1,100,646.54	
End Balance Checking						
End Balance Savings						
End Balance Checking (Century)	\$473,406.39	\$141,807.49	\$166,770.90	\$7,202.43	\$25,566.23	
End Balance Savings (Century)	\$3,138,698.66	\$3,047,430.18	\$2,876,960.41	\$4,069,912.59	\$4,137,129.23	
Total General Fund	\$3,612,105.05	\$3,189,237.67	\$3,043,731.31	\$4,077,115.02	\$4,162,695.46	\$0.00
Management Fund (22)						
Beg Balance Checking	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Beg Balance Savings	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Beg Balance Checking (Century)	\$6,350.50	\$3,354.19	\$2,935.39	\$2,941.11	\$2,951.86	\$2,958.52
Beg Balance Savings (Century)	\$324,811.20	\$294,962.58	\$295,091.30	\$295,230.31	\$295,881.10	\$296,065.65
Revenues Checking	\$155.07	\$135.92	\$144.73	\$204.54	\$191.21	
Expenditures Checking	-\$33,000.00	-\$426.00	\$0.00	\$457.00	\$0.00	
End Balance Checking						
End Balance Savings						
End Balance Checking (Century)	\$3,354.19	\$2,935.39	\$2,941.11	\$2,951.86	\$2,958.52	
End Balance Savings (Century)	\$294,962.58	\$295,091.30	\$295,230.31	\$295,881.10	\$296,065.65	
Total Management Fund	\$298,316.77	\$298,026.69	\$298,171.42	\$298,832.96	\$299,024.17	\$0.00
SAVE Fund (33)						
Beg Balance Checking	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Beg Balance Savings	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Beg Balance Checking (Century)	\$41,848.50	\$8,565.54	\$41,470.36	-\$75,766.17	\$19,009.88	\$14,513.87
Beg Balance Savings (Century)	\$1,934,549.88	\$1,966,593.99	\$1,882,664.00	\$1,994,138.11	\$1,933,250.63	
Revenues Checking	\$86,804.70	\$922.90	\$146,282.40	\$73,932.91	\$86,150.29	
Expenditures Checking	-\$88,043.55	-\$51,948.07	-\$152,044.82	-\$40,044.34	-\$39,279.87	
End Balance Checking						
End Balance Savings						
End Balance Checking (Century)	\$8,565.54	\$41,470.36	-\$75,766.17	\$19,009.88	\$14,513.87	
End Balance Savings (Century)	\$1,966,593.99	\$1,882,664.00	\$1,994,138.11	\$1,933,250.63	\$1,984,617.06	
Total SAVE Fund	\$1,975,159.53	\$1,924,134.36	\$1,918,371.94	\$1,952,260.51	\$1,999,130.93	\$0.00
PPEL Fund (36)						
Beg Balance Checking	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Beg Balance Savings	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Beg Balance Checking (Century)	\$93,523.24	\$124,320.28	\$22,216.68	\$117,626.18	\$73,262.91	\$68,292.70
Beg Balance Savings (Century)	\$435,270.65	\$226,006.93	\$246,488.61	\$261,877.99	\$372,299.05	\$406,690.26
Revenues Checking	\$10,763.02	\$20,536.17	-\$15,413.69	\$110,687.83	\$34,545.04	
Expenditures Checking	-\$189,229.70	-\$102,158.09	\$95,385.19	-\$44,630.04	-\$5,124.04	
Expenditures Accts Pay						
End Balance Checking						
End Balance Savings						
End Balance Checking (Century)	\$124,320.28	\$22,216.68	\$117,626.18	\$73,262.91	\$68,292.70	
End Balance Savings (Century)	\$226,006.93	\$246,488.61	\$261,877.99	\$372,299.05	\$406,690.26	
Total PPEL Fund	\$350,327.21	\$268,705.29	\$379,504.17	\$445,561.96	\$474,982.96	\$0.00

SHENANDOAH ACCOUNT BALANCES		May 31, 2018				
ACCOUNT	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
Activity Fund (21)						
Beg Balance Checking	\$23,107.72	\$33,870.17	\$26,950.36	\$5,358.49	\$4,416.84	\$6,937.60
Beg Balance Savings	\$155,606.34	\$147,521.64	\$160,399.50	\$196,506.69	\$189,021.14	\$206,478.28
Revenues Checking	\$4,714.71	\$17,942.07	\$39,799.15	\$22,961.05	\$47,736.42	\$16,053.13
Revenues Savings						
Expenditures Checking	-\$1,436.96	-\$11,894.02	-\$25,283.83	-\$3,138.25	-\$27,758.52	-\$21,400.15
Expenditures Savings						
Accounts Payable						
End Balance Checking	\$33,870.17	\$26,950.36	\$5,358.49	\$4,416.84	\$6,937.60	\$5,538.99
End Balance Savings	\$147,521.64	\$160,489.50	\$196,506.69	\$189,021.14	\$206,478.28	\$202,529.87
Total Activity Fund	\$181,391.81	\$187,439.86	\$201,865.18	\$193,437.98	\$213,415.88	\$208,068.86
Scholarships (81)						
Beg Balance Checking	\$675.00	\$1,275.00	\$178.64	\$925.00	\$925.00	\$925.00
Beg Balance Savings	\$395,803.47	\$395,904.32	\$396,001.56	\$395,102.68	\$395,203.35	\$395,300.79
Revenues Checking	\$100.85	\$104.52	\$97.48	100.67	97.44	\$113.72
Revenues Savings						
Expenditures Checking	\$0.00	-\$1,100.00	-\$250.00			-\$75.00
Expenditures Savings						
End Balance Checking	\$1,275.00	\$178.64	\$925.00	\$925.00	\$925.00	\$850.00
End Balance Savings	\$395,904.32	\$396,001.56	\$395,102.68	\$395,203.35	\$395,300.79	\$395,414.51
Total Scholarships	\$397,179.32	\$396,180.20	\$396,027.68	\$396,128.35	\$396,225.79	\$396,264.51
Agency Fund (91)						
Beg Bal Checking	\$94.29	\$94.29	\$94.29	\$94.29	\$62.65	\$228.21
Beg Bal Savings	\$942.91	\$942.91	\$942.91	\$942.91	\$1,238.91	\$1,296.41
Revenues Checking						
Revenues Savings				\$296.00	\$257.50	\$121.75
Expenditures Checking				-\$31.64	\$34.44	-\$138.71
Expenditures Savings						
End Balance Checking	\$94.29	\$94.29	\$94.29	\$62.65	\$228.21	\$89.50
End Balance Savings	\$942.91	\$942.91	\$942.91	\$1,238.91	\$1,296.41	\$1,418.16
Total Agency Fund	\$1,037.20	\$1,037.20	\$1,037.20	\$1,301.56	\$1,524.62	\$1,507.66
Total Checking Acct 2	\$35,239.46	\$27,223.29	\$6,377.78	\$5,404.49	\$8,090.81	\$6,478.49
Total Savings Acct 2	\$544,368.87	\$557,433.97	\$592,552.28	\$585,463.40	\$603,075.48	\$599,362.54
Grand Total Acct 2	\$579,608.33	\$584,657.26	\$598,930.06	\$590,867.89	\$611,166.29	\$605,841.03
Reconciliation						
Bank Statement Checking	\$36,767.02	\$28,403.61	\$8,774.74	\$7,539.45	\$9,496.77	7383.49
Bank Statement Savings	\$147,766.29	\$161,432.41	\$197,449.60	\$190,260.05	\$207,774.69	203948.03
Bank Statement Savings	\$395,904.32	\$396,005.20	\$395,102.68	\$395,203.35	\$395,300.79	395414.51
Less Outstanding Checks	-\$1,527.56	-\$1,183.96	-\$2,396.96	-\$2,134.96	-\$1,405.96	-\$905.00
Outstanding Deposits/GJE	\$696.26	\$0.00				
Total Reconciliation	\$579,606.33	\$584,657.26	\$598,930.06	\$590,867.89	\$611,166.29	\$605,841.03
Amount Reconciliation Off	\$2.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

SHENANDOAH ACCOUNT BALANCES		May 31, 2018				
ACCOUNT	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
Nutrition (61)						
Beg Balance Checking (Century Ban	\$9,340.97	\$1,561.62	\$1,561.69	\$1,561.76	\$0.00	\$0.00
Beg Balance Checking (Bank Iowa)	\$1,561.56	\$13,429.21	\$22,106.79	\$61,954.89	\$67,943.48	\$68,782.50
Revenues Checking	\$19,802.59	\$22,300.02	\$32,063.08	\$76,771.28	\$72,869.29	\$64,553.66
Expenditures Checking	-\$7,230.58	-\$13,622.37	-\$67,214.91	-\$72,344.45	-72030.27	-\$60,148.09
Loan to Hot Lunch Fund			\$75,000.00			
Payable Accounts						
End Balance Checking (Bank Iowa)	\$14,990.83	\$1,561.69	\$1,561.76	\$0.00	\$0.00	\$73,188.07
End Balance Checking (Century)		\$22,106.79	\$61,954.89	\$67,943.48	\$68,782.50	
Total Nutrition	\$14,990.83	\$23,668.48	\$63,516.65	\$67,943.48	\$68,782.50	\$73,188.07
Grand Total Acct 3	\$14,990.83	\$23,668.48	\$63,516.65	\$67,943.48	\$68,782.50	\$73,188.07
Reconciliation						
Bank Statement Checking (Bank Iov	\$1,561.62	\$1,575.12	\$1,575.19	\$0.00	\$0.00	
Bank Statement Checking (Century)	\$13,429.21	\$22,006.39	\$58,694.19	\$67,693.48	\$68,532.50	\$72,938.07
Less Outstanding Checks	-\$59.43	-\$205.03	-\$45.03	\$0.00	0	
Outstanding Withdrawals for Payro	\$250.00	\$292.00	\$3,292.30	\$250.00	250	\$250.00
Deposits in Transit						
Total Reconciliation	\$15,181.40	\$23,668.48	\$63,516.65	\$67,943.48	\$68,782.50	\$73,188.07
Amount Reconciliation Off	-\$190.57	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

SHENANDOAH COMMUNITY SCHOOL DISTRICT
EXPENDITURES/EXPENSES TO CERTIFIED BUDGET COMPARISON
 THROUGH May 2018

	FUNCTION	OTHER					TRUST FUND	ACTIVITY
		GENERAL	MGMNT	AGENCY	PPEL			
INSTRUCTION	1XXX	\$6,465,393.66	\$146,438.18	\$3,465.32	\$1,100.95		\$2,628.00	\$271,385.78
SUPPORT SERVICES	2XXX	\$3,285,887.55	\$107,320.29		\$435,330.97			
NON-INSTRUCTIONAL	3XXX		\$31,284.25					
FACILITIES ACQ & CONST	4XXX				\$182,486.14			
DEBT	5XXX							
AEA FLOW THROUGH	6100	\$463,606.00						
TRANSFERS	62XX	\$75,000.00						
AUDITOR ADJ	69xx							
TOTAL		\$10,289,887.21	\$285,042.72	\$3,465.32	\$618,918.06	\$0.00	\$2,628.00	\$271,385.78
PUBLISHED BUDGET		\$14,307,706.00	\$505,284.00	\$0.00	\$1,159,216.00		\$0.00	\$335,041.00
% USED		71.92%	56.41%	#DIV/0!	53.39%	#DIV/0!	#DIV/0!	81.00%

% avg/mo/calc - 100%/12 mo X # months illustrated

0.00%

	FUNCTION	DEBT				TOTAL USED	PUB BUDGET	% OF BUDGET
		SAVE	SERVICE	NUTRITION	NOT USED			
INSTRUCTION	1XXX					\$6,890,411.89	\$8,929,000.00	77.17%
SUPPORT SERVICES	2XXX	\$108,057.62		\$294.70		\$3,936,891.13	\$4,310,100.00	91.34%
NON-INSTRUCTION	3XXX			\$606,153.37		\$637,437.62	\$582,000.00	109.53%
FACILITIES ACQ & CONST	4XXX	\$179,590.19				\$362,076.33	\$500,000.00	72.42%
DEBT	5XXX		\$1,060,255.00			\$1,060,255.00	\$1,500,000.00	70.68%
AEA FLOW THROUGH	6100					\$463,606.00	\$505,752.00	91.67%
TRANSFERS	62XX	\$382,434.93		\$75,000.00		\$532,434.93	\$420,000.00	126.77%
AUDITOR ADJ	69XX					\$0.00		#DIV/0!
ENDING BALANCE							\$4,125,815.00	0.00%
TOTAL		\$670,082.74	\$1,060,255.00	\$681,448.07	\$0.00	\$13,883,112.90	\$20,872,667.00	66.51%
PUBLISHED BUDGET		\$2,502,708.00	\$1,498,183.00	\$564,529.00	\$0.00		\$20,872,667.00	
% USED		26.77%	70.77%	120.71%	#DIV/0!		66.51%	

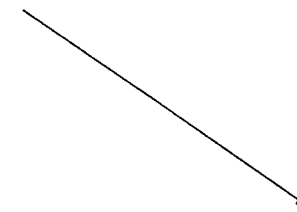
SHENANDOAH COMMUNITY SCHOOL DISTRICT
CALCULATION OF MISCELLANEOUS INCOME
2017-18

	STATE AID Source Codes 3111, 3113, 3204 3216, 3342, 3116, 3376	FOUR YEAR-OLD PRESCHOOL Source Code 3117	AEA FLOWTHROUGH Source Code 3214	PROPERTY TAX Source Codes 1110-1119	INCOME SURTAXES Source Codes 1130-1139	EXCISE TAXES UTILITY REPL. Source Codes 1170-1179	MOBILE HOME TAXES Source Codes 1190-1191	** MISCELLANEOU Source Codes All Other	TOTAL REVENUE (Includes Flowthrough)
JUL			\$42,146.00					\$41,096.95	\$83,242.95
AUG			\$42,146.00					\$28,137.12	\$70,283.12
SEP	\$617,733.00	\$19,547.00	\$42,156.00	\$652,314.65		\$864.39	\$165.29	\$23,122.97	\$1,355,738.01
OCT	\$617,733.00	\$19,547.00	\$42,146.00	\$1,472,648.50		\$2,197.11	\$123.24	\$67,205.12	\$2,221,476.73
NOV	\$617,733.00	\$19,547.00	\$42,146.00	\$240,027.34		\$49,742.43		\$83,271.16	\$1,052,466.93
DEC	\$617,733.00	\$19,547.00	\$42,146.00	\$104,216.37	\$150,651.60			\$66,332.57	\$1,000,626.54
JAN	\$613,198.00	\$19,547.00	\$42,146.00	\$118,027.02				\$240,516.94	\$1,033,434.96
FEB	\$613,198.00	\$19,547.00	\$42,146.00	\$66,681.71	\$57,949.20			\$146,939.20	\$946,461.11
MAR	\$613,198.00	\$19,547.00	\$42,146.00	\$162,297.00		\$760.91		\$30,326.74	\$868,275.65
APR	\$613,198.00	\$19,547.00	\$42,146.00	\$1,151,836.67		\$2,197.11		\$200,826.78	\$2,029,751.56
MAY	\$613,198.00	\$19,547.00	\$42,146.00	\$308,218.85		\$49,742.43		\$153,383.63	\$1,186,235.91
JUN									\$0.00

TOTAL \$5,536,922.00 \$175,923.00 \$463,616.00 \$4,276,268.11 \$208,600.80 \$105,504.38 \$288.53 \$1,081,159.18 \$11,847,993.47

** Fill in STATE AID, INSTRUCTIONAL SUPPORT, FOUR YEAR-OLD PRESCHOOL, STATE FISCAL STABILIZATION, AEA FLOWTHROUGH, PROPERTY TAX, INCOME SURTAXES, EXCISE TAXES and TOTAL REVENUE columns. The MISC column will automatically be filled in and transferred to the UNSPENT AUTHORIZED BUDGET CALCULATION at the right

Yellow indicates a formula)



SHENANDOAH COMMUNITY SCHOOL DISTRICT
UNSPENT AUTHORIZED BUDGET CALCULATION
2017-18

REGULAR PROGRAM DISTRICT COST	\$7,168,465.00	
+ REGULAR PROGRAM BUDGET ADJUSTMENT	\$350,515.00	
+ SUPPLEMENTARY WEIGHTING DISTRICT COST	\$103,978.00	
+ SPECIAL ED DISTRICT COST	\$783,686.00	
+ TEACHER SALARY SUMMPLEMENT DISTRICT COST	\$676,898.00	
+ PROF DEV SUPPLEMENT DISTRICT COST	\$73,169.00	
+ EARLY INTERVENTION SUPPL DISTRICT COST	\$86,045.00	
+ TEACHER LEADERSHIP SUPPLEMENT	\$361,124.00	
+ AEA SPECIAL ED SUPPORT	\$349,577.00	
+ AEA SPECIAL ED SUPPORT ADJUSTMENT	\$10,735.00	
+ AEA MEDIA SERVICES	\$58,838.00	
+ AEA EDUCATIONAL SERVICES	\$65,064.00	
+ AEA SHARING DISTRICT COST	\$0.00	
+ AEA TEACHER SALARY SUPPL DISTRICT COST	\$36,996.00	
+ AEA PROF DEV SUPPL DISTRICT COST	\$3,942.00	
+ DROPOUT ALLOWABLE GROWTH	\$183,610.00	
+ SBRC ALLOWABLE GROWTH OTHER #1	\$136,742.00	(Increased Enrollment)
+ SBRC ALLOWABLE GROWTH OTHER #2 (LEP)	\$2,805.00	
+ SPECIAL ED DEFICIT ALLOWABLE GROWTH	\$300,000.00	
- SPECIAL ED POSITIVE BALANCE REDUCTION	\$0.00	
- AEA SPECIAL ED POSITIVE BALANCE	\$0.00	
+ ALLOWANCE FOR CONSTRUCTION PROJECTS	\$0.00	
- UNSPENT ALLOWANCE FOR CONSTRUCTION	\$0.00	
+ ENROLLMENT AUDIT ADJUSTMENT	-\$13,182.00	
- AEA PRORATA REDUCTION	\$57,385.00	
= MAXIMUM DISTRICT COST	<u>\$10,681,622.00</u>	
+ PRESCHOOL FOUNDATION AID	\$196,333.00	
+ INSTRUCTIONAL SUPPORT AUTHORITY	\$565,578.00	
+ ED IMPROVEMENT AUTHORITY	\$0.00	EST
+ OTHER MISCELLANEOUS INCOME	<u>\$1,081,159.18</u>	
+ UNSPENT AUTH BUDGET - PREVIOUS YEAR	\$2,943,266.00	
= MAXIMUM AUTHORIZED BUDGET	<u>\$15,467,958.18</u>	
- EXPENDITURES	<u>\$10,289,887.21</u>	66.52%
= UNSPENT AUTHORIZED BUDGET	<u>\$5,178,070.97</u>	

EXPENDITURES

JULY	\$272,293.00
AUGUST	\$340,399.21
SEPTEMBER	\$1,070,989.17
OCTOBER	\$1,071,091.05
NOVEMBER	\$1,054,212.12
DECEMBER	\$971,892.22
JANUARY	\$1,027,235.29
FEBRUARY	\$1,370,078.49
MARCH	\$1,013,895.31
APRIL	\$997,154.81
MAY	\$1,100,646.54
JUNE	
TOTAL	<u>\$10,289,887.21</u>

MONTHLY BOARD VENDOR BILLS
 June 2018 Accounts Payable

Vendor Name	Invoice Detail Amount	Invoice Detail Description
Checking Account ID 20	Fund Number 61	SCHOOL NUTRITION FUND
AARON GREEN	16.40	DAILY SALES-SCHOOL LUNCHES
ADRIANE AUFDENBERG	0.45	DAILY SALES-SCHOOL LUNCHES
AFS	55.25	DAILY SALES-SCHOOL LUNCHES
ANDERSON ERICKSON DAIRY	6,568.77	SNF FOOD FOR THE FOODSERVICE PROGRAM
ANDREA NEBEL	38.20	DAILY SALES-SCHOOL LUNCHES
ASTASIA HAIGWOOD	8.55	DAILY SALES-SCHOOL LUNCHES
BMO MASTERCARD	846.84	SNF TRAVEL
CARIE NELSON	12.85	DAILY SALES-SCHOOL LUNCHES
CHRIS STANLEY	15.40	DAILY SALES-SCHOOL LUNCHES
CHRIS SWANSON	15.75	DAILY SALES-SCHOOL LUNCHES
DIANA GAFFNEY	38.20	DAILY SALES-SCHOOL LUNCHES
EARTHGRAINS BAKING CO'S INC	153.06	SNF FOOD FOR THE FOODSERVICE PROGRAM
FAREWAY STORES	23.50	SNF FOOD FOR THE FOODSERVICE PROGRAM
JEANETTE DEMANETT	5.95	DAILY SALES-SCHOOL LUNCHES
JEANNIE SMITH	8.95	DAILY SALES-SCHOOL LUNCHES
JODI ANDERZHON	13.85	DAILY SALES-SCHOOL LUNCHES
KECK	2,700.51	SNF FOOD FOR THE FOODSERVICE PROGRAM
KELLY KREIFELS	10.90	DAILY SALES-SCHOOL LUNCHES
KRISTEN FINICAL	19.30	DAILY SALES-SCHOOL LUNCHES
LENORA MCALPIN	15.75	DAILY SALES-SCHOOL LUNCHES
MARGARET BRADY	13.80	DAILY SALES-SCHOOL LUNCHES
MARTIN BROS DIST	22,046.36	SNF FOOD FOR THE FOODSERVICE PROGRAM
MARY LEHMAN	13.10	DAILY SALES-SCHOOL LUNCHES
MEYER LABORATORY INC	189.65	SNF SUPPLIES
MIKE HODGES	50.00	DAILY SALES-SCHOOL LUNCHES
REBECKA POLK	13.05	DAILY SALES-SCHOOL LUNCHES
SAPP BROS.	36.38	SNF SUPPLIES
SARAH MARTIN	13.52	DAILY SALES-SCHOOL LUNCHES
SCHOOL NUTRITION ASSOC. OF IOWA	45.00	STAFF WORKSHOP/CONFERENCE REGISTRATION
SMITH VENDING	328.30	SNF FOOD FOR THE FOODSERVICE PROGRAM
US FOODS	664.70	SNF FOOD FOR THE FOODSERVICE PROGRAM
VICKIE GRAHAM	1.95	DAILY SALES-SCHOOL LUNCHES
Fund Number 61	<u>33,984.24</u>	
Checking Account ID 20	33,984.24	
Checking Account ID 3	Fund Number 21	ACTIVITY FUND
ABRAHAM LINCOLN VOLLEYBALL	100.00	SUPPLIES/SHEN VOLLEYBALL
AMERICAN LEGION COUNTRY CLUB	394.31	SUPPLIES/GENERAL ATHLETICS
ANNA PETERSON	90.00	GENERAL ATHLETIC WORKERS
BANK IOWA/CONNIE MCGINNIS	1,764.00	TRAVEL/GENERAL ATHLETICS
BMO MASTERCARD	1,342.66	TRAVEL
BMO MASTERCARD	1,181.78	SUPPLIES/CLASS 2018
BMO MASTERCARD	157.00	SUPPLIES/FCCLA
BMO MASTERCARD	1,660.34	TRAVEL/FFA
BMO MASTERCARD	90.00	SUPPLIES/SHEN SINGERS
BMO MASTERCARD	186.60	MAY MENTORING ACTIVITY SUPPLIES
CHRISTOPHER JOHNSON	130.00	GENERAL ATHLETICS OFFICIAL
CORY FAUST	130.00	GENERAL ATHLETICS OFFICIAL
DOESE PHOTOGRAPHY	48.00	SUPPLIES/FFA
FAREWAY STORES	558.97	MUSTANG FIELD CONCESSION SUPPLIES
GARY WAX	110.00	GENERAL ATHLETICS OFFICIAL
HOWARD SPORTING GOODS	1,081.40	SUPPLIES/GENERAL ATHLETICS
IOWA GIRLS HS ATHLETIC UNION	30.00	CO-ED STATE TENNIS
JIM DOYLE	110.00	GENERAL ATHLETICS OFFICIAL
JIM MARANVILLE	340.00	GENERAL ATHLETICS OFFICIAL
JOHN NAHNSEN	125.00	GENERAL ATHLETICS OFFICIAL
KEVIN BLUNT	130.00	GENERAL ATHLETICS OFFICIAL

MONTHLY BOARD VENDOR BILLS
 June 2018 Accounts Payable

Vendor Name	Invoice Amount	Invoice Detail	Description
LASTING INK IMPRESSIONS	1,143.00	MAY MENTORING ACTIVITY	SUPPLIES
LEROY DUKES	260.00	GENERAL ATHLETICS	OFFICIAL
MARK ATHOW	125.00	GENERAL ATHLETICS	OFFICIAL
MIDDLE SCHOOL PTO	160.00	SUPPLIES/GENERAL	ATHLETICS
MIKE PEITZMEIER	250.00	GENERAL ATHLETICS	OFFICIAL
MIKE PETERSON	90.00	GENERAL ATHLETIC	WORKERS
NEFF COMPANY	450.50	SUPPLIES/STUDENT	COUNCIL
RICK PACE	260.00	GENERAL ATHLETICS	OFFICIAL
RIEMAN MUSIC DES MOINES	29.10	RESALE/MS MARCHING	MUSTANGS
RIVERSIDE HIGH SCHOOL	40.00	ENTRY FEE TO ANOTHER	SCHOOL
ROBERT HAWKINSON	125.00	GENERAL ATHLETICS	OFFICIAL
ROCSTOP - WHITEHILLS	290.00	MUSTANG FIELD CONCESSION	SUPPLIES
RON HANSEN	90.00	GENERAL ATHLETIC	WORKERS
RONALD JONES	125.00	GENERAL ATHLETICS	OFFICIAL
SHENANDOAH SCHOOL LUNCH	215.25	SUPPLIES/GENERAL	ATHLETICS
SLEEP INN LIVING HISTORY FARMS	1,587.04	TRAVEL/GENERAL	ATHLETICS
SPORTS PLEX	460.00	SUPPLIES/GENERAL	ATHLETICS
WILSON AQUATIC CENTER	150.00	MAY MENTORING ACT.	STUD& STAFF ADMISSION
Fund Number 21	<u>15,609.95</u>		
Checking Account ID 3	Fund Number 81	TRUST FUNDS NON EXPENDABLE	
VANESSA WEBSTER/UNIVERISTY OF IOWA	203.00	BRUCE GRUBER	SCHOLARSHIP
Fund Number 81	<u>203.00</u>		
Checking Account ID 3	15,812.95		
Checking Account ID 30	Fund Number 10	GENERAL FUND	
AHLERS & COONEY PC	186.00	LAWYER/NEGOTIATIONS	
AP EXAMS	2,710.00	HS TESTING	
ASNAB MINISTRIES	260.00	HS BAND ACCOMPANIST	
BARBARA FARWELL	204.48	ESL TRAVEL	
BMO MASTERCARD	6,090.39	TEN80 TRAVEL	
BMO MASTERCARD	39.99	GROUNDS GENERAL	SUPPLIES
BMO MASTERCARD	450.26	COMB WEIGHTED LEVEL	SUPPLIES
BMO MASTERCARD	373.27	HS FCS SUPPLIES	
BMO MASTERCARD	430.56	OUTDOOR CLASSROOM	SUPPLIES
BMO MASTERCARD	358.13	TRANSPORTATION REPAIR	PARTS
BMO MASTERCARD	2,598.83	TEN80 TRAVEL	
BMO MASTERCARD	279.82	SUPERINTENDENT	SUPPLIES
BMO MASTERCARD	244.16	TRAVEL	
BMO MASTERCARD	51.32	MS VOCAL MUSIC	SUPPLIES
BMO MASTERCARD	32.29	MS FCS SUPPLIES	
BMO MASTERCARD	587.82	TECHNOLOGY COMPUTERS	
BMO MASTERCARD	353.18	HS PRINCIPAL SUPPLIES	
BMO MASTERCARD	250.00	SUPERINTENDENT	POSTAGE
BMO MASTERCARD	41.50	TRANSPORTATION	GASOLINE
BMO MASTERCARD	807.56	STUDENT AND STAFF	ADMISSIONS
BUS PARTS WAREHOUSE	140.04	TRANSPORTATION REPAIR	PARTS
CABINETS BY STAC	84.40	MAINTENANCE BUILDING	SUPPLIES
CAMBLIN MECHANICAL	234.86	MAINTENANCE BUILDING	REPAIR SERVICES
CAPITAL SANITARY SUPPLY	2,350.51	MAINTENANCE CLEANING	SUPPLIES
CDW GOVERNMENT	194.44	TECH REPAIR & MAINTENANCE	SUPPLIES
CENTERPOINT ENERGY	3,232.49	UTILITIES-GAS	
CENTURYLINK	489.88	HS PRINCIPAL TELEPHONE	
CHAT MOBILITY	135.31	SUPERINTENDENT TELEPHONE	
CITY OF SHENANDOAH	13,535.85	WATER-SEWER	
COUNTRY TIRE	1,035.68	TRANSPORTATION TIRES &	TUBES
CULLIGAN WATER	162.00	MAINTENANCE SUPPLIES	
DEPT OF EDUCATION	40.00	BUS INSPECTION SERVICES	

Vendor Name	Invoice Amount	Invoice Detail Description
DOVEL REFRIGERATION	140.86	MAINTENANCE BUILDING REPAIR SERVICES
FELD FIRE	60.48	MAINTENANCE BUILDING SUPPLIES
GLENWOOD CSD	5,127.09	PURCHASE EDUCATIONAL/L3 IND COSTS
HOWARD SPORTING GOODS	5.70	HS GENERAL ED SUPPLIES
IOWA COMMUNICATIONS NETWORK	3,230.78	HS PRINCIPAL TELEPHONE
IOWA HIGH SCHOOL MUSIC ASSOCIATION	285.00	HS VOCAL MUSIC STUDENT ENTRY & REG FEES
IRESQ	435.00	TECH REPAIR & MAINTENANCE SUPPLIES
JESSICA COX	497.00	STUDENT TRANSPORTATION-PARENT
KMA BROADCASTING, LP	350.00	BOARD NEWSPAPER ADVERTISING
KRIEGLER OFFICE	39.58	HS GENERAL ED SUPPLIES
MARTHA ARCHULETA	497.00	STUDENT TRANSPORTATION-PARENT
MENARDS	203.88	HS IND ARTS RESALE INVENTORY
MIDAMERICAN ENERGY	11,722.24	UTILITIES-ELECTRICITY
MILLER BUILDING	197.35	HS IND ARTS RESALE INVENTORY
MITEL NET SOLUTIONS	548.94	HS PRINCIPAL TELEPHONE
MONTE MUNSINGER	58.21	SPECIAL ED DIRECTOR TRAVEL
NISHNA PRODUCTIONS	45.16	PURCHASE EDUCATIONAL/L3 IND COSTS
O'REILLY AUTO	149.45	TRANSPORTATION GREASE OIL LUBRICANTS
OMAHA'S HENRY DOORLY ZOO	77.00	COMB WEIGHTED LEVEL TRAVEL
PAPER TIGER SHREDDING	109.59	PURCHASED PROFESSIONAL SERVICES
PARALLEL TECHNOLOGIES, INC.	187.50	MAINTENANCE BUILDING REPAIR SERVICES
PETERSEN AUTO	172.20	TRANSPORTATION GREASE OIL LUBRICANTS
RCB TRUCK REPAIR	2,072.72	VEHICLE REPAIR SERVICES
REALITYWORKS	11,018.61	CARL PERKINS EQUIPMENT
RIEMAN MUSIC DES MOINES	20.05	HS BAND EQUIPMENT REPAIR
ROCSTOP - WHITEHILLS	2,781.57	MAINTENANCE GASOLINE
ROCSTOP CARDTROL	5,554.13	TRANSPORTATION GASOLINE
ROGERS PEST CONTROL LLC	210.00	MAINTENANCE PEST CONTROL CONTRACTED
SCHOOL BUS SALES	126.19	TRANSPORTATION REPAIR PARTS
SCHOOL HEALTH	422.63	SCHOOL NURSE SUPPLIES
SHENANDOAH SCHOOL LUNCH	400.00	ELEM PRINCIPAL SUPPLIES
SHERIDAN DECORATING	56.94	MAINTENANCE BUILDING SUPPLIES
SHERRY SQUIRES	497.00	STUDENT TRANSPORTATION-PARENT
SKATELAND ROLLER RINK	252.00	ELEM PRINCIPAL SUPPLIES
SPORTS PLEX	300.00	JEANS - SUPPLIES
SUPPLYWORKS	2,092.58	MAINTENANCE CLEANING SUPPLIES
SW IOWA HONOR MARCHING BAND	100.00	HS BAND STUDENT ENTRY & REGISTRATION FEE
TIMBERLINE BILLING SERVICE LLC	247.61	MEDICAID BILLING SERVICES
UPS	7.35	TECHNOLOGY COORDINATOR SUPPLIES
VALLEY PUBLICATIONS	623.80	BOARD NEWSPAPER ADVERTISING
VETTER EQUIPMENT CO	224.10	CUSTODIAL MAINTENANCE EQUIPMENT
WELLMARK BLUE CROSS BLUESHEILD	86,300.34	HEALTH INSURANCE PAYABLE CN
Fund Number 10	175,432.65	
Checking Account ID 30	Fund Number 33	SAVE (SECURE AN ADVANCED VISION FOR ED.
CAMBLIN MECHANICAL	755.19	HVAC SYSTEM
PARALLEL TECHNOLOGIES, INC.	4,715.89	HVAC SYSTEM
VETTER EQUIPMENT CO	1,076.85	EQUIPMENT REPAIRS
Fund Number 33	6,547.93	
Checking Account ID 30	Fund Number 36	PHYSICAL PLANT & EQUIPMENT
AMERICAN LEGION COUNTRY CLUB	1,000.00	RENTAL OF LAND & BUILDINGS
CDW GOVERNMENT	513.18	TECH RELATED SUPPLIES
CULLIGAN WATER	243.47	RENTAL OF EQUIPMENT & VEHICLES
DOVEL REFRIGERATION	2,271.11	BUILDING IMPROVMENT FURNITURE&FIXTURES
ELEVATE ROOFING	787.37	BUILDING REPAIR
FRONTLINE TECHNOLOGIES GROUP LLC	3,000.00	TECH RELATED SOFTWARE
GOODWIN TUCKER	1,139.28	EQUIPMENT REPAIRS

Shenandoah CSD
06/07/2018 01:04 PM

MONTHLY BOARD VENDOR BILLS

Page: 4

June 2018 Accounts Payable

User ID: RUZEKSHE

Vendor Name

Invoice Detail Invoice Detail Description
Amount

STEVENSON ELECTRIC

1,884.96 GROUNDS IMPROVEMENTS INFRASTRUCTURE

Fund Number 36

10,839.37

Checking Account ID 30

192,819.95

Shenandoah Elementary Preschool Program 2018-2019

Program Policies and Procedures



***Shenandoah Community School District
Shenandoah Elementary***

*601 Dr Creighton Cir
(Preschool located at 304 West Nishna Rd)
Shenandoah, IA 51601
(712) 246-2520*

Shenandoah Community School District Shenandoah Elementary

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Shenandoah Preschool Policies and Procedures

WELCOME TO SHENANDOAH ELEMENTARY PRESCHOOL (QPPS 10.1)

Shenandoah Community School District is honored to have a strong, full inclusive preschool program. The program's goal is to provide a high quality preschool program meeting each child's needs, including children with disabilities and those from a diverse background. The preschool provides a rich learning environment that encourages children's natural curiosity and supports them to take risks that lead to new skill development. It is a setting where children feel safe, respected, and cared for. This is an opportunity for all three and four-year-old children to take part in planned, active learning experiences to build their readiness skills. This program also serves children on individualized education plans (IEP) that are transitioning from Early Access Services into the public school system. The preschool program has adopted and meets the Iowa Quality Preschool Program Standards, administered by the Iowa Department of Education. The Iowa Early Learning Standards are used to guide expectations for the children and instructional practices. The Creative Curriculum and GOLD Assessments are used as tools to align all curriculum, instruction, and assessment.

MISSION, VISION, AND STUDENT GOALS (QPPS 10.1)

Mission Statement

The Shenandoah Community School District, in partnership with parents and the community, will provide an educational environment that maximizes each student's potential to meet the challenges of an ever-changing world.

Vision Statement

Our vision of Shenandoah Schools is a lighthouse illuminating, not limiting; providing direction, not destination. The lighthouse beams offer direction for students to become intellectually, physically, socially and globally responsible citizens. The lighthouse illuminates a safe, healthy, caring learning environment where the dignity of students, teachers, parents and all others interacting within the system is cherished. In our vision, the lighthouse rays provide direction for an understandable and challenging curriculum which stretches student capabilities. Lighthouse beams illuminate school employees who are focused and visionary, collaborative, and empowered to make decisions. In our vision, the lighthouse illuminates state-of-the-art technology, buildings and grounds, and a community that is continually making strides to keep them current.

Student Goals

- . Students will listen for information and respond effectively.
- . Students will use math skills to solve problems encountered as consumers and workers.
- . Students will apply technology to gather and use information in real situations.
- . Students will write clearly to express their own ideas and to convey information to an audience.
- . Students will reason to logically solve problems, make decisions, and resolve conflicts.
- . Students will speak and read to clearly express their own ideas and to communicate information using language that is appropriate for the audience.
- . Students will demonstrate study skills needed to be independent, lifelong learners.
- . Students will experience and recognize the value of the fine arts.
- . Students will make choices leading to continuous personal growth and responsible, healthy lifestyles.
- . Students will use visual communication to express and interpret ideas.
- . Students will recognize the need to tolerate and cooperate with others in order to maintain harmony in their lives.
- . Students will apply scientific concepts to understand self, world and universe

ENROLLMENT

Eligibility

Shenandoah Schools Preschool offers programs for 3 year olds and 4 year olds. Their program is based on their birthdate.

Children must be three years of age on or before September 15th of the current school year to participate in the 3 year old programming. Children must be four years of age on or before September 15th of the current school year to participate in the 4 year old programming. Interested families requesting to enroll their child in the preschool program may call the preschool office at 712-246-1581.

Pre-registration will begin in the spring prior to the start of the school year. Please contact the preschool office for registration information at 712-246-1581.

Attendance

Regular attendance is mandatory for all Preschool students. Additionally, if your child is on an Individualized Education Plan (IEP), attendance ensures she/he receives the services mandated.

If your child is going to be absent, please call the preschool office at 712-246-1581. Iowa Code, Chapter 299, covers compulsory attendance for preschool age students. Students who have excessive attendance concerns will follow the districts attendance policy (see below for guidance).

If your child is late to school, the student needs to check in at the office. Students are considered late

immediately following the start time of class.

The days referred to below refer to total days missed or total tardies for a student. Exceptions will be made for approved, long-term absences.

1 Day Absent – If the parent does not report a student absent, school personnel will call (by SchoolMessenger Parent Notification System) to confirm the absence and the child’s safety. If no phone contact is made, the school interventionist may make a home visit. If contact was not made by the school regarding an absence, a note should be sent or a telephone call made at the time of the child’s return to school giving the reason for the absence. Any absence which occurs without parental knowledge will be classified as truancy. Parents will be notified when a student is truant from school. If a student is absent 3 or more consecutive days, the school may require a doctor’s statement confirming the illness.

7 Days Absent/Tardy – A letter will be sent to the parent/guardian addressing the absences. A home visit may be made by school personnel.

10 Days Absent/Tardy – An Attendance Cooperation meeting will be scheduled.

Tuition

3 year old program: \$75.00/month

4 year old program: tuition free

*Three year old programming may be eligible for tuition assistance. Please contact the preschool office for more information.

Hours

3 year old program: AM Session, 8:00am-11:00am; PM Session, 11:30am-2:30pm

4 year old program: All day, 8:00am-2:30pm

The elementary school will provide a yearly academic calendar. The preschool programs are on the same schedule as the district calendar.

- First day of preschool for the 2018-2019 school year is Monday, August 27, 2018.
- Preschool will participate in early out Wednesdays per district calendar.
 - 2 hour early dismissal is 12:30pm for the all day program.
 - There is no PM 3 year old preschool on Early Out Wednesdays.
 - 3 year old AM preschool remains the same time on Early Out Wednesdays.
- No school on the following dates for all preschoolers due to professional development off-site: Sept 24, Oct 17, Nov 16, Jan 17, Feb 20, Mar 20

Lunch is served daily for the all day program. The cost for the meal is the same as the district student cost. Families are encouraged to fill out a free/reduced lunch application. This waiver applies to preschool students.

Transportation

Transportation is provided to preschool students. The school district will offer town stops and country stops.

General Information (QPPS 3.9, 5.1, 10.4)

Prior to participating in the program, health records that document the dates of service shall be submitted that show the child is current for routine screening tests and immunizations according to the schedule recommended and published by the American Academy of Pediatrics. These health records include birth certificate, up-to-date immunizations, lead and dental screenings.

- The maximum class size in each session is based on square footage of the current location.
- Our programs maintain a ratio of 1 adult to 10 children at all times. Additional staff may be provided based on the individual needs of children.
- Classroom student numbers will not exceed 20 and the number of children allowed is based on usable square footage.
- Each classroom has a licensed/certified early childhood teacher.
- All children will be within “line of sight” of adults both indoors and outdoors unless toileting.
- When toileting, students will be monitored by sound and checked visually when necessary.
- First Aid Kits are available for use in the classroom at all times.
- Adult-student ratios are maintained on field trips.
- The elementary principal will maintain a current list of available substitutes for both the teacher and associates. Should one of the teaching staff need to temporarily leave the room, arrangements will be made to cover the classroom to maintain the staff-child ratio. **QPPS 10.4**

Inclusion

The preschool program includes all children, including those with disabilities and unique learning needs. Modifications are made in the environment and staffing patterns in order to include children with special needs. Staff members are aware of the identified needs of individual children and are trained to follow through on specific intervention plans. It is our belief that inclusion in our program will enrich the experience for teachers, students, other children and their families. The preschool facilities meet the Americans with Disabilities Act accessibility requirements. **QPPS 9.10**

A PRESCHOOL DAY (QPPS 10.3, 10.10, 6.3, 6.4)

Who Works In the Preschool

Program Administrator The elementary principal is designated as the program administrator supervising the preschool program. The principal meets all qualifications described in the Iowa Quality Preschool Program Standards. **QPPS 10.3**

Teacher A full-time teacher licensed by the Iowa Board of Educational Examiners and holding an Early Childhood endorsement is assigned to the preschool programs. **QPPS 6.3**

Teacher Assistant/Paraeducator

A full time teacher assistant in the classroom carries out activities under the supervision of the teacher. The teacher assistant will have specialized training. **QPPS 6.4**

School Nurse

The preschool will have the assistance of the school nurse. She attends to the health needs of the students while they are at school. She is available for parent consultation when necessary. **QPPS 10.10**

Support Staff

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

Daily Activities (QPPS 4.10)

A consistent daily schedule is planned to offer a balance of learning activities. Learning is both formal and informal. Play is planned for every day. Listening is balanced with talking, group activities with solitary time, indoors with outdoors, quiet play with noisy play. The preschool team meets daily to discuss and review student observations and anecdotal notes to enable them to plan for instruction.

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

- **Large and Small Group Activities**
- **Self-directed Play**
- **Learning Center Activities:** *Art Center, Science Center, Writing Center, Fine Motor Center, Reading Center, Block Center, Dramatic Play Center, Computer Center, Music Center, Sensory Center*
- **Story Time**
- **Individual Activities**
- **Outdoor Activities / Large Motor Activities**
- **Snack Time**

Curriculum (QPPS 2.1 - 2.4, 3.13)

Curriculum is a framework for learning opportunities and experiences. It is a process by which learners obtain knowledge and understanding, while developing life skills. It is continually revised and evaluated to make learning fun and exciting.

It is the policy of this district that the curriculum content and instructional materials utilized reflect the cultural and racial diversity present in the United States and the variety of careers, roles, and life styles open to women as well as men in our society. One of the objectives of the total curriculum and teaching strategies is to reduce stereotyping and to eliminate bias on the basis of sex, race, ethnic origin, religion, and physical disability. The curriculum should foster respect and appreciation for the cultural diversity found in our country and an awareness of the rights, duties, and responsibilities of each individual as a member of a multicultural nonsexist society. **QPPS 1.7**

The preschool program uses *Creative Curriculum* and *Handwriting Without Tears*, research and evidence based comprehensive curriculums designed for three to five year-olds. It addresses all areas of early learning: language and literacy, math, science, physical skills, and social skills. It provides children an opportunity to learn in a variety of ways - through play, problem solving, movement, art, music, drawing writing, listening, and storytelling. Suggestions for modifications and adaptations are an integral part of

the curriculum. **QPPS 2.1, 2.2**

Child Assessment (QPPS 2.5, 2.6, 4.1, 4.2, 4.3, 4.5, 4.14, 7.3, 7.4, 7.5, 7.7, 7.8)

Specific assessment plans are available upon request from the child's teacher.

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

Children are assessed in the following ways:

- *Teaching Strategies/GOLD* is aligned with the Iowa Early Learning Standards. It records student progress in all developmental areas at the beginning, middle and end of the year.
- Observational data provides an ongoing anecdotal record of each child's progress during daily activities.
- Child portfolios are organized by the teaching staff and include the assessments, observational data, and child work samples collected on an on-going basis.

Families are asked to contribute information about their child's progress. Young children often show different skills in different settings. Working together, the teaching staff and families can gather a complete picture of a child's growth and development through the GOLD assessment tool and verbal or written communication with the teacher. **QPPS 4.14**

The information from the above is used in the following ways:

- To provide information about children's needs, interests, and abilities in order to plan developmentally appropriate experiences for them;
- To provide information to parents about their children's developmental milestones;
- To indicate possible areas that requires additional assessment. **QPPS 7.3, 7.5, 4.1, 4.2**

Assessment information will be shared formally with families during Parent Teacher Conferences in the fall and spring. Informal conferences are always welcome and can be requested at any time. **QPPS 7.3**

If, through observation or information on the assessments given, the teacher feels that there is a possible issue related to a developmental delay or other special need, they will communicate this to the family during a teacher/family conference (formally or informally), sharing documentation of the concern.

Suggestions for next steps may include the following, with the knowledge and consent of the parents:

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

The preschool staff, AEA, and principal will follow the Student Assistance Team (SAT) process. The preschool teacher would assist in arranging for developmental screening and referral for diagnostic assessment when indicated. **QPPS 7.4, 7.7, 8.2**

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

- The program provides families with information about programs and services from other organizations, such as Green Hills AEA, DHS, Child Care Resource and Referral, *Parents as Teachers* programs, and medical professionals, etc... QPPS 7.8, 8.2, 8.3

Program Assessment (4.1, 4.2, 7.6)

Shenandoah Community School District implements the Iowa Quality Preschool Program Standards. Administrators, families, staff, and other routinely participating adults will be involved annually in a program evaluation that measures progress toward the program's goals and objectives. The annual evaluation process includes gathering evidence on all areas of program functioning, including policies and procedures, program quality, children's progress and learning, family involvement and satisfaction, and community awareness and satisfaction. The program uses this information to plan professional development and program quality-improvement activities as well as to improve operations and policies.

Supervision Policy (QPPS 3.9, 9.2, 9.7, 10.6, 10.7)

Before children arrive at school, the preschool staff will complete the following daily safety check indoors and outdoors:

- All safety plugs and electric outlets covered, heat/AC, water temperature, and toilets, etc. in working order.
- All cleaning supplies/poisons out of children reach and stored properly.
- Classroom and materials checked for cleanliness/broken parts, etc. including playground.
- Supplies checked - first aid kit, latex gloves, soap, paper towels, etc.
- Daily monitoring of environment - spills, sand, etc. Other serious problems reported to Elementary Principal.
- Upon arrival, each child is observed by the teacher for signs of illness or injury that could affect the child's ability to participate in the daily activities.

No child will be left unsupervised while attending preschool. Staff will supervise primarily by sight. Supervision for short intervals by sound is permissible as long as teachers check every two to three minutes on children who are out-of-sight (e.g. those who can use the toilet independently, who are in the library area, etc.) Indoor and outdoor spaces will be zoned by teaching staff with special attention given to areas where injury could occur.

Child Guidance and Discipline (QPPS 1.11, 10.6)

Preschool staff will equitably use positive guidance, redirection, and planning ahead to prevent problems. They will encourage appropriate behavior through the use of consistent clear rules, and involving children in problem solving to foster the child's own ability to become self disciplined. Where the child

understands words, discipline will be explained to the child before and at the time of any disciplinary action. Preschool staff will encourage children to respect other people, to be fair, respect property and learn to be responsible for their actions. Preschool staff will use discipline that is consistent, clear, and understandable to the child. They will help children learn to persist when frustrated, play cooperatively with other children, use language to communicate needs, learn turn taking, and respect and use property appropriately.

Challenging Behavior (QPPS 1.2, 1.8, 1.9, 1.10, 10.6)

The Preschool staff are highly trained, responsive, respectful, and purposeful. The staff anticipates and takes steps to prevent potential challenging behaviors. They evaluate and change their responses based on individual needs. When children have challenging behaviors, staff promotes pro-social behavior by:

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

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

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

Permissible Methods of Discipline:

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

Prohibited Practices

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

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

Water activities (QPPS 5.9, 9.15, 10.6, 10.7)

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

Snacks/Foods and Nutrition (QPPS 5.12- 5.21, 9.17, 10.6)

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

A snack is served daily at a regularly scheduled time, two hours apart and not more than three hours apart, keeping in mind breakfast/lunch times outside of the preschool setting.

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

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

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

High risk foods, often involved in choking incidents, will not be served. For early childhood students, these include hotdogs, whole or sliced into rounds; whole grapes; nuts; popcorn; raw peas and hard pretzels; spoonfuls of peanut butter; or chunks of raw carrots or meat larger than can be swallowed whole.

The school district does not use foods or beverages as rewards for academic performance or good

behavior, and will not withhold food or beverages as a punishment, nor will teaching staff ever threaten to withhold food as a form of discipline.

Outside Play and Learning (QPPS 5.5, 5.6, 9.5, 9.7, 9.8, 10.6, 10.7)

We have daily opportunities for outdoor play as the weather permits and provided the weather air quality and environmental safety conditions do not pose a threat. This allows children the opportunity to develop their large muscle skills, get exercise, and be active. We use the Child Care Weather Watch guidelines produced by Healthy Child Care Iowa to determine if the Wind Chill Factor or Heat Index is safe for outdoor play. If the wind chill is 15 degrees or colder, all activities will be indoors. If the heat index is 90 degrees or warmer, all activities will be indoors.

In cases when we cannot go outside, children are given the opportunity to use indoor equipment for similar activities inside and are supervised at the same level as outdoor equipment.

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

There are areas on the playground for children to be in the shade and still be active. We encourage you to bring a hat or other clothing for your child to wear as another protection from the sun.

Clothing

Your child will be learning through creative, active play that can sometimes be messy. Your child should wear comfortable, washable clothing as well as comfortable shoes to school. While we encourage the use of paint smocks or shirts during art projects, we can't guarantee that spills or stains will not occur. Clothing should be free of words, graphics, or pictures that are profane, immoral, illegal, or disruptive in nature. Families will be asked to provide an extra set of clothing for their child in case of an "accident" or messy play. Please clearly label the clothing with your child's name or place in a gallon size baggie with your child's name to reduce the possibility of mistakes. If your child is sent home in school clothes, please return the clothes to the school.

Toilet Learning (QPPS 5.7)

Children are expected to be potty trained or in the process of being potty trained before entering preschool. For children with exceptions, the following procedures are in place:

1. Diapering will only be done with a changing mat in the designated diaper area.
2. Staff will follow all diapering guidelines set forth in the Iowa Quality Preschool Programs Standards:
 - Cloth diapers and clothing that are soiled by urine or feces are immediately placed in a plastic bag (without rinsing or avoidable handling) and sent home that day for laundering.
 - Staff check children for signs that diapers or pull-ups are wet or contain feces at least every 2 hours. Diapers are changed when wet or soiled.
 - Staff change children's diapers or soiled underwear in the designated changing areas and not elsewhere in the facility.

- ___ At all times, caregivers have a hand on the child if being changed on an elevated surface.
 - Surfaces used for changing and on which changing materials are placed are not used for other purposes, including temporary placement of other objects, and especially not for any object involved with food or feeding.
 - Containers that hold soiled diapers and diapering materials have a lid that opens and closes tightly using a hands-free device (e.g., a step can). Containers are kept closed and are inaccessible to children. The container will be clearly labeled to show its intended use.
3. Potty chairs will not be used due to the risk of spreading infectious diarrhea.
 4. Families will be asked to provide an extra set of clothing for their child in case of an “accident” or messy play. Please clearly label the clothing with your child’s name to reduce the possibility of mistakes.

Objects From Home

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

Weapon Policy (QPPS 10.6)

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

Animal and Pet Policy (QPPS 5.26)

No animals are allowed in the preschool. If you have questions regarding this, please contact the elementary principal.

Birthdays (QPPS 5.13)

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

COMMUNICATION WITH FAMILIES (QPPS 1.1, 7.5)

The program will promote communication between families and staff by using written notes, daily

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

Arrival and Departure of Children (QPPS 10.11)

Parents are required to remain with their child/children until a staff member is present. The same procedure will be reversed with the staff member handing the child/children off to the parent at dismissal time. We will meet and dismiss in the preschool classrooms. No child will be permitted to leave the building without an adult. Adults will be responsible for the children coming in and out of the building at arrival and departure. Please keep the hallway outside of the office free from preschool traffic.

Other than parents or legal guardians, only persons with prior written authorization will be allowed to pick up a child from the school.

Students that are picked up late will remain with the preschool associate or teacher until the designated person picks them up from the teacher or associate in the classroom.

Field Trips

An important learning opportunity can take place in the form of a field trip that is relevant and reinforces what has been taught in the classroom. The Shenandoah Community School District buses are used for these field trips. Parents will be informed of each field trip well in advance. A parent or legal guardian must sign an informed consent form for trips for each child before each trip. Adult family members may be asked to volunteer to go on these trips to provide increased supervision and adult/child ratios.

Chaperones attending field trips must be approved by the elementary principal. Chaperones are to follow all school policies. This includes no smoking, staying within reach of the children being supervised, no alcohol, etc. Pictures will not be taken by chaperones. Chaperones may only take a picture of their child, not pictures of any other students on the field trip.

A first aid kit, emergency contact information, and emergency transport authorization information for the children in the group will be taken on all trips. Children may only use a public restroom if they are accompanied by a staff member. Children will never be left alone in a vehicle or unsupervised by an adult.

Ethics and Confidentiality (QPPS 4.1, 6.2)

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

children as well as for other adults.

Children's Records (QPPS 4.1, 5.1)

Student records containing personally identifiable information, except for directory information, are confidential. Only persons, including employees, who have a legitimate educational interest, are allowed to access a student's records without the parent's permission. Parents may access, request amendments to, and copy their child's records during regular office hours.

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

Preschool Advisory Committee (QPPS 7.2)

Shenandoah Elementary is striving to implement a Preschool Advisory Committee, a sub-group of the School Improvement Advisory Committee, composed of parents, school staff, and community members. This group would meet quarterly to provide input and feedback on services for preschool and elementary age children. Please let the elementary principal know if you are interested in being part of the Preschool Advisory Committee.

Grievance Policy (QPPS 7.6)

Open and honest communication between families and the preschool program is an essential component of a high quality early childhood program. We want you to be confident that your child is being well cared for and is having a quality experience. If there is ever a time you have a concern regarding your child, we want to encourage you to address your concern to your child's teacher. If additional help is needed, either party may ask for the assistance from the Elementary Principal.

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

As part of our program assessment, in the spring of each year, we will offer each family the opportunity to provide written input which will help us evaluate our program. This information helps us to assess how the program is meeting the needs of families and children, as well as to identify strengths and weaknesses.

FAMILY INVOLVEMENT (QPPS 7.1, 7.2)

Parents and legal guardians are always welcome to visit the preschool classroom. If you would like to visit, please arrange a time with the elementary principal. Visitors are asked to please use discretion with regard to bringing babies and toddlers to school as young children may disrupt class sessions.

Program staff use a variety of formal and informal ways to become acquainted with and learn from families about their family structure and their preferred means of child-rearing practices and communication; and information about their socioeconomic, linguistic, racial, religious, and cultural backgrounds as they wish to share. Program staff members communicate with families regarding children's activities and developmental milestones, shared care-giving issues, and other information that

affects the well-being of their children. Parent/Teacher conferences are held in both the fall and spring semesters, as well as when either party requests. At least one Family Event is held during the year.

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

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

We invite you to become involved in one or all of the following ways, and welcome other ideas as well.

1. Support your child's daily transition to school by sharing information about your child's interests and abilities;
2. Keep the teacher informed of changes and events that might affect your child, allowing the teacher to be more responsive to your child's needs;
3. Attend family meetings;
4. Return all forms, questionnaires, and other paperwork promptly;
5. Attend Parent/Teacher conferences in the Fall and Spring semesters;
6. Check your child's backpack and folder each day;
7. Participate in field trip activities;
8. Share some of your talents in your child's class through activities such as: reading or storytelling, cooking, art, preparing visuals, music, sewing, crafts, hobbies, your profession, or artifacts from trips you have taken;
9. Share any of your families' cultural traditions, celebrations, or customs;
10. Read the material sent home with your child;
11. Help with special events. Helping takes many different forms such as preparation of materials at home, making telephone calls, preparing or posting flyers, recruiting other volunteers, collecting donations or prizes, run errands, photography, setup before the event, or clean afterwards;
12. Volunteer to be a PTO member or a Preschool Advisory Committee member.

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

The school district believes that families should be supported in making decisions about services that their children may need. The teaching staff will provide information to families about available community resources and assist as requested in helping the family make connections.

Parent / Teacher Conferences

The preschool program will have formal parent teacher conferences in the fall and spring. These dates are indicated on the district calendar. During the conference the teacher will share results of classroom assessments and samples of your child's work. Together you can make a plan to continue to encourage your child's growth and development.

Transitions (QPPS 7.9, 7.10)

Home-school connections are crucial to the transition to kindergarten or any other program, such as special education. The child's family provides the consistency and continuity necessary for a young child to be successful. Making a change from one program to another can sometimes be difficult for a young child whether the transition is within the same building or in another location. Teaching staff will partner with the family to make the transition as smooth as possible by connecting family members with the next program's staff. Preschool staff will provide information about enrollment policies and procedures, program options, and arrange for a classroom visit whenever possible.

Preschool Round-Up is held every spring. Transitional information is shared at this time. Round-Up consists of a presentation by staff and a sign-up session for preschool screenings for the preschool student. If a student has been screened by school personnel, they will not need to be screened again.

HEALTH AND SAFETY (QPPS 10.6, 10.7)

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

Emergency Procedures (QPPS 10.13)

Emergency procedure plans are available upon request from the program administrators. Emergency procedures are also posted in each classroom.

Health and Immunization Certificates (QPPS 5.1)

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

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

Records that are needed for Shenandoah Preschool include copy of child's birth certificate, up to date immunizations, dental screening, and lead screening. The school needs updated records yearly.

Health and Safety Records (QPPS 10.10, 5.1, 10.14)

Health and safety information collected from families will be maintained on file for each child in the school nurse's office. Files are kept current by updating as needed. The content of the file is confidential, but is immediately available to administrators or teaching staff who have consent from a parent or legal

guardian for access to records; the child's parent or legal guardian; and regulatory authorities, upon request. **QPPS 10.10**

Child Health and Safety Records will include: **QPPS 5.1**

1. Current information about any health insurance coverage required for treatment in an emergency;
2. Results of health examination, showing up-to-date immunizations and screening tests with an indication of normal or abnormal results and any follow-up required for abnormal results;
3. Current emergency contact information for each child, that is kept up to date by a specified method during the year;
4. Names of individuals authorized by the family to have access to health information about the child;
5. Instructions for any of the child's special health needs such as allergies or chronic illness (e.g., asthma, hearing or vision impairments, feeding needs, neuromuscular conditions, urinary or other ongoing health problems, seizures, diabetes);
6. Individual emergency care plans for children with known medical or developmental problems or other conditions that might require special care in an emergency (allergy, asthma, seizures, orthopedic or sensory problems, and other chronic conditions; conditions that require regular medication or technology support; and **QPPS 10.14**
7. Supporting evidence for cases in which a child is under-immunized because of a medical condition (documented by a licensed health professional) or the family's beliefs. Staff implement a plan to exclude the child promptly if a vaccine-preventable disease to which children are susceptible occurs in the program.

General Health and Safety Guidelines (QPPS 5.2, 5.4, 10.14)

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

Illness Policy and Exclusion of Sick Children (QPPS 5.3, 10.6)

In the case of serious illness or injury, the school shall attempt to notify the parents according to the information on the registration form. If the student is too ill to remain in school, the student will be

released to the student's parents or, with parental permission, to another person directed by the parents. While the school district is not responsible for treating medical emergencies, employees may administer emergency or minor first aid if possible. The school will contact emergency medical personnel, if necessary, and attempt to notify the parents where the student has been transported for treatment.

If a child's activity must be limited following an illness, parents are asked to notify the office. For the health and safety of all the children, it is mandatory that sick children not be brought to school. In order to prevent the spread of disease, please keep your child home from school if he or she displays any of the following symptoms within a 24 hour period:

- fever greater than or equal to 100.4 degrees F
- vomiting
- diarrhea
- pink eyes with drainage
- cough with congestion and excessive nasal discharge
- cold sores or lesions

If your child displays any of the above symptoms at school parents will be notified and required to pick up their child. The district's established policy for an ill child's return:

- Fever free for 24 hours
- Chicken pox: one week after onset (or when lesions are crusted)
- Strep: 24 hours after initial medication
- Vomiting/Diarrhea: 24 hours after last episode
- Conjunctivitis: 24 hours after initial medication or when without drainage
- Cold sores or lesions shows signs of healing (scabbed over)

If an illness prevents the child from participating comfortably in activities or creates a greater need for care than the staff can provide without compromising the health and safety of the other children, or if a child's condition is suspected to be contagious and requires exclusion as identified by public health authorities, then the child is made comfortable in a location where she or he is supervised by a familiar caregiver.

Preschool staff will inform the school nurse and elementary secretary of any symptoms or concerns. The school nurse or elementary secretary will contact the parents of the student.

Reporting Communicable Diseases (QPPS 5.4)

Staff and teachers provide information to families verbally and in writing about any unusual level or type of communicable disease to which their child was exposed, signs and symptoms of the disease, mode of transmission, period of communicability, and control measures that are being implemented at the program and that the families should implement at home. The program has documentation that it has cooperative arrangements with local health authorities and has, at least annually, made contact with those authorities to keep current on relevant health information and to arrange for obtaining advice when outbreaks of communicable disease occur.

Medication Policies and Procedures (QPPS 5.10)

Policy: The school will administer medication to children with written approval of the parent and an

order from a health provider for a specific child. Because administration of medication in the school is a safety hazard, medication administration will be limited to situations where an agreement to give medicine outside preschool hours cannot be made. Whenever possible, the first dose of medication should be given at home to see if the child has any type of reaction.

Procedure: The school nurse coordinates and/or administers medication during school hours only if the parent or legal guardian has provided written consent and the medication is available in an original labeled prescription or manufacturer's container that is child-resistant. Any other person who would administer medication has specific training and a written performance evaluation, updated annually by a health professional on the practice of the five right practices of medication administration: (1) verifying that the right child receives the (2) right medication (3) in the right dose (4) at the right time (5) by the right method with documentation of each right each time the medication is given. Medication errors will be controlled by checking and recording these five right practices each time medication is given. Should a medication error occur, the Regional Poison Control Center and the child's parents will be contacted immediately. The incident will be documented in the child's record at the school.

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

All medications are kept in a locked container and stored at the temperature recommended.

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

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

Cleaning and Sanitization (QPPS 9.11, 5.22, 5.23, 5.24, 10.6)

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

Toys that have been placed in a child's mouth or that are otherwise contaminated by body secretion or excretion is either to be washed by hand using water and detergent, and rinsed, sanitized, and air dried or washed and dried in a mechanical dishwasher before it can be used by another child.

All toys and surfaces will be disinfected according to the Cleaning and Sanitation Frequency Table. Toys that cannot be cleaned and sanitized will not be used.

QPPS 5.24

Staff will be trained in cleaning techniques, proper use of protective barriers such as gloves, proper handling and disposal of contaminated materials, and information required by the US Occupational Safety and Health Administration about the use of any chemical agents. **QPPS 5.23**

Routine cleaning will be supervised by the preschool teacher and will follow the Cleaning and Sanitation Frequency Table in Section III, page 47 of the QPPS manual. **QPPS 5.22**

Facility cleaning requiring potentially hazardous chemicals will be scheduled when children are not present to minimize exposure of the children. All cleaning products will be used as directed by the manufacturer's label. Nontoxic substances will be used whenever possible. Staff are trained yearly prior to the start of the school year. **QPPS 5.23**

Hand Washing Practices (QPPS 5.8)

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

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

Children and adults wash their hands:

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

Adults also wash their hands:

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

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

- using liquid soap and running water;
- rubbing hands vigorously for at least 10 seconds, including back of hands, wrists, between fingers, under and around any jewelry, and under fingernails; rinsing well; drying hands with a paper towel, or a dryer; and avoiding touching the faucet with just-washed hands (e.g., by using a paper towel to turn off water).

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

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

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

First Aid Kit (QPPS 9.13)

Fully equipped first-aid kits are readily available and maintained for each group of children. Staff take at least one kit to the outdoor play areas as well as on field trips and outings away from the site.

Fire Safety (QPPS 9.14, 10.6, 10.13)

A fire extinguisher is installed in the preschool classroom with a tag indicating its annual service date. The fire alarm system is serviced annually. Smoke detectors, fire alarms, and carbon monoxide detectors are tested monthly. A written log of testing dates and battery changes is maintained and available upon request. Fire drills are conducted routinely and recorded on a log.

Disaster Preparedness and Emergency Evacuation Policies and Procedures (QPPS 10.13)

Shenandoah Community Schools has a “Crisis Management Procedures” booklet in place that describes the following situations and procedures to follow:

- Emergency phone numbers
- Fire procedures
- Utility Failures (electric power failure, water line break, gas line break)
- Severe weather
- Bomb threats
- Physical Threats/Armed Intruder
- Evacuations
- Crisis Intervention Plan, Crisis Intervention Steps, and Media Procedures
- Accidental Injury or Illness procedures for life threatening and non-life threatening situations
- School crisis team members

Medical and/or Dental Emergencies and Notification of Accidents or Incidents (QPPS 10.13)

In the event that your child receives a minor, non-life threatening injury during their time at preschool, the preschool staff will assess the situation and apply first aid as needed. Minor cuts and scrapes will be treated with soap and water and bumps will be treated by applying ice to the injured area. Any major incident or injury will be documented on an “Accident Report” form and a copy will be given to the parent within 24 hours of the incident.

All staff will have immediate access to a telephone that allows them to summon help in an emergency. Emergency contact information for each child and staff member will be kept readily available. The list of emergency telephone numbers and copies of emergency contact information and authorization for

emergency transport will be taken along anytime children leave the facility in the care of facility staff.

Inclement Weather

In the event that Shenandoah Community Schools must be closed due to bad weather, we will notify school patrons through the districts SchoolMessenger automated communication system. This will be done by email and phone messaging. Local radio stations and the school website will have this information available.

If there is a late start for the elementary, there will be no a.m. preschool. However, the p.m. preschool class will run as scheduled and the all day program will start at 10:00am. If there is an early out due to weather, p.m. preschool classes will not be held and the all day program will dismiss as the district indicates.

It is vital that current and up to date contact information is given to the elementary secretary so the school is able to reach parents/guardians for various reasons.

Protection from Hazards and Environmental Health (QPPS 5.6, 9.12, 9.16, 9.18, 10.6, 10.7)

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

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

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

Smoke Free Facility (QPPS 9.19, 10.6)

In compliance with the Iowa Smokefree Air Act of 2008, Shenandoah school buildings and grounds are smoke free. A "No Smoking" sign meeting the law's requirements is posted at the entrance to the school buildings to inform people that they are entering a non-smoking place. Smoking is not allowed on the school grounds or within sight of any children. This includes field trips and school parking lots.

Child Protection Policies (QPPS 10.8, 10.9, 10.16, 10.19)

The health and well being of every child in our care is of the utmost importance and the protection of children is our responsibility. An applicant or volunteer for temporary or permanent employment with the preschool program involves direct interaction with or the opportunity to interact and associate with children must submit to a background check. In addition no person with a substantiated report of child abuse or neglect will come in contact with children in the program or have responsibility for children.

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

The school district does not tolerate employees physically, or sexually abusing or harassing students. Students who are physically or sexually abused or harassed by an employee should notify their parents, legal guardians, teacher, principal, or another employee. The Iowa Department of Education has established a two-step procedure for investigating allegations of physical or sexual abuse of students by employees.

Substance Abuse

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

Volunteers (QPPS 10.15, 10.17)

Parents, friends, grandparents, and other adults are encouraged to take an active part in the educational process of the children. Please contact the principal if you would like to be a school volunteer. For safety’s sake, if a volunteer will be working with children, he/she will be expected to submit to a background check. In addition, no person with a substantiated report of child abuse or neglect will come in contact with children in the program or have responsibility for children. If a volunteer works more than 40 hours per month with children, he/she will also need to provide a current health assessment, not more than one year old. People interested in volunteering should contact the Elementary Secretary or Elementary Principal at 712-246-2520.

STAFF (QPPS 10.15 - 10.20)

General Information

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

Orientation (QPPS 6.2)

Employees must know their role and duties. New preschool teaching staff will be required to participate in an initial orientation program that introduces them to fundamental aspects of the program operation including:

- Program philosophy, mission, and goals;
- Expectations for ethical conduct;
- Individual needs of children they will be teaching or caring for;
- Accepted guidance and classroom management techniques;
- Daily activities and routines of the program;
- Program curriculum;
- Child abuse and reporting procedures;
- Program policies and procedures;
- Iowa Quality Preschool Program Standards and Criteria;
- Regulatory requirements.

Follow-up training expands on the initial orientations.

The employee's immediate supervisor should provide the new employee with a review of the employee's responsibilities and duties. The school business manager will explain payroll procedures, employee benefit programs and accompanying forms to the employee. Regular employees ineligible for the school district's group health plan will be given information regarding where they can obtain health care or health care insurance.

Staffing patterns and schedule (QPPS 10.18)

The preschool program is in compliance with staff regulations and certification requirements. Our program follows requirements for staffing for Iowa's Quality Preschool Program Standards of maintaining an adult/child ratio of at least 1:10 at all times. The program administrator will maintain lists of current substitutes for both the preschool teacher and the preschool teaching assistant in case of absence.

Staff are provided space and time away from children during the day. Should staff work directly with children for more than four hours, staff are provided breaks of at least 15 minutes in each four-hour period. In addition, staff may request temporary relief when they are unable to perform their duties.

Staff development activities (QPPS 6.6, 10.15)

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

Teaching staff will be informed of professional development activities provided by Child Care Resource and Referral, the local Empowerment areas, and the Green Hills Area Education Agency. Staff are expected to attend all staff trainings and meetings throughout the year. Trainings will focus on early childhood topics relevant to the program and community.

Evaluation and Professional Growth Plan (QPPS 6.5, 6.6)

All staff are evaluated at least annually by an appropriate supervisor or, in the case of the program

administrator, by the superintendent. Staff also evaluate and improve their own performance based on ongoing reflections and feedback from supervisors, peers, and families. From this, they develop an annual individualized professional development plan with their supervisor and use it to inform their continuous professional development.

SHENANDOAH CSD STUDENT- PARENT HANDBOOK 2018-2019

Shenandoah Community Schools does not illegally discriminate on the basis of race, color, national origin, gender, gender identity, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district's Equity Coordinator, Monte Munsinger, Shenandoah CSD 304 w. Nishna Rd. Shenandoah, IA, 51601, 712-246-1581, munsingerm@shenesd.com



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Opening Statement

Vision Statement

It is the vision of the Shenandoah Schools, in partnership with the community that we provide: students the tools to become responsible, successful citizens and lifelong learners in an ever- changing world; a safe and caring environment that ensures the dignity of all; opportunities that stretch student and staff capabilities; and school staff that are focused and visionary, collaborative and empowered to make knowledgeable decisions.

Mission Statement

The Shenandoah Community School District, in partnership with families and the community, will provide each student an educational environment that maximizes his or her potential to become responsible, successful citizens and lifelong learners in an ever-changing world.

Educational Philosophy

We believe the Shenandoah Community School District should provide the highest quality staff and physical facilities along with the most current instructional materials and equipment possible. We believe it is the responsibility of the schools to provide maximum learning opportunities for individuals in the community. Family and community involvement in the educational process is encouraged and welcomed. We will value each individual student and his or her academic, social and emotional strengths and needs. Each student will be an active participant in the learning process. Each student will receive a high school diploma after satisfactorily completing a course of study as outlined in the current Board Policy.

Nondiscrimination Notice

Shenandoah Community Schools does not illegally discriminate on the basis of race, color, national origin, gender, gender identity, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district's Equity Coordinator, Monte Munsinger, Shenandoah CSD 304 W. Nishna Rd. Shenandoah, IA. 51601, 712-246-1581, munsingerm@shencsd.com

School Spirit

School Fight Song

We're the maroon and the white Shenandoah.
We've got that old fight Shenandoah.
We'll bet you to stand, we're the best in the land,
For we know you can stand Shenandoah, RAH! RAH!



Go smashing ahead, Shenandoah.
Go smash that blockade Shenandoah.
Our team is the fame protector,
On boys and girls for we expect a victory from you, Shenandoah, RAH! RAH!

School Colors – Maroon and White

School Mascot – Mustangs and Fillies

Board of Education

The Shenandoah Community School District Board of Education meets regularly on the second Monday of the month at 5:00 PM at the Logan Administration Building located at 304 W. Nishna Road, Shenandoah, IA 51601, in the Board Room.

Mr. Greg Ritchey	Board President	gmr@century bankshen.com
	Term Expires: September 2019	
Mrs. Jean Fichter	Board Vice President	fichterj@shencsd.com
	Term Expires: September 2021	
Mr. Kip Anderson	Board Member	shenanderson@q.com
	Term Expires: September 2019	
Mrs. Kathy Langley	Board Member	kathylangley1@gmail.com
	Term Expires: September 2021	
Mr. Adam Van Der Vliet	Board Member	adamvdv@gmail.com
	Term Expires: September 2021	
Mrs. Lisa Holmes	Board Secretary	holmesl@shencsd.com

Administrative Services

Superintendent	Dr. Kerri Nelson	nelsonk@shencsd.com
K-12 Activities Director	Mr. Aaron Burdorf	burdorfa@shencsd.com
Equity Coordinator	Mr. Monte Munsinger	munsingerm@shencsd.com
Food Service Supervisor	Mrs. Emily Furst	furste@shencsd.com
Information Technology Director	Mr. Richard Morgan-Fine	morganfiner@shencsd.com
Buildings & Grounds Supervisor	Mr. Dennis Rogers	rogers@shencsd.com
School Business Official	Mrs. Sherri Ruzek	ruzeks@shencsd.com
Dean of Students/Transportation Supervisor	Mr. Jon Weinrich	weinrichj@shencsd.com
Elementary Principal	Mr. Monte Munsinger	munsingerm@shencsd.com
Middle School Principal	Mr. Monte Munsinger	munsingerm@shencsd.com
High School Principal	Mr. Jason Shaffer	shafferj@shencsd.com
Director of Early Childhood Education & Special Programs	Mrs. Tiffany Spiegel	spiegelt@shencsd.com

Attendance Centers

Preschool

Logan Administration Building
304 W. Nishna Road, Shenandoah, IA 51601
Phone: 712.246.1581

JK – 8th Grade

Shenandoah Elementary and Middle School (JK-8)
601 Dr. Creighton Circle, Shenandoah, IA 51601
Phone: 712.246.2520

9th – 12th Grade & FLEX ED (Alternative Education)

Shenandoah High School
1000 Mustang Drive, Shenandoah, IA 51601
Phone: 712.246.4727

Absences

Students who know they will be absent must notify the office prior to the absence. If advance notification is not possible, parents/guardians must notify the office on the day of the absence prior to 9:00 a.m. If notification is not received, the office attempts to contact the parents/guardians and/or the school interventionist will make a home visit. If contact is not made to verify the absence, the student must bring a note, explaining the reason for the absence, upon their return to school.

The school determines whether an absence is excused, unexcused, or truant. Excused absences include, but are not limited to, illness, death or serious injury of family or close friends, medical and dental appointments, court appearances, or school sponsored activities. Students wishing to be absent from school for reasons not listed above should consult the principal prior to the absence to work out a solution. Reasonable requests will receive serious consideration.

Who Should I Email for Absences?

Preschool	Natalie Kirsch	kirschn@shencsd.com
JK – 4 th	Anita Baker	bakera@shencsd.com
5 th – 8 th	Wendy Palmer	palmerw@shencsd.com
9 th – 12 th & Flex Education	Pam Nebel	nebel@shencsd.com

Passes – Students who need to leave school during the school day must receive a pass from the office and have a note signed by the student’s parent/guardian, have their parent/guardian telephone the office, email, or have their parent/guardian pick them up. Students who return to class or arrive after the school day has begun must submit a signed note, email, or phone call from their parent/guardian to the office for re-admission. Students are not released to anyone other than their parent/guardian during the school day unless the office has a note signed, email, or phone call by the student’s parent/guardian.

Activity Participation – Students participating in school activities must be in school at least one-half day on the day of the event in order to participate in the activity. Cut-off time is considered 11:30 a.m. Only in **pre-excused** circumstances, may this rule be waived by the principal.

Students are responsible for arranging to make up schoolwork. Students have at least two school days per day missed to complete makeup work once they return to school.

Students who know they are going to be absent must make arrangements with each teacher to make up their work prior to the absence. The call to obtain homework must be received by the school before 10:00 a.m. in order to pick up homework after 3:00 p.m.

Academic Letter

Shenandoah High School students who earn a GPA of 3.750 taking a minimum of 13 credits will be awarded an academic letter for that year. Work study credits do not count toward the 13 credits in a year. The letter will be awarded to seniors at the Awards Assembly in May and to underclassmen in the following year’s first of the year assembly.

Students will receive: 1st year – Letter with Academic inscribed, 2nd year – Lamp of Knowledge pin, 3rd and 4th year – Bar.

Activity Bus

The school district may sponsor an activity bus to transport students to school activities. A fee may be charged to students riding the activity bus. Riding on the activity bus is a privilege that can be taken away. Students who ride an activity bus must ride to and from the event on the bus. Students ride home on the activity bus unless prior arrangements have been made with the administration or the student’s parent/guardian personally appear and request to transport the student home.

Activity Tickets

Students may purchase a student activity ticket for admission to certain school district activities. The activity ticket must be presented at each event in order to be admitted. Students not wishing to purchase an activity ticket must pay regular prices to attend school district activities. The cost of an activity ticket is \$30 and tickets can be purchased at any school office. If a student loses his or her activity ticket, a new one can be issued at any school office for a fee of \$1.00.

Adding & Dropping High School Classes

All class changes will be made by the end of the first week of the semester. Necessary teachers, homeroom teacher, parent/guardian, student, counselor and/or high school principal will sign the add/drop form.

Dropping IWCC, AP or ILO Class

Students who withdraw from an IWCC class, AP class or Iowa Learning Online class more than two weeks after their class starts, will receive an "F" on their high school transcript and will be required to complete an online class in place of the class or classes dropped to supplement their schedule for a total of 7 credits.

Alcohol/Drugs

Use or possession or having the odor of alcohol on student's breath or use or possession of drug paraphernalia or drugs in the school building and or on school property will result in disciplinary action, including suspension and expulsion, and is considered to be in violation of the Good Conduct Policy.

1st Offense-Five (5) days of In-School Suspension (ISS)/and or Out-of-School Suspension, (OSS), or may be immediately referred to the Board of Education for further disciplinary action.

2nd Offense-Ten (10) days of In-School Suspension (ISS)/and or Out-of-School Suspension (OSS) and may be immediately referred to the Board of Education for further disciplinary action.

Parents/guardians will be notified. Legal authorities will be contacted. All contraband will be confiscated and turned over to the legal authorities.

Voluntary Request for Assistance/Professional Counseling

The purpose of this provision is to allow a student to seek help regarding a substance abuse problem and have suspension from athletics/activities waived.

If violators approach their building administrator acknowledging that they have a problem before it is known to the school, they must follow these procedures to maintain eligibility.

- Be informally referred to a substance abuse agency by an administrator.
- Must set up an appointment with the agency and provide written confirmation of the meeting to school administration.
- Must cooperate with and complete all follow-up meetings with the agency.
- Must follow suggestions for evaluation, again providing written confirmation to the school administration.
- If a student chooses to seek professional counseling, arranging and paying for evaluation and treatment shall be the responsibility of the student or student's parent/guardian.
- Have not been arrested or found to be in violation by any legal authority or school personnel.

Announcements

Students are responsible for knowing the content of daily announcements. Students who wish to have an item included in the daily announcements must have permission from the principal.

Appeals

Any personnel, patron, parent/guardian, or student may register a complaint, without fear of reprisal or sanctions for the purpose of resolving any unfair treatment or discrimination in the district. Students may appeal

the determination of an infraction of the rules in the following manner:

File a written appeal to the building principal within five (5) school days.

The building principal or designee shall reply in writing within five (5) school days of the receipt of the appeal.

If the student remains dissatisfied with the second determination, the student may file a written appeal to the Superintendent of Schools within five (5) school days.

The superintendent shall reply with a written response within five (5) school days of the receipt of the student's written appeal of the building principal's decision.

If the student remains dissatisfied with the determination, the student may file a written appeal for a hearing before the Board of Education. The appeal must be filed with the Board Secretary within two school days of the superintendent's decision. Decision to hear a student appeal is within the discretion of the Board of Education.

Considerations:

All persons involved in a meeting or hearing may be accompanied by a representative of their choosing.

Complaints involving more than one supervisor may be initiated at Step 3.

Nothing shall prohibit a person from withdrawing a complaint at any time.

Complaints against any employee which arise from within the membership of the Board of Education or which come to the attention of the Board of Education, except through the superintendent, shall be referred to the Superintendent of Schools.

No complaint shall be considered by the Board of Education in any other manner from this policy. All previous ineligibility decisions made prior to this policy shall remain in effect.

Asbestos Notification {Iowa Code §§ 279.52-.54 (2005)}

Asbestos has been an issue of concern for many years. The Asbestos Hazard Emergency Response Act of 1986 (AHERA) was designed to determine the extent of asbestos concerns in the schools and to act as a guide in formulating asbestos management policies for the schools. The school district facilities have been inspected by a certified asbestos inspector as required by AHERA. The inspector located, sampled and determined the condition and hazard potential of all material in the school facilities suspected of containing asbestos. The inspection and laboratory analysis records form the basis of the asbestos management plan.

A certified management planner has developed an asbestos management plan for the school district facilities which includes: notification letters, training for employees, a set of procedures designed to minimize the disturbance of asbestos-containing materials and plans for regular surveillance of the materials. A copy of the management plan is available for inspection in each building's office.

Assemblies

Throughout the year the school district sponsors school assemblies. Attendance at these assemblies is a privilege. Students must act appropriately and remain quiet on their way to an assembly, during an assembly, and on their way back to the classroom after an assembly. Students attend assemblies unless, for disciplinary reasons, the privilege is taken away.

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 educational 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 helps students in school as well as prepares students for adulthood.

Iowa Code, Chapter 299 - Compulsory Education

299.1 Attendance requirements.

1. Except as provided in section 299.2, the parent, guardian, or legal or actual custodian of a child who is of compulsory attendance age shall cause the child to attend some public school or an accredited nonpublic school, or place the child under competent private instruction or independent private instruction in accordance with the provisions of chapter 299A, during a school year, as defined under section 279.10.
2. The board of directors of a public school district or the governing body of an accredited nonpublic school shall set the number of days or hours of required attendance for the schools under its control. The board of directors of a public school district or the governing body of an accredited nonpublic 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.

299.1A Compulsory attendance age.

1. Except as provided in subsections 2 and 3, a child who has reached the age of six and is under sixteen years of age by September 15 is of compulsory attendance age. However, if a child enrolled in a school district or accredited nonpublic school reaches the age of sixteen on or after September 15, the child remains of compulsory age until the end of the regular school calendar.
2. A child who has reached the age of five by September 15 and who is enrolled in a school district shall be considered to be of compulsory attendance age unless the parent or guardian of the child notifies the school district in writing of the parent's or guardian's intent to remove the child from enrollment in the school district.
3. A child who has reached the age of four by September 15 and who is enrolled in the statewide preschool program under chapter 256C shall be considered to be of compulsory attendance age unless the parent or guardian of the child submits written notice to the school district implementing the program of the parent's or guardian's intent to remove the child from enrollment in the preschool program.

299.8 "Truant" defined.

Any child of compulsory attendance age who fails to attend school as provided in this chapter, or as required by the school board's or school governing body's attendance policy, or who fails to attend competent private instruction or independent private instruction under chapter 299A, without reasonable excuse for the absence, shall be deemed to be a truant. A finding that a child is truant, however, shall not by itself mean that the child is a child in need of assistance within the meaning of chapter 232 and shall not be the sole basis for a child in need of assistance petition.

High School

Students may not leave school without permission from the Principal or a designated individual. Leaving the school grounds without prior approval will be considered truancy. If a student becomes ill, he/she should report to the school nurse or to the office so that prompt action can be taken.

Students will be given up to five (5) unexcused absences per semester per class before being placed on academic probation on the sixth unexcused absences. A student placed on academic probation will meet with the Student Assistance Team (SAT) and their parent/guardian to plan attendance expectations for the remainder of the semester. At the end of the semester, the SAT team will meet to consider whether course credit will be granted.

Attendance Procedure

The days referred to below are total days missed. Exceptions will be made for approved, long-term absences.

1 Day Absent – If the parent/guardian does not report a student absent, school personnel will attempt to confirm the absence and the child's safety. If no phone contact is made, the school interventionist may make a

home visit. If contact was not made by the school regarding an absence, a note should be sent or a telephone call made at the time of the child's return to school giving the reason for the absence. Any absence which occurs without parental knowledge will be classified as truancy. Parents/guardians will be notified when a student is truant from school. If a student is absent 3 or more consecutive days, the school may require a doctor's statement confirming the illness.

7 Days Absent – A letter will be sent to the parent/guardian addressing the absences. A home visit may be made by school personnel.

10 Days Absent – An "Attendance Cooperation" meeting will be scheduled with parents/guardians and school interventionist. *

15 Days or more Absent – The following may occur:

The police may accompany school personnel on a home visit; and or

The school district will request mediation meeting with parents/guardians, student, administration, and school interventionist. **

20 Days or more Absent-The following may occur:

A letter will be sent to the County Attorney notifying them of the attendance concern.

HS Student Drop-out - Department of Transportation (DOT) contacted if a student drops out of school. Student's license may be revoked and/or will not receive license until he/she is 18 years old.

*If a student has had two "Attendance Cooperation" meetings and is absent for 10 days a third year, they will be moved to mediation without additional "Attendance Cooperation" meetings or being absent for 15 days.

**Mediation plans will follow the student from year-to-year. The first violation of a truancy mediation agreement or refusal to participate in a mediation agreement is a simple misdemeanor. The second violation is a serious misdemeanor. The third and subsequent violations are also a serious misdemeanor. Each violation can be punishable by jail time, fines, and unpaid community service.

Biking/Rollerblading/Skateboarding to School

Bicycling, rollerblading and skateboarding are prohibited in the school building and on school grounds. If ridden to school, rollerblades, skateboards and scooters are to be left in the school office during the school day. Bicycles are to be parked in the designated parking areas.

Birthday and Party Treats

We respectfully ask that all birthday and party treats be store-purchased, packaged and unopened or ordered from a bakery or person that offers this service. We know the fun of making special things at home but hope parents/guardians understand we are requesting this for the health and safety of the children.

Birthday and party treats are available to order. Selection, prices, and order form are available on our website under Nutrition. Contact Emily Furst at (712) 246-2520 or furste@shencsd.com for more information.

While we know that children love sweet treats, we would also like to encourage bringing healthy treats. Some suggestions would be fresh fruit or vegetables, applesauce cups, fruit cups, dried fruit, string cheese, popcorn, yogurt, etc. Fresh fruit and vegetables must either come whole or cut and in packaging from the store.

Character Counts! Student Expectations

To accomplish the vision of the Shenandoah Community School District, students are expected to display behaviors as outlined in the Six Pillars of the Character Counts program. These are:

Trustworthiness

Tell the truth

Keep your word
Do your own work

Respect

Respect the right of others to learn
Use appropriate written/oral language and voice
Respect the property of school and others
Use materials and equipment appropriately
Respect visitors, students, staff, and self

Responsibility

Follow directions first time given
Bring needed supplies
Complete assignments on time
Be prompt and ready to learn
Accept feedback/consequences

Fairness

Treat others the way you want to be treated
Display good sportsmanship

Caring

Be kind in actions and words
Be positive

Citizenship

Follow school rules and policies
Follow all federal, state, and local laws
Follow school dress code

Cheating/Plagiarism

Students are expected to do their own schoolwork. Cheating by looking at another student's schoolwork, copying others' work, copying from other sources or similar cheating is not tolerated. To plagiarize is "to take (ideas, writing, etc.) from (another) and pass them off as one's own. Cheating/Plagiarism is most frequently committed in the following ways:

- Word-for-word copying of phrases and sentences without acknowledging the source.
- Paraphrasing, substituting approximately equivalent terms from another work.
- Lifting selected phrases from another work and inserting them into one's own writing, even if they are changed into new patterns.
- Submitting all or any part of another person's paper as one's own.

High School

Students who are observed and caught cheating/plagiarizing will be punished as follows:

1st Offense – Grade of zero will be given for cheating or plagiarized work. Parent/guardian will be notified. Credit is possible if assignment is satisfactorily redone.

2nd Offense – Grade of zero will be given for cheating or plagiarized work. Conference with parent/guardian, student, and administrator.

3rd Offense – Student receives a failing grade for that class.

Citizenship

Being a citizen of the United States, of Iowa and of the school district community entitles students to special privileges and protections as well as requiring the students to assume civic, economic and social responsibilities and to participate in their country, state and school district community in a manner that entitles them to keep these rights and privileges.

As part of the education program, students have an opportunity to learn about their rights, privileges and responsibilities as citizens of this country, state and school district community. As part of this learning opportunity, students are instructed in the elements of good citizenship and the role quality citizens play in their country, state and school district community.

The school day will begin in all buildings with the Pledge of Allegiance.

College Visits

Juniors and seniors are encouraged to visit college campuses on weekends or school holidays. However, if that cannot be arranged, juniors and seniors may be excused up to 2 days to visit college campuses with the permission of the guidance counselor and with a note signed by the student's parents/guardians. College visits that are not arranged through the guidance office will be considered unexcused absences.

Communicable and Infectious Diseases

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

Communications to and from School

The school regularly sends communications home with students using notes, email, and SchoolMessenger calls. You may also check the school activities calendar for upcoming events. All parent/guardian information will be posted on the school website. If you need to send a note or money to school with your child, please clearly mark who should receive the item.

Elementary and Middle School

If you must change after-school plans, please inform the school before 2:00 p.m. Notice may be given by calling the school, an email or sending a written, DATED note to school with the child. We will not honor verbal notification given by a student. Notice must be given in the form of a phone call from the parent/guardian, an email or a written note, including the date of the change.

Who Should I Email When I Need a Change?

Preschool	Natalie Kirsch	kirschn@shencsd.com
JK – 4 th Grade	Anita Baker	bakera@shencsd.com
5 th – 8 th Grade	Wendy Palmer	palmerw@shencsd.com

Controversial Issues

A "controversial issue" is defined as a topic of significant academic inquiry about which substantial groups of citizens of this community, this state or this nation hold sincere, conflicting points of view.

It is the belief of the Board of Education that controversial issues should be fairly presented in a spirit of honest academic freedom so that students may recognize the validity of other points of view, but can learn to formulate their own opinions based upon dispassionate, objective, unbiased study and discussion of the facts related to the controversy.

It shall be the responsibility of the instructor to present full and fair opportunity and means for students to study, consider and discuss all sides of controversial issues including, but not limited to, political philosophies.

It shall be the responsibility of the teacher to refrain from advocating partisan causes, sectarian religious views, or selfish propaganda of any kind through any classroom or school device; however, an instructor shall not be prohibited from expressing a personal opinion as long as the student is encouraged to reach their own decision

Dances

High School-sponsored dances must be approved by the principal prior to the dance. Students who leave a dance are not allowed to re-enter the dance. School district policies, rules and regulations apply to students as well as guests at school dances. Students and guests violating school district policies, rules or regulations will be asked to immediately leave the dance and school grounds. All students will be asked to sign out before leaving the dance early. School events need at least four (4) teachers present. All visitors must be registered in the office. Visitors not registered will not be allowed to attend. Approved guests of high school students must be enrolled in grades 9-12 of any school, or, if no longer in high school, must be ages 16-20.

Definitions

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

Detention

Elementary

The Character Counts! Student Expectations section can be found in this handbook. These simple behaviors will allow everyone the time and space to learn, be safe and enjoy school. Parents/guardians will be notified of chronic behavior concerns that cannot be remedied by simple consequences (verbal reprimand, time out, missed recess, etc.). Detention is to be served after school. Parents/guardians will be notified to arrange a time for detention. Parents/guardians are responsible for arranging transportation home.

Middle School

Detention will be served with the designated grade-level teacher. Students will be given two days to serve the detention, the day the notice is received and the next day.

High School

Behavior Detentions

All behavior detentions will be served with the assigning teacher on Monday through Thursday, with teacher discretion of length of time (not to exceed 30 minutes). Teachers will report the detention through PowerSchool. Behavior detention time must be served within two school days of the date received. If a student does not serve his/her detention at the scheduled time, without prior arrangements, then the detention will be doubled. Students may serve detentions before or after school if plans are made with the assigning teacher.

Students may read, write, or study. Students may not sleep, talk, eat, use cell phones, or computers. If the detention is not served, the teacher will report to the principal, and the principal will assign the doubled detention time. If the student fails to show up on the second attempt, the student will be assigned to an in-school detention the following day.

Parents/guardians will be notified of all behavior detentions assigned.

Extracurricular Activities

Students participating in extracurricular activities will make academics their first priority. Students who have been assigned a behavior detention have two school days to serve their detention. Students serving tardy detentions have the option of Monday or Thursday only.

Students may miss practice time to serve detentions. If an extracurricular activity and/or travel to an event DOES interfere with detention, the student will not be able to participate in that activity. If the detention DOES NOT interfere with the extracurricular activity and/or the travel to an event the student will be able to participate.

Discipline

The goal of the Board of Education is to ensure the right of all students to a safe and productive educational environment in which they may learn the skills and attitudes necessary to develop and to mature as responsible adults, accountable for their own actions.

It is very important that your child understands the necessity of following rules and regulations in order to have the best educational environment for learning. It is imperative that those students who come to school to learn be afforded that opportunity. It is our sincere hope that the school and the home will join together in this effort so that we can successfully provide an optimum learning environment for all children.

"School Discipline" is the guidance of the conduct of students in a way, which permits the orderly and efficient operation of the school, i.e., the maintenance of a scholarly, disciplined atmosphere to achieve maximum educational benefits for all students.

- Staff may use reasonable force to protect themselves and other students.
- After a consequence is administered, it should be forgotten as quickly as possible and not allowed to influence subsequent action.
- The Board of Education reserves the right to expel any student from school, as per state law, whenever in their judgment the best interests of the school demand it.
- Pupils may be kept after school for disciplinary reasons.

Suspension, Detentions, Removal from class, In-School Suspensions, and Out-of-School Suspensions

The superintendent or building principal may suspend a student temporarily for a period of time not to exceed ten (10) school days, may impose detentions, in-school suspension, out-of-school suspension or remove a student from class for the remainder of a semester for violation of a district policy, rule, regulation or directive. The type of sanction and the duration of the sanction shall be determined by the superintendent or building principal, with consideration given to the maturity of the student, the offense committed, the history of prior offenses and any other circumstances deemed pertinent.

The student shall be told orally or in writing of the charges against the student. If the student denies the charges, he/she shall be given an opportunity to explain his/her side of the story and shall be given an explanation of the evidence against the student. There need be no delay between the time of notice of the charges and the student's opportunity to respond. If the student does not deny the charges, or after the principal or superintendent hears the student and makes a decision, the principal or superintendent shall notify the student of the terms of the disciplinary action.

Students whose presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process may be immediately removed from school, with the above procedures to be followed as soon as practical.

The superintendent or principal shall attempt to inform the parent or guardian by phone or in person on the same day of taking the disciplinary action. If a parent or guardian cannot be reached, the student shall remain on school property until the close of the school day, unless the student poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process.

A student who has been suspended may be readmitted only after a conference between the superintendent or building principal, the student, and if possible, the parent or guardian. In extreme or repeated cases, a conference with the parents or guardian will be mandatory.

Upon verification of facts, suspension may occur for the following causes:

1. Committing a theft or robbery or attempting to commit a theft or robbery.
2. Threatening, intimidating or menacing any other person.
3. Use of profane, indecent, lewd or obscene language either verbally or in writing.
4. Possession or use of tobacco products, e-cigarettes, vapes, and look-a-likes.
5. Possession or use of alcohol (beer or liquor) or controlled substances.

6. The use or possession of any controlled substance, unless such substance was obtained directly from or pursuant to, a valid prescription or order of a practitioner while acting in the course of his/her professional practice.
7. The distribution of, transmittal of, or sale of any tobacco product, beer or liquor, or controlled substance to other persons.
8. Attendance or participation in any school activity in an intoxicated state or under the influence of a controlled substance, unless such substance was obtained directly from or pursuant to, a valid prescription or order of a practitioner while acting in the course of his/her professional practice.
9. Fighting/Provoking a fight.
10. Disorderly conduct: including temper tantrums; fighting or rowdy behavior; making loud noises so as to cause interference with other persons; using abusive language or gestures which the student knows or reasonably should know is likely to provoke a violent reaction by another; disruption of meetings, activities, or assemblies of persons by conduct intended to be disrupting; obstructing school premises or access to school premises or places where school functions are to be held, with the intent to prevent or hinder its lawful use by others; or any other behavior intended to interfere with the rights of others.
11. Truancy: absence from school or assigned classes without the consent of parent/guardian and principal.
12. Insubordination/Refusal to conform to policies, rules, regulations, directions or requests of the district or of its officers, employees or agents of the district when acting within the scope of their employment or duties.
13. Vandalism or willful damage to property (school, staff or student). Damaging, altering, injuring, defacing or destroying any building, fixture, piece of equipment or item, which includes writing, drawing, or making marks on walls, furniture, and fixtures.
14. Tampering with the fire alarm system.
15. Willful disruption of school or interfering with the peaceful conduct of the activities of the school.
16. Harassment/Hazing/Bullying.
17. Assault/Physical attacks or threats of physical attack to other students, officers, employees, visitors or agents of the district.
18. Possessing or downloading pornographic material.
19. Extortions.
20. Possession of threatening or illegal items or weapons (including look alikes) or use of dangerous weapons or components.
21. Display of racial bigotry or intolerance.
22. Criminal or illegal behavior.
23. Initiating, circulating or participating in the circulation of a report or warning of fire, epidemic, or other catastrophe knowing such report or warning to be false.
24. Threatening to place or placing any incendiary or explosive device or material in any place where it may endanger persons or property.
25. Trespassing on school property: entering upon or into school property without justification or without the permission of school officials or remaining on school property after being notified to leave by school officials.
26. Joining, becoming a member of, soliciting other students to join, taking part in forming or organizing a fraternity or society of students without prior approval of the Board of Education.
27. Other causes not specifically outlined as they may occur.

These offenses will be dealt with accordingly. Consequences include, but are not limited to:

- Variety of classroom interventions
- Timeout
- Teacher, Parent/Guardian, Principal, Counselor involvement
- Detention
- In-school suspension

- Out-of-school suspension
- Police involvement
- Expulsion

Use of Force

This section shall allow all school personnel to exercise reasonable and appropriate physical restraint when the actions of a student are such that the student may inflict harm to himself/herself or others. School personnel shall use the least amount of physical restraint as necessary and the physical restraint must not cause serious or permanent harm to the student. Whenever physical restraint is used, it shall be reported to the principal.

Physical Attacks

In the event any officer, employee or agent of the district is attacked or threatened by a student or group of students, the school officer, employee or agent shall immediately report the incident to the building principal. The employees may use reasonable force to protect themselves and others. The student(s) shall be suspended for five (5) school days and may be recommended for expulsion. The procedures for suspensions and expulsions outlined in sections shall apply.

Applicability

This policy shall apply to students while on school premises, while attending school-sponsored events, while on school-owned and operated buses or on chartered buses while students are engaged in school-sponsored activities, and while students are away from school if their conduct directly affects the good order, efficiency, management or welfare of the district.

Expected Behavior

Students should govern their actions, taking into account the rights and welfare of all students and respect for authority vested in school personnel and regard for public property.

Sanction

Students who violate the policies, regulations, rules or directives of the district, or who have documented cases of conduct detrimental to the best interests of the district, may be disciplined by one or more of the following actions:

- a. Denial of extracurricular activities or privileges.
- b. Temporary removal from class to the office of the principal or his/her designee for a period not to exceed three (3) days.
- c. Probation: conditional attendance during a trial period.
- d. Detention: a requirement that a student remain after school, or come to school early, or remain in class during lunch periods for purposes of discipline.
- e. In-school suspension: the temporary isolation of a student from one or more classes, while under proper administrative supervision, where the misconduct does not warrant removal from school by suspension.
- f. Removal from class for the remainder of a semester: the isolation of a student from a specific class for the remainder of a semester while under proper administrative supervision where the misconduct does not warrant removal from school by expulsion.
- g. Short-term suspension: the student is prohibited from attending classes or any school activity for a temporary period of time, not to exceed five (5) school days.
- h. Long-term suspension: the student is prohibited from attending classes or any school activity for a temporary period of time to be determined by the Board of Education.
- i. Expulsion: the student is prohibited from attending classes or any school activity for an indefinite period of time.
- j. Referral to other agencies.

Exclusion from Activities

The building principal or superintendent may exclude a student from participation in extracurricular activities for a period of time to be determined by the building principal or superintendent for violation of a district policy, rule, regulation or directive or for violation of a rule in effect for participants in the activity. Procedures for excluding students from participation in extracurricular activities shall be the same as those procedures for short-term sanctions. Prior to any exclusion for violation of a rule in effect for participants in an activity, the building principal shall approve the rules and the participants shall be notified of the rules. Posting of the rules in an area where the participants meet shall be deemed sufficient notice.

Specific Exclusion from Activities

Any student determined by law enforcement officials or school authorities to be in possession of or having consumed beer, liquor, or other controlled substances will be suspended from all extracurricular activities. The consequences will be enforced according to the Good Conduct Policy & Tobacco/Alcohol/Illegal Drug Policy. These activities include athletics, music contests, speech contests, cheerleading, drama and other activities that the administration deems appropriate.

Expulsion/Long-Term Sanction

Only the Board of Education may remove a student from the school environment on a long-term basis. The removal of a student from the school environment, which includes but is not limited to classes and activities, is an expulsion from school.

It shall be within the discretion of the Board of Education to discipline a student by using expulsion for a single offense or for a series of offenses, depending on the nature and the circumstances surrounding the offense.

By majority vote of the Board of Education, following a recommendation of the superintendent and/or building principal, a student may be suspended for a period of time to be determined by the Board of Education (which may exceed five (5) school days) or may be expelled from school for an indefinite period of time for a breach of discipline, immorality, violation of district regulations and rules, or when the presence of the student is detrimental to the best interests of the school. In addition, the Board of Education may expel any incorrigible child or any child who, in the Board of Education's judgment, is so abnormal that regular instruction would be of no substantial benefit to him/her, or any child whose presence in school would be injurious to the health or morals of other pupils or to the welfare of the school.

Written notice of the charges prompting the administrative recommendation of expulsion, notice of the district policy, rule, or regulation alleged to have been violated, and notice of the time, place, and date of the hearing shall be mailed or delivered personally to the parent or guardian. If the student is married or is eighteen years of age or older, and is not residing with a parent or guardian, notice shall be given to the student. Such notice shall also be given the Board President.

A hearing before a majority of the Board of Education shall be held within five (5) school days of the mailing of or personal delivery of the notice to the parent, guardian, or student. The parent or guardian or student may request additional time in which to prepare, but in no event, shall the hearing be held later than ten (10) school days following the mailing or personal delivery of the notice. In the event the parent or guardian or student requests additional time and the student is suspended pending the hearing, the student shall continue to be suspended until the date of the hearing.

The student may be accompanied to the hearing or be represented by a parent(s) or guardian(s) and/or legal counsel or any other advisor of his/her choice. Legal counsel or any other advisor of its choice may also advise the administration and/or Board of Education.

At the hearing, each party shall have an opportunity to testify on his/her own behalf, introduce evidence, present witnesses, submit statements orally or in writing and question any witnesses. The hearing shall be administrative in nature and shall not be governed by formal rules of evidence or procedure.

If a party to the hearing should conduct himself/herself in a manner disruptive of the hearing, the Board of Education may exclude him/her and proceed with the hearing as if he/she had not personally appeared.

The hearing shall be in closed session of the Board of Education unless the student or a parent or guardian of the student requests an open session if the student is a minor. In the event the student or parent or guardian requests an open session, it shall be deemed a waiver of confidentiality of any personal information regarding the student contained in records or writings used at the hearing.

If the student or his/her representative fails to appear at the hearing, or if he/she desires to make no response, the administration shall nevertheless submit evidence in support of the recommendation to expel.

A transcript and/or digital recording shall be made of the hearing. At the conclusion of the hearing, the Board of Education shall consider all relevant evidence introduced at the hearing and shall make a decision. The Board of Education shall meet in open session and by roll call vote entered in the minutes; make a decision on the merits. The Board of Education may adopt, modify or deny the administration's recommendation.

Within five (5) days following the conclusion of the hearing, written findings of fact and conclusions of law shall be sent to or personally delivered to the parent or guardian or student or his/her representative.

At the time of suspension or expulsion, the Board of Education may determine whether the student should have access to programs or whether the student should be excluded from all programs of the district.

A student may be readmitted to school following a suspension or expulsion by the Board of Education only upon action by the Board of Education.

Office Referrals

Elementary

The following are ways that students can earn an office referral:

- Possession or use of weapons, drugs, tobacco, or alcohol
- Threats or acts of violent nature
- Verbal or physical assault
- Destruction or theft of property
- Continued refusal to follow directions
- Disrupting the school environment by protest or walkout

Consequences include, but are not limited to:

- Variety of classroom interventions
- Timeout
- Teacher, Parent/Guardian, Principal, Counselor involvement
- Detention
- In-school suspension
- Out-of-school suspension
- Police involvement
- Recommendation of Expulsion

Middle School

The following are ways that students can earn an office referral:

- Possession or use of weapons, drugs, tobacco, or alcohol
- Threats or acts of violent nature
- Refusal to follow directions
- Verbal or physical assault
- Destruction or theft of property

- Continued refusal to follow directions
- Disrupting the school environment by protest or walkout

Consequences include, but are not limited to:

- Variety of classroom interventions
- Timeout/Pressure Pass
- Teacher, Parent/Guardian, Principal, Counselor involvement
- Detention-recess, lunch or before/after school
- In-school suspension
- Out-of-school suspension
- Police involvement
- Recommendation of Expulsion

High School

The following are ways that students can earn an office referral:

- Possession or use of weapons, drugs, tobacco, or alcohol
- Threats or acts of violent nature
- Refusal to follow directions
- Verbal or physical assault
- Destruction or theft of property
- Disrupting the school environment by protest or walkout

Consequences include, but are not limited to:

- Variety of classroom interventions
- Timeout/Pressure Pass
- Teacher, Parent/Guardian, Principal, Counselor involvement
- Detention – lunch or before/after school
- In-school suspension
- Out-of-school suspension
- Police involvement
- Recommendation of Expulsion

Dress Code

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

Pants, shirts, and blouses must not be revealing. Exposed undergarments or midriffs are not acceptable.

Tank tops with less than 2-inch-wide straps and tube tops must be worn with a shirt with sleeves. Shorts AND skirts must be of appropriate length and not revealing.

Sagging pants, hanging chains, spikes, sunglasses, and clothing that displays profanity; encourages violence or the use of drugs, alcohol, or tobacco; or has sexual connotations are not permitted.

Coats are only to be worn when entering or exiting the building. Students should dress according to the temperature.

Caps, hats, headscarves/bandanas, or other such head attire are not appropriate to be worn in school. All of

these are to be removed when you enter the building and not be worn again until you leave the building.

Under certain circumstances or during certain classes or activities a stricter dress code may be appropriate, and students must comply with stricter requirements. The principal makes the final determination of the appropriateness of the student's appearance. Students inappropriately dressed are required to change their clothing or leave school/event. These rules apply to all activities during and after the regular school hours at any event in which Shenandoah is hosting or participating.

Driver's Education

Driver's Education is offered to Shenandoah students. The scheduled time will be determined and announced to students. The fee for driver's education will be set annually by the Shenandoah School Board of Education.

Driving to School

In order to enjoy the privilege of driving to school, students should abide by the following regulations.

Drive your vehicle directly to school and upon arriving, park immediately in the approved parking area. You and your vehicle are under the jurisdiction of the school from the time you arrive until you leave.

STUDENT-DRIVEN-VEHICLES ARE RESTRICTED TO THE MAIN SOUTH PARKING LOT, BEGINNING WITH THE SECOND DRIVE.

Students who do not park in a designated parking space will be towed due to safety reasons.

Leave your car after parking it and do not allow other students to sit in your car while it is parked at school.

Dual Enrollment Students

Students' dual enrolled for any purpose are subject to the same policies, rules and regulations as other students and are disciplined in the same manner as other students. Dual enrollment students interested in participating in school activities or enrolling in classes should contact the superintendent at the central administration office.

Home school or home school assistance program students enrolled in classes or participating in school activities in the school district are subject to the same policies, rules and regulations as other students and are disciplined in the same manner as other students.

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. In such cases, the student must have the approval of the Board of Education and a recommendation from the superintendent and the high school principal. Students must apply for early graduation no later than the July school board meeting prior to their senior year. Exceptions to this deadline will be considered at the discretion of the building principal and superintendent.

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

Educational Records

In order to facilitate the educational process of the student, records on each student are kept in the building in which the student is currently attending. Student is defined as an enrolled individual, PK-12, including children in school district sponsored child-care programs. The custodian of the records is the building principal. Questions regarding student records should be directed to the principal's office. The records contain information about the student and the student's education and may include but are not limited to the following types of records: identification data, attendance data, record of achievement, family background data, aptitude tests, educational and vocational plans, honors and activities, discipline data, objective counselor or teacher ratings and observations, and external agency reports. The following persons, agencies and organizations may have

restricted access to student records without prior written consent of the parent/guardian or student over the age of 18 years. Any other access to student records shall be only upon written consent or upon court order or legally issued subpoena.

- School officials, teachers and AEA personnel with a legitimate educational interest.
- Officials of other schools in which the student proposes to enroll.
- Representatives of state and local government when auditing and evaluating Federal education programs.
- Officials connected with a student's educational financial aid applications.
- Governmental officials to whom information is to be reported under state law adopted prior to November 19, 1974.
- State and local agencies that are part of the juvenile justice system.
- Organizations which process and evaluate standardized tests.
- Accrediting organizations for accrediting purposes.
- Parents and legal guardians of dependent children, regardless of children's ages.
- Appropriate parties in a health or safety emergency.

Commented [NK2]: Addition based on 280.25

Student records containing personally identifiable information, except for directory information, are confidential. Only persons, including employees, who have a legitimate educational interest, are allowed to access a student's records without the parent/guardian's permission. Parents/guardians may access, request amendments to and copy their children's records during regular office hours. Parents/guardians may also file a complaint with the United States Department of Education if they feel their rights regarding their children's records have been violated. For a complete copy of the school district's policy on student records or the procedure for filing a complaint, contact the Board Secretary at the Administrative Office, 712-246-1581.

Student directory information is released without parental/guardian permission unless the parent/guardian asks the school district not to release it. Parents/guardians must notify the school district by September 1st of each school year if they do not want the school district to release directory information. Directory information includes name, participation in officially recognized activities and sports, degrees and awards received, and heights and weights of athletes, photograph and likeness, and other similar information.

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that the Shenandoah School District, with certain exceptions, obtains your written consent prior to the disclosure, of personally identifiable information from your child's educational records. However, Shenandoah School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with the District procedures. The primary purpose of directory information is to allow the Shenandoah School District to include this type of information from your child's educational records in certain school publications. Examples include: a playbill showing your student's role in a drama production; the annual yearbook; honor roll or other recognition lists; graduation programs; and sports activity sheets, such as wrestling, showing weight and height of team members.

Directory information, generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent/guardian's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the No Child Left Behind Act of 2001 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses, and telephone listings – unless parents/guardians have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want the Shenandoah School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by September 1st. Shenandoah School District has designated the following information as directory information: student's name; photography and likeness; grade level; enrollment status; participation in officially recognized activities and sports; weight and height of members of athletic teams; degrees, honors, and awards received; and similar information.

Electronic Devices

Students may use electronic devices at school activities, before or after school, and during the school day with teacher permission for academic reasons. High school students may use electronic devices in the cafeteria during lunch. Students may also use electronic devices during the school day with teacher permission for academic reasons. Electronic devices not used appropriately will be taken away from the student by the teacher/administrator and given back to the student at the end of the school day. If the offense is serious or a repeated concern the students may lose the privilege to bring electronic devices to school and parents/guardians will be asked to pick up the device. Other discipline consequences may be applied by the building administration. The school district is not responsible for lost, stolen, or damaged electronic devices at any time.

Eligibility Rules

The Board of Education of the Shenandoah Community School District offers a variety of voluntary activities designed to enhance the classroom education of its students. Students who participate in extracurricular activities serve as ambassadors of the school throughout the calendar year, whether away from or at school. Students who wish to exercise the privilege of participating in extracurricular activities must conduct themselves in accordance with Board Policy and must refrain from activities that are illegal, immoral, unhealthy, or highly inappropriate. Participation in these activities is a privilege, conditioned upon meeting the eligibility criteria established by the Board of Education, administration, and individual activity coaches and sponsors. The principal and/or activities director shall keep records of violations of the Good Conduct Rule.

The following activities are covered by Board Policy and these rules:

Athletics, instrumental and vocal music performances, drama productions, speech contests, FFA, FCCLA, National Honor Society, all co-curricular clubs (e.g., Art Club), all honorary and elected offices (e.g., Homecoming King/Queen/court, class officer, student government officer or representative), state contests and performances for cheerleading and drill team, mock trial, Academic Decathlon or any other activity where the student represents the school outside the classroom.

Middle School will implement eligibility for those participating in extra-curricular activities.

High School Academic Eligibility 36.15(2) Scholarship Rules

- a. All contestants must be enrolled and in good standing in a school that is a member or associate member in good standing of the organization sponsoring the event.
- b. All contestants must be under 20 years of age.
- c. All contestants shall be enrolled students of the school in good standing. They shall receive credit in at least four subjects, each of one period or "hour" or the equivalent thereof, at all times. To qualify under this rule, a "subject" must meet the requirements of 281 – Chapter 12. Coursework taken from a postsecondary institution and for which a school district or accredited nonpublic school grants academic credit toward high school graduation shall be used in determining eligibility. No student shall be denied eligibility if the student's school program deviates from the traditional two-semester school year.
 - 1) Each contestant shall be passing all coursework for which credit is given and shall be making adequate progress toward graduation requirements at the end of each grading period. Grading period, graduation requirements, and any interim periods of ineligibility are determined by local policy. For purposes of this subrule, "grading period" shall mean the period of time at the end of which a student in grades 9 through 12 receives a final grade and course credit is awarded for passing grades. For students in grades 7 and 8, "grading period" shall mean the period of time at the end of which a student receives a final grade.
 - 2) If at the end of any grading period a contestant is given a failing grade in any course for which credit is awarded, the contestant is ineligible to dress for and compete in the next occurring interscholastic athletic contests and competitions in which the contestant is a contestant for 30 consecutive calendar days.

- d. A student with a disability who has an individualized education program shall not be denied eligibility on the basis of scholarship if the student is making adequate progress, as determined by school officials, towards the goals and objectives on the student's individualized education program.
- e. A student who meets all other qualifications may be eligible to participate in interscholastic athletics for a maximum of eight consecutive semesters upon entering the ninth grade for the first time. However, a student who engages in athletics during the summer following eighth grade is also eligible to compete during the summer following twelfth grade. Extenuating circumstances, such as health, may be the basis for an appeal to the executive board which may extend the eligibility of a student when the executive board finds that the interests of the student and interscholastic athletics will be benefited.
- f. All member schools shall provide appropriate interventions and necessary academic supports for students who fail or who are at risk to fail, and shall report to the department regarding those interventions on the comprehensive school improvement plan.
- g. A student is academically eligible upon entering the ninth grade.
- h. A student is not eligible to participate in an interscholastic sport if the student has, in that same sport, participated in a contest with or against, or trained with, a National Collegiate Athletic Association (NCAA), National Junior College Athletic Association (NJCAA), National Association of Intercollegiate Athletics (NAIA), or other collegiate governing organization's sanctioned team. A student may not participate with or against high school graduates if the graduates represent a collegiate institution or if the event is sanctioned or sponsored by a collegiate institution. Nothing in this subrule, shall preclude a student from participating in a one-time tryout with or against members of a college team with permission from the member school's administration and the respective collegiate institution's athletic administration.
- i. No student shall be eligible to participate in any given interscholastic sport if the student has engaged in that sport professionally.
- j. The superintendent of schools, with the approval of the board of education, may give permission to a dropout student to participate in athletics upon return to school if the student is otherwise eligible under these rules.
- k. Remediation of a failing grade by way of summer school or other means shall not affect the student's ineligibility. All failing grades shall be reported to any school to which the student transfers.

A student's eligibility to perform will be determined biweekly and by grades that students receive at the end of each semester. (The key word here is PERFORM, as students will still be able to take part in practices, workouts, and rehearsals.) This means that every student will start the year as an eligible participant in any activity, unless you have failed a class the proceeding semester. When the term "preceding semester" is used, it means the semester immediately preceding the semester in which the student desires to participate in extra-curricular activities. Eligibility determined at the end of the school year extends into the summer months.

Biweekly Eligibility This will go into effect 15 academic days into the first quarter, **Week 3**. Students' grading period will run biweekly from Wednesday to Wednesday. Any student receiving a failing grade (F) or incomplete failing grade (IF) will become ineligible for fourteen (14) days and coaches/sponsors will be notified, unless they attend two (2) Power Hour drafts during the next week (7 days). Students who have made up incomplete failing grades are immediately eligibility without attending Power Hour drafts. Students will be notified by Friday of the biweekly grading period that they will not be able to participate for the following two weeks (14 days). Students who are ineligible may travel with team/group if an agreement is approved by students, coach/sponsor/director and administrator.

Academic progress reports will be done during the following weeks of the school year: First Semester: Week 3, 5, 7, 9, 11, 13, 15, 17, Second Semester: Week 21, 23, 25, 27, 29, 31, 33, 35.

Power Hour Draft

The purpose of the Power Hour draft is to provide opportunity for academic improvement.

Students participating in school activities that have a non-passing grade or incomplete that would result in a failing grade (IF) at the biweekly eligibility check point will attend two (2) Power Hour drafts during the next week for the class he/she is failing.

Power Hour draft will be used to complete homework, study for tests and other academic needs. Students attending the mandatory session will be able to compete/perform. Students who have a failing grade in the same class for two consecutive biweekly eligibility checkpoints are immediately ineligible (the second biweekly eligibility). Failing to attend two (2) Power Hour drafts will automatically make the student ineligible the next two weeks of competition/performance no matter the grade he/she receives.

Emergency Drills

Fire and tornado drills are required by law. School districts must have two fire and two tornado drills before December 31 and two fire and two tornado drills after January 1 for a total of eight each school year.

Periodically the school holds emergency lock-downs (1 each semester), and bus evacuation drills (1 each semester).

At the beginning of each semester, teachers notify students of the procedures to follow in the event of a fire, tornado, and lock-down drill. Emergency procedures and proper exit areas are posted in all rooms. Bus drivers will inform students and staff of the emergency procedures and how to utilize all emergency exits while riding of a school bus.

Emergency Information

At the beginning of each school year, parents/guardians must register their children. This registration information MUST provide the emergency telephone numbers of the parents/guardians as well as alternate persons to contact in the event the school is unable to locate the parents/guardians. *Parents/guardians must notify the office if the information on the registration forms changes during the school year. Parents/guardians may also update information on-line through the school website: www.shencsd.com.* Students must be checked out if moving to another school district, in-state or out- of-state. A parent/guardian must come to the office and let school personnel know the last day of attendance and the receiving district so records can be forwarded when a request for records is received from the new district.

Every Student Succeeds Act

Shenandoah Community School District has always hired highly qualified teachers and staff. The federal legislation called Every Student Succeeds Act (ESSA) requires us to notify you that parents and guardians in our school district have the right to learn about the following qualifications of their child's teachers: state licensure requirements for the grade level and content area taught, the current licensing status of their child's teachers, and baccalaureate/graduate certification/degree. Parents/guardians may request this information from the Office of the Superintendent by calling 712-246-1581 or sending a letter of request to the Office of the Superintendent, 304 West Nishna Road, Shenandoah, IA 51601

Field Trips

In certain classes, field trips and excursions are authorized and may be taken as an extension of the classroom to contribute to the achievement of the educational goals of the school district. If a field trip is required for a course, students are expected to attend the field trip. Absences in other classes or school activities due to attendance on field trips or excursions are considered excused absences.

While on field trips, students are guests and considered ambassadors and representatives of the school district. Students must treat employees, chaperones, and guides with respect and courtesy.

Permission to attend field trips is granted by the parent/guardian when they sign the Permission & Acknowledgement form included in school registration paperwork. If a student does not attend a field trip, they are required to be at school, unless prior approval by an administrator.

Flowers and Gifts

Delivery of flowers or gifts for students will not be accepted at the JK-8 building. Delivery will be accepted at the High School. A list of recipients will be posted in the front hall. School staff will not be responsible for delivery to individuals.

Good Conduct Rule (Board Policy 503.4)

To retain eligibility for participation in Shenandoah High School/Shenandoah Middle School extracurricular activities, students must conduct themselves as good citizens both in and out of school at all times. Students who represent the school in an activity are expected to serve as good role models to other students and to the members of the community.

Shenandoah Schools will enforce the following policies and procedures relative to standards for participation in extracurricular activities or school social events throughout the calendar year both in and out of school.

Any student who engages in conduct which makes the student questionable may be denied the privilege to participate in extracurricular activities and/or other school social events on a temporary or permanent basis. Prohibited conduct includes activities which are illegal, immoral, or unhealthy as well as violations of school policies.

A student may lose eligibility under the Good Conduct Rule for any of the following behaviors: possession, use, or purchase of tobacco products (including look alike), regardless of the student's age; possession, use, or purchase of alcoholic beverages, including beer and wine (having the odor of alcohol on one's breath is evidence of "use"; "possession" has been defined by the Iowa Supreme Court as being within reach of or in "close proximity to" the contraband [e.g., alcohol or other drugs]).

Mere presence is a violation of our policy. Mere presence would include being in attendance at a function or party where the student knows or has reason to know that alcohol or other drugs are being consumed illegally by minors and failing to leave despite having a reasonable opportunity to do so; possession, use, purchase, or attempted sale/purchase of illegal drugs, or the unauthorized possession, use, purchase, or attempted sale/purchase of otherwise lawful drugs;

Violation(s) of local, state or federal law and/or engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system (excluding minor offenses such as traffic or hunting/fishing, violations), regardless of whether the student was cited, arrested, convicted, or adjudicated for the act(s); exceedingly inappropriate or offensive conduct such as assaulting staff or students, gross insubordination (talking back or refusing to cooperate with authorities), serious hazing, harassment of others, inappropriate use of social media and/or other situations.

If a student transfers from another school and the student had not completed a period of ineligibility for a violation of a Good Conduct Rule or Academic Policy in the previous school, the student shall be ineligible. Violations not served would be completed based on Shenandoah's policies before the student would be declared eligible. Suspension of a student from an extracurricular activity shall be the decision of the principal or principal's designee within the parameters of this policy. Any student who, after a hearing at which the student shall be confronted with the allegation, the basis of the allegation, and given an opportunity to tell the student's side, is found to have violated the school's **Good Conduct Rule** will be deemed ineligible for a period of time, as described below.

Penalties

Grades 7-12 Violations of the Good Conduct Rule will be cumulative within the student's high school career. A student who violates the Good Conduct Code during enrollment shall be ineligible to participate in any extracurricular activity in accordance with the following provisions:

First Offense: 33 1/3% loss of eligibility

The student will not be permitted to dress for, or participate in, 33 1/3% of consecutive contests or

performances of the activities in which he/she participates after the violation

Second Offense: 66 2/3% loss of eligibility

The student will not be permitted to dress for, or participate in, 66 2/3% of consecutive contests or performances of the activities in which he/she participates after the violation.

Third Offense: 100% loss of eligibility

The student will not be permitted to dress for, or participate in, 100% of consecutive contests or performances of the activities in which he/she participates after the violation.

Fourth or More Offenses: 12-month loss of eligibility

The student will not be permitted to dress for, or participate in, activities for a period of 12 months after the violation.

Refer to the "Activities - Number of Contests/ Performances" schedule that follows for the number of ineligible contests/performances or number of days per activity. An ineligible student shall attend all practices or rehearsals but may not "suit up" for, nor perform/participate in, the assigned number of consecutive ineligible contests/ performances. The practice/rehearsals guideline may be waived if agreed to by student, coach/sponsor/director and administrator.

Activity	Number of Contests/Performances			
	1st offense	2nd offense	3rd offense	All other
	33 1/3%	66 2/3%	100%	12 mos.
Academic Competition	1	3	4	12 mos.
Band ²	5	11	16	12 mos.
Baseball	8	16	24	12 mos.
Basketball	7	14	21	12 mos.
Bowling	4	8	12	12 mos.
Cheerleading ³	3-7	7-14	9-21	12 mos.
Class Officers (listed in days)	60	120	180	12 mos.
Club/Organizations	1	3	4	12 mos.
Cross Country	3	6	9	12 mos.
Drama (Plays/Musical)	1	3	4	12 mos.
Flag Team (if non-band)	3	6	9	12 mos.
FFA ²	5	11	16	12 mos.
Football	3	6	9	12 mos.
Golf	4	8	12	12 mos.
National Honor Society	(Subject to NHS Bylaws)			
Royalty	1	3		12 mos.
Softball	8	16	24	12 mos.
Speech	4	8	12	12 mos.
Student Council (listed in days)	60	120	180	12 mos.
Tennis	4	8	12	12 mos.
Track	4	8	12	12 mos.
Vocal ²	5	11	16	12 mos.
Volleyball	5	9	14	12 mos.
Wrestling	5	10	15	12 mos.

¹ Multiple performances on any one date constitute a single performance for purposes of this policy.

² Subject to student's total possible number of performances*. Ineligibility to equal a percentage of performances. *club or group may have 16 events, student may be eligible for only 6 events.

³ Cheerleading ineligibility is equal to a sport cheered.

Example of activities to be missed for a student in multiple activities. Ineligible student is in vocal music and girls' basketball - penalty (with no reduction) 5 (vocal) + 7 (girls' basketball) = 12 events divided by 2 activities would equal 6 activities. Student would miss the next 6 activities (could be 2 vocal events/4 basketball games). Rounding off 0.5 to 1. 49 = 1, 1.5 to 2.49 = 2, etc.

Notice to Student: The school administrator or designee, upon making a determination that a student has violated the Good Conduct Rule, shall promptly mail or deliver to the student's parent or guardian a written "Notice of Violation of Good Conduct Rule" which shall contain the following:

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

A statement as to the time, place and circumstances of the violation that student is alleged to have committed.

A statement describing the sanction to be imposed upon the student for violating the Good Conduct Rule and the effective date on which such sanction shall commence.

A statement that the school administrator or designee's determination as to the student's violation of the Good Conduct Rule and the punishment imposed therefore shall become final and effective as state above, unless an appeal is taken within two (2) days to the Superintendent of Schools.

The period of ineligibility begins immediately upon finding of a violation, if the student is eligible for and currently engaged in an extracurricular activity. If ineligibility is not completed during the current activity, it will carry over to the student's next activity/contest. The starting date to begin such carried over suspension will start on the first date competition is allowed for that sport/activity, not when practice begins.

However, if the period of time between a violation and an activity is twelve calendar months or more, the student shall not serve an ineligibility period for the violation.

If a student drops out of an activity prior to completion of the ineligibility period, the full penalty or the remainder of the penalty, at the administration's discretion, will attach when the student next seeks to go out for an activity, subject to the 12-month limitation above.

If a student violates the Good Conduct Rule while ineligible due to an earlier violation, the penalty for the subsequent offense will attach at the completion of the earlier penalty (not to exceed the 12-month limitation)

Reduction in Penalty

A student may receive a reduction in penalty when the following conditions are met:

A student may receive a reduction in penalty if there is admission prior to determination. If a student comes forward to a coach/director, administrator, or activity sponsor to admit (self-report) a violation of the extracurricular activities code of the Good Conduct Rule prior to the finding of guilt by the administration, the student's penalty may be reduced (as listed below).

A student may receive a reduction in penalty if the student agrees to complete an established number of hours of "school service." The type of "school service" will be determined and agreed upon by the student and administrator of Shenandoah High School. The number of hours of "school service" are listed below.

A student may receive a reduction in penalty if the student agrees to complete an educational component(s). The educational component(s) could include, (but is not limited to any of the following): an evaluation and treatment process (at student's expense), research, reading, viewing of informational video(s) or written testing. The educational component(s) will be determined and agreed upon by the student, parent/guardian, and an administrator of the Shenandoah High School. The educational component(s) is listed below with the offenses.

A student who violates the "mere presence" provision of this policy shall serve no more than one-half of the established penalties for the first and second violations.

First Offense 1/2 Reduction of loss of eligibility (No penalty will be less than one event.)

--for self-reporting* (And)

--satisfactory completion of 5 hours of "school service" **

Second Offense 1/3 Reduction of loss of eligibility

--for self-reporting* **(And)**

--satisfactory completion of 10 hours of "school service" ** **(or)**

--successful completion of the educational component(s) ***

Third Offense 1/3 Reduction of loss of eligibility

--for self-reporting* **(And)**

--satisfactory completion of 15 hours of "school service" ** **(And)**

--successful completion of the educational component(s) ***

Fourth/More Offenses - No Reduction of loss of eligibility

*Admission Prior to Determination: If a student comes forward to a coach, administrator, or activity sponsor to admit (self-report) a violation of the Good Conduct Rule prior to a finding of guilt by the administration, the student's penalty may be reduced as shown above.

**School service would be approved and monitored by school administrator or his/her designee. Service would be done within the school system and outside of the school day.

***Evaluation and Treatment: A student who has a second or third violation of the alcohol or drug provision of the Good Conduct Rule may elect to seek an evaluation and, if recommended, treatment from a recognized substance abuse facility at the student's or student's family's expense. If the student seeks the evaluation and agrees to waive confidentiality to allow the facility to report back to the superintendent or designee regarding recommendations for treatment or follow-up care, the student's penalty for the second or third violation may be reduced by percentages stated above. This reduction is not available for first or fourth violations.

Appeal Process

Level 1. The Principal and/or Assistant Principal/Activities Director are the first level of the investigation for the Good Conduct Rule. If the student and/or parents/guardians are not in agreement with the decision of level 1, they have the right to appeal in writing to level 2 within 5 days.

Level 2. The superintendent will give written response to the student and/or parents/guardians within 5 school days. If the student and/or parents/guardians are not in agreement with the decision of level 2, they have the right to appeal in writing to level 3 within 5 days. The penalty will be in effect until reversed.

Level 3. The Board of Education will schedule a hearing within 5 days of the receipt of the appeal. The review by the Board of Education will be in closed session unless the student's parent/guardian (or the student, if the student is 18) requests an open session. The grounds for review by the school board are limited to the following: the student did not violate the Good Conduct Rule; the student was given inadequate due process in the investigation and determination; or the penalty is in violation of the Handbook Rule or Board Policy. The penalty will remain in effect pending the outcome of the meeting with the Board of Education.

The Board of Education will give written response to the student and/or parents/guardians within 5 days of the closed session hearing.

Violations Occurring During Ineligibility

If a student is ineligible at the time of a violation of the Good Conduct Rule, the penalty for the violation will not begin until the student regains eligibility. Example: A student is academically ineligible and then has a tobacco violation (Good Conduct Rule violation). When the student regains his/her academic eligibility, the Good Conduct Rule begins. Example: A student violates the Good Conduct Rule and is ruled ineligible for a period of time or number of events. While ineligible, the student again violates the Rule. The second penalty attaches when the first penalty is completed.

Academic Consequences

There will be no academic consequences for the violation (e.g., detention, suspension, expulsion from school, or grade reduction/withholding) unless the violation of the Good Conduct Rule occurred (a) on school grounds, (b)

at a school event regardless of location, or (c) the violation has a direct and immediate negative impact on the efficient operation of the school despite occurring off school grounds/time.

Letters and Awards

Students who are ineligible at the conclusion of an activity shall not receive a letter or award for that activity until the period of ineligibility is completed.

Grade Reports

Students (K-8) receive report cards at the end of each quarter. High School students (9-12) receive report cards at the end of each semester.

Students who receive an incomplete in a class must complete the incomplete class within 5 school days after grades are handed out. Extensions may be granted by the teacher with the permission of the principal. Failure to finish an incomplete may result in a failing grade and loss of credit.

Grading scales will be developed at each building level.

A four-point system is used to calculate the cumulative grade point average (GPA) at the high school level. AP classes will be weighted on a five-point system. GPA will appear on the student's transcript.

A	4.0	5.0 GPA =	A	5.0
A-	3.7		A-	4.7
B+	3.3		B+	4.3
B	3.0		B	4.0
B-	2.7		B-	3.7
C+	2.3		C+	3.3
C	2.0		C	3.0
C-	1.7		C-	2.7
D+	1.3		D+	2.3
D	1.0		D	2.0
D-	0.7		D-	1.7
F	0.0		F	0
I	Incomplete			

Graduation Requirements

Class Loads

High school students must be registered in 7 periods per semester.

Classification-Credit Requirements

00.00 – 13.00 Freshman
14.00 – 26.00 Sophomore
27.00 – 40.00 Junior
40.00 + Senior

Credits earned at summer school outside of the district are acceptable with prior approval of the Principal.

Eligible students must complete 50 total credits which may include:

6 credits in Mathematics (Math must be taken every year)

6 credits in Science

2 credits in American History

2 credits in American Government

2 credits in Ninth Grade Social Sciences

8 credits in Language Arts
1 credit in Senior Portfolio

Physical education **must be taken every year**. Written procedures are available for students to be exempt from physical education. Any waiver will be reviewed by the principal.

Remainder to be completed with Electives.

Students who are in good standing and who meet the graduation requirements set by the Board of Education are allowed to participate in the graduation ceremony and in senior activities. It is possible that students who are serving discipline at the time of the graduation ceremony or other senior activities will not be allowed to participate. Students are not required to participate in the graduation ceremony.

Students at graduation will be honored as follows: Honor Student 3.250 - 3.690 GPA, High Honors 3.70 - 3.89 GPA and Highest Honors 3.90 GPA and above. There is no longer a Valedictorian or Salutatorian.

Guidance Program

The guidance counselors are available to all students. The counselors will see students by self-referral, or by teacher and/or parent/guardian referral. Working with teachers, administrators, and parents/guardians, the counselors encourage a student's academic and personal growth.

Hall Passes and Agendas

Students must have permission or a "pass" to go from one part of the building to another during the class period. A teacher will not sign a pass for a student to see another faculty member without prior permission.

Middle School students must have their agenda, hall or library pass signed to be in the halls when classes are in session. Students will receive an agenda at the beginning of each school year and may get the hall pass signed by any teacher or school employee.

Middle school students are expected to write their daily assignments in their agenda and to keep the agenda in good usable shape. Since the agenda is provided to the student, it is the property of the school district and should be kept in good condition, just as a student should maintain a textbook that is checked out to them. There will be a replacement cost for lost or damaged agendas.

HAWK-I Insurance for Children

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

Hazing or Harassment

Harassment/Hazing will not be tolerated in the school district. This policy is in effect while students are on school grounds, school district property, or on property within the jurisdiction of the school district; while on school-owned and/or school-operated vehicles; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management of the school district and directly affects the welfare of the student and the school district.

All threats of violence, whether oral, written, or symbolic, against student, staff, or to school facilities are prohibited. All such threats will be promptly investigated. The district has the authority to report students violating this rule to law enforcement. Threats issued and delivered away from school or school activities may be grounds for disciplinary action if the threat impacts the orderly and efficient operation of the school.

The following factors will be considered in determining the extent to which a student will be disciplined for threatening or terroristic behavior; the student's access to weapons of any kind; the circumstances surrounding

the threat; the age of the student; the mental and emotional maturity of the student; cooperation of the student and his or her parent(s) or guardian(s) in the investigation; the existence of the student's juvenile or criminal history; the degree of legitimate alarm or concern in the school community created by the threat; and any other relevant information from any credible source.

Harassment/Hazing may include, but is not limited to the following:

- Verbal, physical or written harassment, bullying or abuse;
- Repeated remarks of a demeaning nature;
- Implied or explicit threats concerning one's grades, achievements, etc.; and
- Demeaning jokes, stories, or activities directed at the student.

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

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

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

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

Sexual harassment may include, but is not limited to the following:

- Verbal or written harassment or abuse;
- Pressure for sexual activity;
- Repeated remarks to a person with sexual or demeaning implications;
- Unwelcome touching;
- Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, achievements, etc.

Head Lice (Pediculosis)

School settings are conducive to a greater risk of transmissions of Pediculosis (Head Lice), and therefore, proper and effective treatment of this condition is needed.

Commented [KN3]: Redrafted by our School Nurses

The District requires exclusion from school until properly treated with an approved pediculicide – either prescription or nonprescription. Immediate exclusion of a student is suggested when live lice are found. Effective treatment will be required before a student may return to school.

The District requires that all nits/eggs must be removed within one week (7 days) of the day of diagnosis. After one week of treatment at home and nits still present, the parent/guardian will have to come pick up student and take home and treat for at least one hour. Then the student can return to school and the school nurse and the parent/guardian can go through the hair together to make sure the student is lice and nit free. The removal of nits/eggs is essential to help prevent self-reinfestation and transmission to others. Total nit/egg removal also helps eliminate diagnosis confusion and serves to document treatment.

Chronic head lice cases will be rechecked weekly by the school nurse or designee.

Confidentiality will be maintained to the best of the district’s ability in all cases involving pediculosis.

Health and Accident Plan

Parents/guardians are responsible for providing insurance that covers their child(ren) if they are injured while at school or during school activities. Student Health and Accident Insurance is available for purchase through the school. The insurance offering describes several enrollment options designed to fit your individual needs. If interested, please refer to the insurance enrollment form provided to you or pick one up at any school office.

Student athletes must have health and accident insurance in order to participate in intramural or extra-curricular athletics. Students must provide written proof of insurance prior to the start of the athletic activity. A letter from the parents/guardians stating that the student is covered is adequate proof of insurance. Student athletes who do not have and cannot afford insurance should contact their coach. Educational material used will be pre-approved annually by the Board of Education.

Health Screening

Throughout the year, the school district sponsors hearing screenings. Students are automatically screened unless the parent/guardian submits a note asking the student to be excused from the screening. The grade levels included in the screening are determined annually.

Homework

Teachers assign homework, extra class activities or assignments as necessary. Homework is an opportunity for students to practice skills and activities, to share and discuss ideas, to review materials, to become acquainted with resources, to organize thoughts, to prepare for classroom activities or to make up incomplete class work. Students are expected to complete homework on time. Research shows when daily assignments are not completed, a valuable learning experience has been lost.

Middle School

If homework is not completed, students may be required to stay after school to complete designated work.

High School

Homework not completed on time may result in a reduced grade.

Honor Roll

Middle School

The school district honors students who excel academically. The honor roll is issued quarterly and includes all grades for the current quarter. There will be both an “A” and “A - B” honor roll.

High School

At the end of the senior year the four-year honor roll is recognized. This honor is achieved by having a four-year

cumulative average of 3.250 or more. Seniors who achieve this honor are awarded honor cords to be worn on their robes for graduation activities. GPA will be carried out three decimal places when determining class rank. The High School has an honor roll at the end of each semester. There will be both an "A" and "A - B" honor roll.

Human Growth and Development

The school district provides students with instruction in human growth and development. Parents/guardians may review the human growth and development curriculum prior to its use and have their child excused from human growth and development instruction. Parents/guardians should contact the principal if they wish to review the curriculum or to excuse their child from [human growth and development instruction](#). A curriculum map is hyperlinked to this handbook [here](#).

Illegal Items Found in School or in Students' Possession

Students are prohibited from distributing, dispensing, manufacturing, possessing, using, and being under the influence of alcohol, drugs or look-a-like substances; and possessing or using tobacco, tobacco products or look-a-like substances. This includes matches, lighters and other flammable liquids. Students violating this policy, whether at school or away from school, are subject to discipline measures which include removal from class, suspension, and expulsion. If an illegal act has been committed, the police will be contacted. Discipline for drug and alcohol related offenses will also include prohibition from participating in extracurricular activities.

Weapons are not allowed on school grounds or at school activities including hunting rifles even if unloaded and locked in cars, with the exception of weapons in the control of law enforcement officials or those used for educational purposes and approved by the principal. Students are also prohibited from using everyday items such as pencils, rulers, compasses or books in a threatening or assaultive manner, and doing so is grounds for discipline up to and including expulsion. Students shall not possess items that resemble firearms or other dangerous weapons (look-a-likes) without specific permission from a teacher, coach/activity sponsor or administrator. Using look-a-likes in an assaultive or threatening manner is expressly prohibited and may result in expulsion just as if the look-a-like were a real weapon. Possession or use of dangerous weapons or threatening use of look-a-likes by students receiving special education services or who have a disability covered by Section 504 of the Rehabilitation Act of 1973, may result in the same consequences as listed above. Students bringing firearms or look-a-likes to school or possessing firearms at school will be subject to the following: confiscation of the weapon; referral to law enforcement officials; immediate suspension from school with a recommendation for expulsion by the Board of Education for twelve months; possible loss of credit or grade level standing; prohibition against being on school grounds during the period of suspension or expulsion; eligibility for readmission to school only upon successful completion of any conditions imposed by the Board of Education (expulsion) or of the administration (suspension).

Due process will be followed prior to a student's temporary removal from school except in emergency situations; in such cases, the student will be given due process as soon as possible. Any student who has information about or who believes that a student or other person has a firearm or other dangerous weapon on school grounds or at a school event should report this belief to a school employee immediately. The administration will strive to keep the informing student's identity confidential in the event of disciplinary action taken against a student involved with weapons or look-a-likes.

Illness

A student who becomes ill or is injured at school must notify his or her teacher or another school employee as soon as possible. In the case of serious illness or injury, the school shall attempt to notify the parents/guardians according to the information on the registration form. If the student is too ill to remain in school, the student will be released to the student's parents/guardians or, with parental/guardian permission, to another person directed by the parents.

While the school district is not responsible for treating medical emergencies, employees may administer

emergency or minor first aid if possible. The school will contact emergency medical personnel, if necessary, and attempt to notify the parents/guardians where the student has been transported for treatment.

If a child's activity must be limited following an illness, parents/guardians are asked to notify the office.

For the health and safety of all the children, it is mandatory that sick children not be brought to school. In order to prevent the spread of disease, please keep your child home from school if he or she displays any of the following symptoms within a 24-hour period:

- fever greater than or equal to 100.4 degrees F
- vomiting
- diarrhea
- pink eyes with drainage
- cough with congestion and excessive nasal discharge
- cold sores or lesions

If your child displays any of the above symptoms at school, parents/guardians will be notified and required to pick up their child.

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

- Fever free for 24 hours
- Chicken pox: one week after onset (or when lesions are crusted)
- Strep: 24 hours after initial medication
- Vomiting/Diarrhea: 24 hours after last episode
- Conjunctivitis: 24 hours after initial medication or when without drainage
- Cold sores or lesions shows signs of healing (scabbed over)

If an illness prevents the child from participating comfortably in activities or creates a greater need for care than the staff can provide without compromising the health and safety of the other children, or if a child's condition is suspected to be contagious and requires exclusion as identified by public health authorities, then the child is made comfortable in a location where she or he is supervised by a familiar caregiver.

Immunizations

Iowa's immunization requirements apply to ALL individuals attending licensed child care centers and schools in Iowa, including those who are home schooled. Iowa Code, Chapter 139a.8(6) and Iowa Administrative Code, 641-7.7(139) outline the immunization requirement for students attending preschool, elementary, or secondary schools. Students shall have received the required immunizations and submit the Iowa Department of Public Health Certificate of Immunization or have a valid Certificate of Immunization Exemption, or Provisional Certificate of Immunization.

Certificate of Immunization

A Certificate of Immunization must be given to the school the child will attend. To be valid, the Certificate of Immunization must include the name and birthdate of the child, the dates required vaccines were received, and must be signed by a physician (MD or DO), physician's assistant, nurse, or certified medical assistant.

Provisional Certificate of Immunization

A child who has begun, but not completed, the required immunizations for their age may receive a Provisional Certificate of Immunization so they may attend licensed child care or school while they finish their required vaccinations. To be eligible for provisional enrollment, the child must receive at least one dose of each of the required vaccines for their age. The next dose of required vaccine should be given as soon as possible, but no longer than 60 days from the previous dose(s). If at the end of 60 days, the child has not received the next required dose(s) of vaccine, the child cannot attend school. The Provisional Certificate of Immunization must be submitted to the school the child attends while completing the required immunizations. After the child has received all the required immunizations, a Certificate of Immunization must be submitted to the school.

Students transferring from one U.S. school to another are eligible for provisional enrollment for 60 days to allow their immunization records to be transferred from the previous school.

Medical Exemption

A medical exemption may be granted if a health care provider believes immunization(s) would be harmful to the child or a member of the child's household. To be valid, the Certificate of Immunization Exemption must be completed and signed by a physician (MD or DO), physician's assistant or nurse practitioner. The Certificate of Immunization Exemption must be submitted to the school the child attends.

Religious Exemption

A religious exemption may be granted in immunizations conflict with a religious belief and is not based on scientific, medical or personal opinion. To be valid, the Certificate of Immunization Exemption must be complete with the name and birthdate of the child and signed by the individual or the child's parent or guardian, and must be notarized. The Certificate of Immunization Exemption must be submitted to the school the child attends.

Enforcement

Students who do not provide a Certificate of Immunization, Provisional Certificate of Immunization, or Certificate of Immunization Exemption to the school on the first day of school cannot attend.

Required Immunizations – Elementary/Secondary School

Diphtheria/Tetanus/Pertussis (DTaP)

5 doses with 1 dose received \geq 4 years of age if born after September 15, 2003;
OR 4 doses with 1 dose received \geq 4 years of age if born after September 15, 2000 but on or before September 15, 2003;
OR 3 doses with 1 dose received \geq 4 years of age if born on or before September 15, 2000;
AND 1 dose of tetanus/diphtheria/acellular pertussis – containing (Tdap) vaccine for applicants born after September 15, 2000, upon entrance into 7th grade and above; regardless of the interval since the last tetanus/diphtheria-containing vaccine.

Polio

4 doses with 1 dose received \geq 4 years of age if born after September 15, 2003;
OR 3 doses with 1 dose received \geq 4 years of age if born on or before September 15, 2003
Polio vaccine is not required for persons 18 years of age or older.

Measles/Rubella

2 doses with the first dose received \geq 12 months of age, second dose no less than 28 days after the first dose;
OR demonstrate a positive antibody test for measles and rubella from a U.S. laboratory.

Hepatitis B

3 doses

Varicella

2 doses received \geq 12 months of age if born after September 15, 2003;
OR 1 dose received \geq 12 months of age if born on or after September 15, 1997, but born on or before September 15, 2003;
OR a reliable history of natural disease

Meningococcal (A, C, W, Y)

1 dose received on or after 10 years of age for applicants in 7th grade and above, if born after September 15, 2004;
AND 2 doses for applicants in 12th grade, if born after September 15, 1999;
OR 1 dose if received when the applicant was 16 years of age or older

Required Immunizations – Preschool & Junior Kindergarten

Diphtheria/Tetanus/Pertussis (DTaP)

4 doses

Polio

3 doses

Haemophilus influenzae type B (Hib)

3 doses with the final dose in the series \geq 12 months of age;

OR 2 doses if only 1 dose received < 15 months of age;

OR 1 dose if received \geq 15 months of age

Hib vaccine is not required \geq 5 years of age

Pneumococcal

4 doses if received 3 doses < 12 months of age;

OR 3 doses if received 2 doses < 24 months of age;

OR 2 doses if received 1 dose < 24 months of age;

OR 1 dose if received no doses < 24 months of age

Pneumococcal vaccine is not required \geq 5 years of age

Measles/Rubella

1 dose \geq 12 months of age;

OR demonstrate a positive antibody test for measles and rubella from a U.S. laboratory

Varicella

1 dose \geq 12 months of age;

OR a reliable history of natural disease

Incident Weather

When school is canceled because of incident weather prior to the start of the school day, students and parents/guardians are notified over KMA radio (960 AM) and the School Messenger Parent Notification System. If you have missed a School Messenger message you may retrieve the message within 36 hours by going to the school website. Please check these sources before calling the school. The missed day will be made up by adding it to the end of the school year.

If school is dismissed because of incident weather after the school day has begun, parents/guardians are notified by the same means.

Extracurricular activities or practices scheduled for the day or evening of a day when school is canceled or dismissed early are generally canceled or rescheduled. The principal/athletic director may determine whether to hold extracurricular activities or practices. If the extracurricular activity is to be held, students and parents/guardians are notified using School Messenger or over KMA Radio (AM 960).

School Closings and Athletic Practices

Student activities are a vital part of the total educational program and should be used as a means for developing good human relations and wholesome activities as well as knowledge and skills. The health, safety, and welfare of the students participating in student activities shall be foremost in the minds of those directing such activities and responsible for such activities. In the interest of student welfare and safety, the following procedures shall be followed during times of school closings due to incident weather, emergency situations, etc.

Superintendent closes school all day: Superintendent and Athletic Director and/or Principal shall determine if practices are to be conducted.

Superintendent dismisses school early or notifies of a late start: Superintendent and Athletic Director and/or

Principal shall determine if practices are to be conducted.

Contracted Contests

School closed all day: The athletic director shall be responsible for any postponements, cancellations and rescheduling of contracted contests. The building principal shall be responsible for decisions on postponements, cancellations, and rescheduling of other events and activities.

School dismissed early: The superintendent or designee shall be responsible for canceling all activities and/or events. The athletic director and/or Principal shall notify the contracted parties, news media, transportation director, and others as the need arises of the cancellation. In addition, he/she shall be responsible for rescheduling the canceled events and activities.

Inspection of Educational Materials

Parents/guardians and other members of the school district community may view instructional materials. Copies may be obtained according to Board Policy. Tests and assessment materials are only available for inspection with the consent of the superintendent. Persons wishing to view instructional materials or to express concerns about instructional materials should contact the building principal.

Invitations to Parties

Elementary

Parental/guardian cooperation and courtesy is requested when sending party invitation to school for distribution. Invitations will be distributed at school ONLY if every child, or all boys or all girls, in the class receives one. We will provide class lists with names for party invitation/class party purposes. Parents/guardians may request their name not be released.

Jurisdictional and Behavioral Expectations Statement

This handbook is an extension of Board Policy and is a reflection of the goals and objectives of the school board. The Board of Education, administration, and employees expect students to conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others. Students are expected to treat teachers, employees, students, visitors, and guests with respect and courtesy. Students may not use abusive language, profanity, or obscene gestures or language.

This handbook and school district policies, rules and regulations are in effect while students are on school grounds, school district property, or on property within the jurisdiction of the school district; while on school-owned and/or school operated buses or vehicles or chartered buses; while attending or engaging in school activities; and while away from the school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district or involves students or staff. School district policies, rules and regulations are in effect 12 months a year. A violation of school district policy, rule, regulation, or student handbook may result in disciplinary action and may affect a student's eligibility to participate in extracurricular activities whether the violation occurred while school was in session or while school was not in session.

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

The school reserves and retains the right to modify, eliminate, or establish school district policies, rules,

regulations, and student handbook provisions as circumstances warrant, including those contained in the handbook. Students are expected to know the contents of the handbook and comply with it. Students or parents/guardians with questions or concerns may contact the principal's office for information about the current enforcement of the policies, rules, regulations, and student handbook of the school district.

Legal Status of Student

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

Lost and Found

Shenandoah School is not responsible for loss of student property at school. Students finding articles not belonging to them should turn these items in to the office. Should you lose an item, this would be a good place to check. Students should label all textbooks, workbooks, notebooks, and personal property. Report any lost or stolen items to the office. After a period of time, items not claimed, will be donated.

Lunchroom

Lunch is served to the students daily. During registration, parents/guardians will be encouraged to complete a free/reduced lunch application. This is used to determine cost for school fees and meals for each student. Additionally, grants are often dependent on the percentage of students who qualify for free/reduced lunch.

The school district operates both a lunch and breakfast program. Breakfast will be served from 7:30 to 7:55 each morning except when there is a late start. Students may either bring their own lunches to school or purchase a lunch and other items, including milk. **Federal regulations do not allow "Fast Food" lunches or pop in the cafeteria during lunch for students or guests.**

Except for high school students with pre-arranged privileges, lunch periods are closed and students must eat at school unless individual arrangements are made with the principal.

Students eating in the cafeteria are expected to conduct themselves according to common manners and school rules. Should a student choose to behave differently they may be assigned an alternate location to eat.

We use a Point of Sales Electronic System. Students may deposit any amount of money in their account. Student lunches vary in cost from \$2.45 to \$2.85 depending on the grade level of the student. Breakfast costs \$2.00 per day. The money can be deposited either before school or during the morning before lunch. Students will receive a statement when they go through the lunch line if they have only enough money left in their account for one or two more days. Should a student's account be empty, no charges will be made. The student will be given an alternate meal (i.e. basic peanut butter sandwich and milk) for lunch.

Parents/guardians and guests are welcome to join a student for lunch. The school office should be notified at least one day in advance to reserve a meal. The cost of an adult lunch is \$3.75per day.

All seniors will start each school year with open lunch privileges. Students must submit signed parental/guardian approval before open lunch will be granted. Forms are available in the office. Students who do not have a driver's license may not drive during open lunch. School permits are not acceptable. Students who have open lunch cannot bring food back to school to eat or bring food for other students.

Medications

Students may need to take prescription or non-prescription medication during school hours. Students may not carry medications with them during the school day. Medications must be brought to school with a note from the parents/guardians providing permission for the student to take the medication and written instructions and left with the school nurse or office. The school must know the medications a student is taking in the event the

student has a reaction or illness.

Medication is held in a locked cabinet and distributed by the school nurse or designee. Medication must be in the original container with the following information either on the container, in the instruction sheet or in the parental authorization: name, phone number and address of the pharmacy; directions for use including dosage, times and duration; date of the prescription; name of the physician; potential side effects; and emergency contact information for the parents/guardians.

Minimum Age {Iowa Code §§ 139.9; 282.1, .3, .6 (2005)}

Junior Kindergarten and Kindergarten students must be 5 years of age and first grade students must be 6 years of age by September 15 of the school year to register for school.

Non-School Team Participation Rule 36.15(7)

Any student (grades 7-12) in the Shenandoah School District who participates in school-sponsored sport programs may participate in non-school sport programs during the same season.

A student (and his/her parent/guardian) who plans to participate in a non-school sport program needs to arrange a pre-season meeting with his/her coach, school administrator and parent/ guardian. Purpose of the meeting would be to work out an agreeable schedule for both the school and non-school program. The approved schedule will be included on the Non-School Participation Form which will be signed by all parties.

A student who chooses to give non-school participation priority over the school-sponsored sport program may jeopardize his/her program status or standing as a member of the school-sponsored sport program.

On-Line Course Enrollment

At least one of the following conditions must be met in order to be eligible to enroll in an online course. Eligibility does not guarantee the student will be allowed to take an online course. Final approval is determined by the school principal, guidance counselor, online course coordinator, and content area teacher.

At a student's IEP meeting, the IEP team feels that an online course is the best way for a student's educational needs to be met.

Credit Recovery – A student has taken a course and received a failing grade. If they wish to repeat the course, they may ask to take it online.

Early Graduation – A student who has been approved for early graduation may take courses online in order to meet graduation requirements.

Course not available for student to take – If there is a scheduling conflict that does not allow a student to take a course because it conflicts with another, they may be allowed to take one of the courses online.

Extenuating Circumstances – If there are other extenuating circumstances that prevent a student from being able to take a regular course, then they may be given permission after meeting with the principal, guidance counselor, online course coordinator, and content area teacher.

Open Enrollment

Iowa's open enrollment law allows parents/guardians residing in one school district to request transfer of their children to another school district. Applications for open enrollment must be received in the superintendent's office of the receiving district (the school which the student would like to attend) by March 1st of the year preceding the school year for which open enrollment is desired. For example, if the form is turned in on March 1 the student can attend the receiving district when school starts in the fall. There are some exceptions to the March 1st deadline. An open enrollment request for a prospective kindergarten student may be filed with the receiving district by September 1st of the school year of enrollment into kindergarten. In addition, the following circumstances are considered "good cause" and are acceptable conditions for a timeline waiver IF the change

occurred AFTER March 1st:

- Change in family district of residence.
- Change in the marital status of the student's parents/guardians resulting in a change of residence.
- Adoption.
- Placement of the child in foster care resulting in a change of residence.
- Participation in a foreign exchange program
- Participation in a substance abuse or mental health treatment program resulting in a change of residence.
- Serious health need.
- Pervasive harassment.
- Failure of district negotiations to reorganization or rejection of proposed reorganization plan.
- Failure of district negotiations for whole grade sharing or rejection of whole grade sharing agreement.
- Loss of accreditation or revocation of a charter school contract.

If good cause is related to change in residence, open enrollment application must be filed within 45 days of the move. Applications can be obtained at the Administrative Office. Questions can be addressed by stopping by or calling 712-246-1581.

Parents are responsible for transporting children open enrolled to another district. This applies to all students including those with an IEP. If the need for transportation as a related service is stated in the IEP, as a general rule, the parent is responsible for this obligation under open enrollment. If a child open enrolls to a district that is contiguous to the home district and the parents' income meets economic eligibility requirements, the family may receive a stipend for transportation or be provided transportation by the resident district.

Students who open enroll in grades 9 through 12 **shall not be eligible** to participate in **varsity** contests and competitions during the first 90 school days of transfer.

Commented [NK4]: Added information

Open Gym Policy

A member or associate member school may open its gym or athletic facilities for the purpose of making recreational activities available for all students or the community. Open gyms will be supervised by a school employee or someone 21 years or older and approved by the activities director.

Open gyms are subject to the following restrictions:

- Open gym on Sunday will be from 1:00-5:00 p.m.
- The supervisor shall not engage in any type of coaching or participation during supervision.
- Attendance by students is voluntary.
- Volunteer or paid coaches may not directly or indirectly require the attendance of students or require the performance of activities by students prior to the legal practice period for that coach's sport.
- Open gym shall not be called or posted for specific sports.

Parent-Teacher Organizations (PTO)

All three levels have Parent-Teacher Organizations (PTO). They work on a variety of fundraisers for the benefit of the students. Please contact a school secretary to be referred to a PTO officer.

Elementary PTO-meets monthly in the elementary office

Middle School PTO-meets as needed

High School PTO-meets as needed

Pass/Fail Classes

Students in grade 10-12 will be allowed to take classes for pass or fail 3 times in their High School career.

- This class will not count towards their GPA.
- Students will be allowed to take one class per year for Pass/Fail.
- The teacher won't know who is taking the class for Pass/Fail. Only the student and the office/counselor will

know.

- A grade of "C-" will be the lowest grade allowed to earn a Pass/Fail.
- The class taken for Pass/Fail cannot be a required class. Exceptions may include students that are under an I-plan, IEP's, or a 504 plan.

Students have the first five (5) days of a term to decide whether they want to take a class pass/fail.

If a student chooses to do so, he/she must notify the counselor within the first five (5) days of the term in which the class is taken. A teacher may recommend a student take a class Pass/Fail.

Physical Contact

Public displays of affection are not appropriate for the school environment and physical contact will not be allowed. Students who are caught engaging in physical displays of affection will have to serve a detention time assigned by the principal.

Physical Examinations, Dental Exams & Lead Screenings

Parents/guardians are encouraged to have their children receive periodic physical examinations. Students participating in athletics are required to provide a school district physical examination form signed by the student's doctor stating the student is physically fit to perform in athletics prior to the start of the sport. Failure to provide proof of a physical examination makes the student ineligible. Students who cannot afford the cost of the physical examination should contact the coach of their sport. Students entering High School must have dental exams. Students entering Elementary are recommended to have a lead, dental, and vision screenings. For assistance, please contact Page County Department of Public Health at 712-246-2332.

Posting of Information

Students, parents/guardians or community members who wish to post or distribute information must receive permission from the principal before posting or distribution. This applies whether the information deals with school- sponsored or non-school sponsored activities. The principal can explain or answer questions regarding this school's rules on posting and distributing materials.

Post-Secondary Enrollment or Dual Credit Options

Iowa Code, Chapter 281 authorizes enrollment part-time in nonsectarian courses in eligible post-secondary institutions of higher learning in Iowa for students in grades 9-12 and TAG students. Students wishing to use this program must be proficient (41st percentile and above on Iowa Assessments) and may be required to meet certain requirements on the ACT, COMPASS or ASSET tests.

Shenandoah High School shall grant high school academic credit if a student successfully completes a course as determined by the eligible institution. The responsibility for granting the amount of credits counting towards graduation remains with the Shenandoah Community School District.

See Chapter 281 of the Post-Secondary Enrollment Options.

The school district pays only for courses which are not offered by the high school and which are offered during the regular school year by the community college, private college or state university. The school district does not pay for the costs of summer school classes. Summer school classes however are eligible for credit. Students who fail PSEO course or fail to receive credit in the PSEO course paid for by the school district must reimburse the school district for all costs directly related to the course. Prior to enrolling in a PSEO course, students age 18 or over or the parents/guardians of students under age 18 shall sign a form indicating they are responsible for the costs of the PSEO course should the student fail the PSEO course or fail to receive credit for the PSEO course. The school district may waive the cost of the PSEO course for students who fail the PSEO course for reasons beyond their control, including, but not limited to, the student's incapacity, death in the family or a move to another school district.

Recess and Playground Rules

Elementary

For safety reasons, students are not to play on the playground before or after school. Students are to come directly into the building at the appropriate arrival time in the morning. 4th graders are allowed to go out to play on the playground before school with staff supervision only. At dismissal time, students are to leave school grounds by whatever means parents/guardians have indicated. Our playgrounds are open to public use, at your own risk, during non-school hours. Children should be adequately supervised.

Individual teachers and grade levels will plan 1-2 recess breaks each day depending on the age of the students. The exercise and fresh air are an important part of the day. Students go out unless the temperature or wind chill is 15°F or below, or it is raining, so please be sure your child has appropriate outerwear – coats, gloves, hats, boots, etc. Students go out to recess unless the heat index is 95° or higher. We have a lower elementary (K-2) and upper elementary (2-4) playground. Children are taken on a “tour” of the playground, shown the right/wrong ways to play on the equipment and the boundaries to stay within. Students must obey the adult supervising the playground and not just their classroom teacher. Horseplay, roughhousing, throwing snowballs, rocks, etc., are prohibited. We request that students not bring personal toys or other items to school.

General playground rules are:

- Keep hands and feet to self
- Follow rules and play safely
- Use equipment properly: swings, slides, climbers, seesaws, monorail, bouncers, balls, etc.
- Be respectful of others: kicking, pushing/shoving, hitting/punching, grabbing, biting, etc. are not tolerated
- Ask permission to leave the playground for any reason
- Accept feedback/consequences: back talking and arguing are not tolerated
- Inappropriate language: name calling and swearing are not tolerated

Severe Behavior

- Fighting or hurting others
- Not accepting feedback/consequences – being disrespectful of supervisor

Recess and playground privileges can be taken away for unsafe, inappropriate behavior. Students losing those privileges may have to stand/sit in an assigned, supervised spot during recess or report to a designated teacher.

School Day

Students may be present on school grounds more than 10 minutes before school starts and 10 minutes after school dismisses only when they are under the supervision of an employee or an extracurricular activity sponsor. Students may arrive earlier if they are eating breakfast (served from 7:30-7:55) or special arrangements have been made with a teacher. Bus students enter the building when they arrive and will be directed to a supervised area. If school is dismissed early, students are to be picked up at dismissal time. Please be prepared for weather-related early dismissals so someone will be available to pick up your child.

School Fees

The school district charges fees for certain items, such as textbook rental. Students whose families meet the income guidelines for free and reduced-price lunch, the Family Investment Program (FIP), Supplemental Security Income (SSI), transportation assistance under open enrollment, or students who are in foster care are eligible to have their student fees waived or partially waived. Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees. Parents/guardians of students who believe they may qualify for temporary financial hardship should contact any school secretary for a waiver form. This waiver does not carry over from year to year and must be completed annually. The current textbook fee is \$50.00 per student.

School Library

JK-8

The school library is available to students during school hours. The library is a place for study, research, reading, and working on assigned projects. Students are expected to follow library policies.

Check-out Procedure – Books are checked out for two weeks and may be renewed for an additional two weeks. Books must be brought to the library for renewal. Equipment (cameras) may be checked out over night with the permission of the classroom teacher.

Overdue Policy – Individual overdue notices are given to students weekly. There are no fines for overdue books. However, fines will be assessed for lost or damaged library materials and equipment. The fine will be the replacement cost of the item. A student may not checkout library materials if he/she has an unpaid fine or overdue materials.

High School

Students are expected to follow the guidelines posted in the library. Students may be asked to leave if disruptive behavior continues.

Books are checked out for a period of two weeks and may be renewed unless other students need them for a class activity. Equipment (cameras) and books placed on reserve by teachers may be checked out for overnight. Nooks are available for student use.

Overdue policy – Overdue and fine notices are given to students in homeroom or other class.

Fines for overdue books are:

\$.10 per day; fines for equipment and reserve books are \$.50 per day; fines for laptop computers are \$9.00 per day. Students with a fine of more than \$.50 may not check out books until the book is returned and the fine paid. If a student has lost a book, the student must pay for the replacement. Nooks will not be renewed. Late fees for a Nook is \$1.00 per day. Damaged or lost Nooks will result in a replacement charge to the student in the amount of \$150.00.

School Nurse

The district has two school nurses. One nurse is housed at the JK-8 building and the other nurse at the high school. The nurse keeps confidential records on each student, may conduct vision and hearing tests and encourages dental check-ups. She also assists classroom teachers in matters of health education and may make home visits concerning health problems.

Senior Year Plus

Advanced Placement (AP) Courses

Advanced Placement (AP) courses are college-level courses offered by high schools. The courses, curriculum requirements, and optional tests are provided by The College Board. Based on the examination score and the postsecondary institution's policies, students may be eligible for college credit or advanced standing at the college or university they later matriculate.

The district offers several AP courses to its students. Courses may be offered by district instructors, another school district, or through the Iowa online advanced placement academy. The district will provide descriptions of the AP courses available in the high school course catalog. All instructors of AP courses will be appropriately licensed and meet the minimum certification requirements of the national organization that administers the AP program. It is the responsibility of the school district to establish the prerequisite coursework for each AP course offered and prerequisites will be stated with the course description in the course catalog. AP courses will be made available to dually enrolled students under competent private instruction, as long as they meet the same requirements as a regularly enrolled student in the district. The district will ensure that any student enrolled in an AP course that is interested in taking an AP examination is properly registered for the examination. The

district will also ensure that any student enrolled in an AP course that is interested in taking an AP examination, and qualifies for a reduced fee for the examination is properly registered for the fee reduction.

Post-Secondary Enrollment Options (PSEO)

The Postsecondary Enrollment Options Act was enacted in 1987 to promote rigorous academic pursuits by providing high school students access to enroll part-time in nonsectarian courses in eligible postsecondary institutions. Now offered through Senior Year Plus, the program is available to eligible juniors and seniors as well as freshmen and sophomores who are identified as gifted and talented according to the school district's criteria.

The district does not currently have a contract with a community college for PSEO. A school district cannot have a contract for PSEO and concurrent enrollment with the same institution (i.e. IWCC).

Concurrent Enrollment

The concurrent enrollment program, also known as district-to-community college sharing, promotes rigorous academic or career and technical pursuits by providing opportunities for high school students to enroll part-time in eligible nonsectarian courses at or through community colleges. Per Senior Year Plus, concurrent enrollment courses are offered through contractual agreements between community colleges and school districts within their service area.

The program will be available to all eligible students in grades 9 through 12. The availability of concurrent enrollment courses will be included in the high school course catalog and will identify which courses, if successfully completed, will earn college credit under the program. Parents and students will be made aware of this program as part of the student's core curriculum plan. A student receiving competent private instruction may access the program through the school district in which the student is dually enrolled and may enroll in the same number of concurrent enrollment courses as a regularly enrolled student of the district. A student cannot take a college course that is defined as comparable, as determined by the school board, to a course offered by the high school. The school board will annually approve courses to be made available for high school credit using locally developed criteria. The school board will also decide the number of high school credits that will be granted to a student who successfully completes a course. If a student is accepted for concurrent enrollment, written notice will be sent to the student, the student's parents or guardian in the case of a minor child, and the student's school district. The notice will list the course, the clock hours the student will be attending the course, and the number of hours of college credit that the student will receive from the community college upon successful completion of the course. The district will not charge tuition to any students who take concurrent enrollment courses.

The district has a contract with IWCC to offer concurrent enrollment.

Career Academies

Career academies are programs of study offered to high school students through an agreement or contract between their high school and a community college. They bridge high school and community college CTE programs.

The district does not currently have a contract with a community college for a career academy.

Eligibility

All Senior Year Plus programs where postsecondary credit is offered, are subject to eligibility requirements. The student must meet the enrollment requirements of the postsecondary institution providing course credit, must meet or exceed the minimum performance measures on any academic assessments that may be required by the postsecondary institution, and have taken the appropriate prerequisites, if any. The student must demonstrate proficiency in the content areas of reading, mathematics, and science as evidenced by achievement scores on the most recent state standardized test. A student who is not proficient in one or more of the content areas of reading, mathematics, and science, may be allowed to take courses for postsecondary credit based on

alternative assessment measures. A student under competent private instruction who is dually enrolled in the district must meet the same proficiency standard as students in the school district. Iowa Code 281 – Chapter 22.2(2) outlines alternate forms of qualified performance measures for students under competent private instruction who are dually enrolled in the district.

Sexual Abuse and Harassment of Students by Employees

The school district does not tolerate employees physically or sexually abusing or harassing students. Students who are physically or sexually abused or harassed by an employee should notify their parents/guardians, teacher, principal, or another employee. The Iowa Department of Education has established a two-step procedure for investigating allegations of physical or sexual abuse of students by employees. That procedure requires the school district to designate an independent investigator to look into the allegations. The school district has designated Linda Laughlin, high school nurse, at 712-246-4727, as its Level I investigator. Ms. Laughlin may also be contacted directly. The school district has designated the JK-8 school nurse, at 712-246-2520, as its alternate Level I investigator. The Shenandoah Police Department, 712-2246-3512, is designated as the Level II investigator.

Physical abuse is a non-accidental physical injury that leaves a mark at least 24 hours after the incident. While employees cannot use physical force to discipline a student, there are times when the use of physical force is appropriate. The times when physical force is appropriate include, but are not limited to, times when it is necessary to stop a disturbance, to obtain a weapon or dangerous object, for purposes of self-defense or to protect others, to remove a disruptive student, to protect others from harm, for the protection of property or to protect a student from self-infliction or harm.

Sexual abuse includes, but is not limited to, sexual acts involving a student and intentional sexual behavior as well as sexual harassment. Sexual harassment is unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when submission to such conduct is made implicitly or explicitly a term or condition of the student's education or benefits; submission to or rejection of the conduct is used as the basis for academic decisions affecting that student; or the conduct has the purpose or effect of substantially interfering with a student's academic performance by creating an intimidating, hostile or offensive educational environment.

School Parties

The school observes holidays throughout the school year. Students who do not wish to participate in these celebrations or activities may be excused or an alternative activity will be available to the student at the parent/guardian's request.

School Permits or a Minor School License

Eligibility for school permits is determined by the superintendent. Students must reside at least one mile from the high school.

The Board of Education has approved the following exceptions to the rule:

- The most direct route to and from school is deemed unsafe or has road construction that is anticipated for an extended period of time.
- Parent/guardian work hours are consistently scheduled at a time that interferes with the student attending school or participating in school-sponsored activities unless the student is permitted to drive.
- Either the student or parent/guardian have a medical need or physical disability that interferes with the student attending school or participating in school-sponsored activities unless the student is permitted to drive.

School Property

Students are expected to take care of school property including desks, chairs, books, lockers, computers, and

school equipment. Vandalism is not tolerated. Students found to have destroyed or otherwise harmed school property may be required to reimburse the school district. In certain circumstances, students may be reported to law enforcement officials.

School-Sponsored Student Organizations

School-sponsored student organizations are those which are recognized by the school district and Board of Education. Participation in school-sponsored student organizations is a privilege. Individual sponsors or coaches may impose rules in addition to those contained in this handbook. The privilege of participation may be suspended or canceled for violating an individual coach's or sponsor's rules as well as for violation of the school district policies, rules or regulations.

School Supplies

Supply lists for JK-4 are posted in businesses that supply them. Supply lists will be provided at registration and on the school website or parents/guardians can pick them up in the school office at any time.

Sharing Time

Elementary

Individual teachers will inform you of "sharing time" procedures and guidelines for their classroom. For health and safety reasons, animals are not permitted in classrooms without prior approval from the school. Many people have allergies that may be triggered by the presence of animals. Live animals will not be allowed in school district facilities except under special circumstances and must be present for an educational purpose. Permission from the principal and teacher will be required of anyone wishing to bring an animal into the school. The person bringing the animal must furnish transportation for the animal. Animals will not be allowed to travel to and from school on the school bus. It shall be the responsibility of the principal to determine appropriate supervision of animals in the classroom.

Special Programs

English Language Learners: Special arrangements are made as needed to provide additional assistance to children whose primary language is other than English. The district employs a part-time instructor. Interpreters are provided as needed.

Title I Reading: Qualifying students receive skill interventions in small group instruction in addition to the regular reading program provided in the classroom.

Special Education: The district provided a variety of programs for students with special needs with proper diagnosis and identification, beginning as early as three years of age. Services will vary, depending on the age of the student and the program as determined by each Individual Education Plan (IEP).

Talented and Gifted (TAG): In a society that seeks to offer educational opportunities appropriate to each child's ability, the Shenandoah Schools make provisions for the unique needs of the talented and gifted. Such children are those who demonstrate achievement or potential ability, or both, in the areas of general thinking, creative thinking, leadership, visual and performing arts, or specific aptitude. The TAG program also provides assistance in regular classrooms as time and circumstances permit.

Junior Kindergarten (JK): This program is recommended to parents based on Kindergarten Roundup, preschool and parent/guardian information. JK is appropriate for students that are of age to attend Kindergarten but not ready developmentally.

Preschool: Our preschool is an integrated early childhood special education program. Curriculum is customized to meet students at their skill-level and prepare them for the next phase of their education.

Flex Ed Center: The Flexible Education Center provides Middle School and High School students an alternative setting to complete their graduation requirements.

Standardized Tests

Students are given standardized tests annually. These tests are used to determine academic progress for individual students, for groups of students, for the school district and to comply with state law. Students are tested unless, in rare cases, they are excused by the principal or qualify for alternative assessment. The Iowa Assessments are given to all students in grades 3-11.

Student Assistance Team

The Student Assistance Team (SAT) is a school-based problem-solving group of staff members who assist with the educational, physical, social, emotional, behavioral and other individual needs of students. The team meets to provide additional support to students who are experiencing difficulty in our educational environment. The team, for a student, examines the needs, develops and recommends appropriate intervention strategies, and reviews the effectiveness of those strategies. This team coordinates the structure that assists students, families, and teachers, in seeking positive solutions for maximizing student potential. The SAT focuses in-depth on one student at a time.

Student Complaints

Student complaints and grievances regarding Board Policy or administrative regulations and other matters should be addressed to the student's teacher or another licensed employee, other than the administration, for resolution of the complaint. It is the goal of the Board of Education to resolve student complaints at the lowest organizational level.

If the complaint cannot be resolved by a licensed employee, the student may discuss the matter with the principal within ten (10) days of the employee's decision. If the matter cannot be resolved by the principal, the student may discuss it with the superintendent within ten (10) days after speaking with the principal.

If the matter is not satisfactorily resolved by the superintendent, the student may ask to have the matter placed on the board agenda of a regularly scheduled school board meeting in compliance with Board Policy. It is at the Board President or designee's discretion to determine whether or not the item will be placed on the agenda.

Student Council

These organizations provide for student activities, serve as a training experience for student leaders, give students a share in the management of the school, develop high ideals of personal conduct, act as a clearinghouse for student activities, seek to interest students in school district affairs and help solve problems that may arise. Members of the councils are student representatives who have direct access to the administration.

Student Funds and Fund Raising

Students may raise funds for school activities upon approval of an administrator at least 2 weeks prior to the fundraising event or the start of a fundraising campaign. Funds raised remain in the control of the school district and the Board of Education. School-sponsored student organizations must have the approval of the principal prior to spending the money raised. Students should not solicit funds from teachers, employees, or other students during the school day.

Student Lockers and Desks

Student lockers and desks are the property of the school district. Students shall use the lockers and desks assigned to them for storing their school materials and personal items necessary for attendance at school. In some instances, students may be required to share a locker or desk. Students at the high school are not to trade or share lockers. It is the responsibility of each student to keep the student's assigned locker and desk clean and undamaged. Lockers are to be kept closed when not in use. No signs or items may be attached to the outside of the locker. If something is found on the outside of a locker, it will be removed by school personnel and discarded. The expenses to repair damage done to a student's locker and desk are charged to the student.

Although school lockers, desks and other spaces are temporarily assigned to individual students, they remain the property of the school district at all times. The school district has a reasonable and valid interest in assuring the lockers, desks and other spaces are properly maintained. For this reason, lockers, desks and other spaces are subject to unannounced inspections and students have no legitimate expectations of privacy in the locker, desk or other space. Periodic inspections of all or a random selection of lockers, desks or other space may be conducted by school officials in the presence of the student or another individual. Any contraband discovered during such searches shall be confiscated by school officials and may be turned over to law enforcement officials.

The contents of a student's locker, desk or other space (coat, backpack, purse, etc.) may be searched when a school official has a reasonable suspicion that the contents contain illegal or contraband items or evidence of a violation of law or school policy or rule. Such searches should be conducted in the presence of another adult witness when feasible. **The school district has the right to use a drug dog to assist in their search both inside the school building as well as parking lots.**

Students are encouraged not to leave valuables or money in their lockers and/or desks and to keep the locker locked. High School - Students are encouraged to put a padlock on their hall locker and PE locker. Locks can be checked out from the High School office. The school is not responsible for loss of student property at school.

Student Publications

Students may produce official school district publications as part of the curriculum under the supervision of a faculty advisor and principal. Official school district publications include, but are not limited to, the school newspaper and yearbook. Expression made by students, including student expression in the school district publications, is not an expression of official school district policy. The school district, the Board of Education and the employees are not liable in any civil or criminal action for student expression made or published by students unless the employees or Board of Education have interfered with or altered the content of the student speech or expression.

A faculty advisor supervises 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. No student shall express, publish or distribute in an official school district publication material which is:

obscene; libelous; slanderous; or encourages students to: commit unlawful acts; violate school district policies, rules or regulations; cause the material and substantial disruption of the orderly and efficient operation of the school or school activity; disrupt or interfere with the education program; interrupt the maintenance of a disciplined atmosphere; or infringe on the rights of others.

Students who believe they have been unreasonably restricted in their exercise of expression in an official student publication should follow the complaint procedure outlined in this handbook.

Student Searches

In order to protect the health and safety of students, employees and visitors to the school district and for the protection of the school district facilities, students and their belongings and school-owned lockers and desks may be searched or inspected. A search of a student will be justified if there are reasonable grounds that the search will turn up evidence of a student violation of the law or school district policy, rules, or regulations affecting school order. Reasonable suspicion may be formed by considering factors such as the following: eyewitness observations by employees; information received from reliable sources; suspicious behavior by the student; the 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 or intrusiveness when the measures adopted are reasonably related to the objectives of the search. Reasonableness of scope or intrusiveness may be determined based on factors such

as the following: the age of the student; the sex of the student; the nature of the infraction; the emergency requiring the search without delay.

A student's body and/or personal effects (e.g., 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, rules, regulations, or the law affecting school order.

Personally intrusive searches will require more compelling circumstances to be considered reasonable. If a pat-down search or a search of a person's garments (such as jackets, socks, pockets, etc.) is conducted, it will be conducted in private by a school official of the same sex as the student and with another adult witness of the same sex present, when feasible. A more intrusive search, short of a strip search, of the student's body, handbags, book bags, etc., is permissible in emergency situations when the health and safety of student, employees, or visitors are threatened. Such a search may only be conducted in private by a school official of the same sex as the student, with an adult of the same sex present unless the health or safety of students will be endangered by the delay which may be caused by following these procedures.

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 the student parking lots. The interior of a student's automobile on the school premises may be searched if the school official has reasonable and articulable suspicion to believe that illegal, unauthorized or contraband items are contained inside.

Tardy

When a student will be late arriving to school, parents/guardians should contact the school office as soon as possible. A tardy may be considered to excused or unexcused. A tardy due to inclement weather will be reviewed on a case-by-case basis.

Elementary

Students are expected to be at school on time. Children are considered tardy if they are not present at the time school is scheduled to begin. If students arrive late they need to report to the office to check in before going to class. This is recorded on report cards and permanent records. However, for perfect attendance recognition at semester and at the end of the year, students must be present 100% of the time. That means not leaving early or arriving late for any reason.

Middle School

Students are expected to be at school on time. If students arrive at school late, they need to report to the office to check in before going to class. The building administrator will administer discipline consequences for coming to school late. The first three tardies will be warnings. The fourth and subsequent tardy, the building administrator will administer discipline consequences.

Students are expected to be in class on time. Students who arrive late to a class must have a pass from the teacher or staff member who caused them to be late. If the student arrives late without a pass they will be counted tardy and may be given a consequence from the classroom teacher. After four or more classroom tardies, an office referral may be issued.

If a student is more than 10 minutes late to school or class and the tardy is unexcused, they will be counted absent and may be given a discipline consequence.

High School

Students arriving following the bell, to any class period, will be designated as tardy. Students arriving late to school will check-in at the office for a pass. Students are allowed three (3) tardies to school/class periods for any reason prior to any disciplinary action.

On the fourth tardy, a student will be assigned to Monday/Thursday after-school detention. After-school tardy detention will be for 1 hour (3:30-4:30) and must be served on the day assigned. Additional Monday/Thursday detentions will be assigned for every two (2) tardies beyond the original four.

If a student does not serve their tardy detention, on the assigned day, the student will be assigned an in-school detention the following day. Parents/guardians will be notified of all tardy detentions assigned. See "Extracurricular Activities" section for further information about missed practices or games.

Parent Involvement

5 Days Tardy – A letter will be sent to the parent/guardian addressing the tardies. A home visit may be made by school personnel.

10 Days Tardy – An "Attendance Cooperation" meeting will be scheduled with parents/guardians and school interventionist. *

15 Days Tardy – The school district will request a mediation meeting with parents/guardians, student, administration, and school interventionist. **

20 Days or more Tardy – A letter will be sent to the County Attorney notifying them of attendance concern.

*If a student has had two "Attendance Cooperation" meetings and is tardy for 10 days a third year, they will be moved to mediation without an additional "Attendance Cooperation" meeting or being tardy for 15 days or more.

**Mediation plans will follow the student from year-to-year. The first violation of a truancy mediation agreement or refusal to participate in a mediation agreement is a simple misdemeanor. The second violation is a serious misdemeanor. The third and subsequent violations are also a serious misdemeanor. Each violation can be punishable by jail time, fines, and unpaid community service.

Technology Policy and Rules

Overview

The primary goal of the Shenandoah Community School District's (SCSD) technology is to enrich the learning that takes place in and out of the classroom. Because technology is a vital part of the school district curriculum, use of technology and the Internet will be expected of students. Student access to technology and the Internet allows for effective research, resource sharing, problem solving, innovation, communication and collaboration.

Equipment

All students will have opportunities to use a variety of district technologies at school. Any technology provided to students for use inside or outside of school must be returned in the same condition as issued. The district keeps inventory of all technology assigned to specific students.

Technology Resources

All technology resources provided for student use are owned by SCSD. Technology resources refers to all aspects of the school's owned or leased equipment, including computers, tablets, printers, scanners and other peripherals; as well as e-mail, Internet services, servers, local network files or folders, and all other technology-related equipment and services. This includes any use of the school's technology resources whether this access occurs while on or off campus.

SCSD prioritizes and teaches student "digital citizenship" and acceptable standards of online behavior. All Internet usage is filtered and monitored by the school district, even if the device is not at school. However, the best filtering software in the world cannot match the combination of education and supervision at school and home.

District staff may collect and/or inspect the technology at any time, directly or by remote access. District staff will be responsible for updates and maintenance to technology as needed.

All student data created or managed by school technology is considered district property and may be inspected at any time. Students are responsible for filing, organizing, and backing up data. SCSD is not responsible for any misplacement or loss of data.

General Technology Rules

Students will:

- Care for all school devices used;
- Use any bags/carrying cases provided;
- Be responsible and caring (not abusive) of district devices;
- Report any damage to technology immediately;
- Access the system for educational purposes only;
- Use appropriate language and be respectful of others;
- Observe and respect license and copyright agreements;
- Keep passwords and personal information confidential; and
- Follow the Technology Policy and Rules with all devices brought from home and connected to the district's network.

Students may not use network resources:

- To create, send, share, access, or download material which is abusive, hateful, threatening, harassing, or sexually explicit;
- To reveal or share student names, telephone numbers, and addresses;
- To download, stream, or listen to Internet-based music, video, or large image files not for school work, as this slows the performance of the network for all users;
- To alter, add, or delete any files that affect the usability or configuration of a school device;
- Attempt to alter any district network or server configuration;
- To do projects for personal profit outside of assigned school work;
- To conduct any illegal or immoral activity;
- To access the data or accounts of another user;
- To create or post videos or photographs of staff or students without their consent or knowledge;
- To post anonymous messages;
- To use school issued email accounts for personal use;
- To forward email commonly known as "SPAM", Unsolicited Commercial Email (UCE), or "junk email;" and
- To use social media during class unless approved by the teacher for academic purposes.

Discipline

Any student who violates the rules and expectations relative to these policies will be subject to disciplinary action. The consequence for violation will vary based on the degree of misuse. Possible consequences include:

- Written warning documented in the student information system
- Detention
- In-School or Out-of-School Suspension
- Revocation of network/Internet privileges
- Three-week suspension of network/Internet privileges
- Nine-week suspension of network/Internet privileges
- Suspension of network/Internet privileges for the remainder of the school year
- Revocation of all technology use
- Expulsion from school
- Involvement of local law enforcement
- Financial restitution for damage

Student Assigned Device Rules (Grades 5-12)

Technology Boot Camp

Before being allowed to take device home, students and parents/guardians will be required to attend a Shenandoah Schools Technology Boot Camp, a training for the purpose of communicating additional technology rules and policies while device is off campus.

Device Use in Classrooms

Students will be required to take their Devices to every class, unless told differently by the teacher for that specific day. When the computer is not being used in class, it is to be stored in the carrying case.

Device Storage and Charging

Devices are stored and charged in homerooms. Students are responsible for picking up their assigned device from their homeroom at the beginning of the day. Normally, student assigned devices will have enough battery power to last through the entire school day without additional charging. Students are responsible for plugging in and storing their assigned device in their homeroom at the end of each school day. Homeroom teachers will establish more detailed procedures for the check-in/check-out processes.

If students take devices home, it is the student's responsibility to have their device charged each day when they arrive at school. It is the student's responsibility to maintain the charger. The student/parent will replace lost or damaged chargers.

Student Internet Usage

Shenandoah Community School District prioritizes and teaches student "digital citizenship" and acceptable standards of online behavior. All Internet usage on district devices is filtered and monitored by the school district even if the device is not at school; however, the best filtering software in the world cannot match the combination of education and supervision at school and home.

Device Care

- Treat district devices with as much (if not more) care than if it were your own property.
- When not in use, devices are to be stored in the provided bag.
- Keep the device compartment of the bag clean and reserved for the device.
- At school, during non-class time, the device and bag should be secured in the student's locker, not in a locker room.
- When walking around between classes, devices should be closed and stored in the bag.
- When/if devices are taken out of the school, store in a safe place.
- Avoid leaving devices where they could be easily taken or damaged.
- Hot or cold vehicles are not good places for electronic devices.
- Device cleaning should be done carefully. Use a soft, dry lint-free cloth when cleaning devices. If necessary, the cloth may be dampened slightly. Never use chemical cleaning products. Feel free to ask for help if more thorough cleaning is required.
- Do not do anything to the device that will permanently alter it in any way.
- Avoid putting stickers or using any type of markers on the device.
- Do not attempt to remove or change the physical structure of the device, including the keys, screen, or casing. If these actions are taken, families will be responsible for 100 percent of the repair or replacement cost.
- Keep devices away from food and drink.
- Report any technical problems with devices to your classroom teacher.
- Use only devices assigned to you, and don't let others use it.
- Do not remove or interfere with the serial number or any identification placed on the computer. Remove the device from the bag when charging. Ensure the device has air circulation while charging.

Computer Damages

If a computer is damaged, the student must notify the school immediately. If the student damages a computer due to negligence, the student/student's family is responsible for paying repair costs according to the scale below.

SCSD reserves the right to charge the student/student's family the full cost for repair or replacement when damage occurs due to gross negligence as determined by administration. Examples of gross negligence include, but are not limited to leaving equipment unattended and unsecured. This includes damage or loss resulting from an unattended and unsecured computer while at school including: lending equipment to other persons; using equipment in an unsafe environment; and using the equipment in an unsafe manner.

A student who does not have a computer due to damage will be assigned a loaner device, if available, until their assigned device is repaired.

If the computer charger or computer bag is damaged or lost, the student is responsible for replacing it.

The administration has the authority to waive a fine if the cause of damage or loss is judged to be beyond the student's control. In the event that an individual intentionally damages another student's assigned device, responsibility for repair may shift to the individual causing the damage to the device.

Damage Scale

Students are responsible for district devices while in their possession. We understand that accidents happen. In the event of unpreventable damage to the device, the student/family will not be held responsible for the cost of repairs.

In the event that the student carelessly or intentionally damages any device, the student/family will be held responsible the cost of the repair according to the following schedule.

First incident - Up to \$50.00

Second incident - Up to \$100.00

Third and Future Incidents - Up to the full cost of repair or replacement

Computer Loss

Students are responsible for district devices while in their possession. In the event that students lose a district device in their possession, the student/family will be billed for the entire cost to replace the device. The administration has the authority to waive a fine if the cause of damage or loss is judged to be beyond the student's control. In the event that an individual intentionally damages or steals another student's assigned device, responsibility for repair may shift to the individual causing the damage to the device.

Computers that are lost, stolen, or vandalized need to be reported to the school office immediately.

If a computer is lost, stolen or vandalized, the parent may file a police report.

NEVER bring your computer to the locker rooms. It is safest to keep them secured in the locker assigned to you.

Device Personalization

Only the District's Technology Director or designee can install programs and apps to student devices.

Students may personalize settings on assigned devices in ways that are appropriate and do not violate any school policies. This would include things like font size and wallpaper.

Stickers and other markings on the outside of the computer will not be allowed.

Student Printer Use

Assigned student devices will not have printing capability. If it is necessary to print documents created on these devices, share the document with a teacher and have them print from their device.

Shenandoah Community School District (SCSD) Technology Agreement

Parent/Guardian

I (print name) _____ have read and understand the SCSD Technology Policy and Rules.

Parent Signature _____ Date _____

Student

I (print name) _____ have read and understand the SCSD Technology Policy and Rules.

Student Signature _____ Date _____

Telephone Use During the School Day

Generally, students receiving telephone calls during school hours will not be called to the telephone. The office will take a message and forward it to the student. Only in emergency situations are students removed from class or another school activity to receive a telephone call.

Students needing to make telephone calls from school should secure the permission of a teacher or staff member and use a classroom or common area telephone. The telephone in the office is a business telephone and should only be used by students in emergency situations.

See Electronic Devices for policy about cell phones.

Threats of Violence

All threats of violence, whether oral, written, or symbolic, against students, employees, visitors, or to school facilities are prohibited. All such threats will be promptly investigated. Law enforcement may be contacted. Threats issued and delivered away from school or school activities may be grounds for disciplinary action if the threat impacts the orderly and efficient operation of the school.

Students engaging in threatening behavior will face disciplinary consequences up to and including expulsion. The following factors will be considered in determining the extent to which a student will be disciplined for threatening or terroristic behavior; the background of the student, including any history of violence or prior threatening behavior; the student's access to weapons of any kind; the circumstances surrounding the threat; the age of the student; the mental and emotional maturity of the student; cooperation of the student and his or her parent(s) or guardian(s) in the investigation; the existence of the student's juvenile or criminal history; the degree of legitimate alarm or concern in the school community created by the threat; and any other relevant information from any credible source.

Title I – Parent Involvement Policy

Parent/guardian involvement is a vital part of the Title I program. At the district level, it is the policy of the Shenandoah School District that parents/guardians of all participating children have the opportunity to be involved, for the purpose of school improvement, in the review and evaluation of the district plan. The district provides coordination, technical assistance and other necessary support in the planning and implementation of parent/guardian involvement activities. The district encourages parent/guardian involvement and supports the partnership between home/school/community by providing understandable information about standards and assessments; providing training and materials for parents/guardians to help their children and to involve other parents/guardians; educating school personnel about involving parents/guardians and the values of parent/guardian contributions; and developing meaningful roles for community organizations and businesses to work with parents/guardians and schools.

Transferring In or Out of the District

When a new student transfers into the school district, the student's records are requested from the previous school district. When a student transfers out of the district records are sent directly to the new school when a request is received.

Transportation

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

Students utilizing school transportation will conduct themselves in an orderly manner fitting to their age level and maturity with mutual respect and consideration for the rights of the school vehicle driver and the other

passengers. Students who fail to behave in an orderly manner will be subject to disciplinary measures up to and including being removed or suspended from riding the bus.

The Board of Education supports the use of video cameras on school buses used for transportation to and from school as well as for field trips, curricular or extracurricular events. The video cameras will be used to monitor student behavior and may be used as evidence in a student disciplinary proceeding. The videotapes are student records subject to school district confidentiality, Board Policy and administrative regulations.

All persons riding in school district vehicles will adhere to the following rules. The driver, sponsor or chaperones are to follow the school bus discipline procedure for student violations of this policy. Video cameras may be in operation on the school buses.

- Bus riders will be at the designated loading point before the bus arrival time.
- Bus riders will wait until the bus comes to a complete stop before attempting to enter.
- Riders must not extend arms or heads out of the windows at any time.
- Aisles must be kept cleared at all times.
- All bus riders will load and unload through the right front door. The emergency door is for emergencies only.
- A bus rider will depart from the bus at the designated point unless written permission to get off at a different location is given to the driver.
- A rider may be assigned a seat by the driver.
- Riders who damage seats or other equipment will reimburse the district for the cost of the repair or replacement.
- Riders are not permitted to leave their seats while the vehicle is in motion.
- Waste containers are provided on all buses for bus riders' use.
- Permission to open windows must be obtained from the driver.
- Classroom conduct is to be observed by students while riding the bus except for ordinary conversation.
- The driver is in charge of the students and the vehicle, and the driver is to be obeyed promptly and cheerfully.
- Students will assist in looking after the safety and comfort of younger students.
- A bus rider who must cross the roadway to board or depart from the bus will pass in front of the bus (no closer than 10 feet), look in both directions and proceed to cross the road or highway only on signal from the driver.
- Students will not throw objects about the vehicle nor out through the windows.
- Shooting paper wads, squirt guns or other material in the vehicle is not permitted.
- Students will keep feet off the seats.
- Roughhousing in the vehicle is prohibited.
- Students will refrain from crowding or pushing.
- The use or possession of alcohol, tobacco or look-alike substances is prohibited in the vehicle.
- The Good Conduct Rule is in effect.

Consequences:

1st Offense – Verbal warning

2nd Offense – Verbal warning and parents will be notified

3rd Offense – Removal from the bus for a minimum of 1 week and parents will be notified.

More serious offenses can result in immediate removal from the bus for a period of time to be determined by the transportation director and the principal.

Use of School District Facilities by Student Organizations

School district facilities are available during non-school hours to school-sponsored and non-school-sponsored student organizations for the purpose of meetings or activities. Students wishing to use the school district

facilities should contact their sponsor or the principal to reserve a room. School district policies, rules and regulations are in effect during these meetings.

Visitors/Guests

Visitors to school grounds must check in at the principal's office. If a student wishes to bring a guest to school, the student must receive permission from the principal prior to the guest's visit. Visitors will be held to the same standards of behavior as any student.

Students not enrolled in the Shenandoah Schools are not allowed to be on the premises without permission from the principal. High school students should not be in the K-8 building on days when the high school is not in session or after the High School dismissal time unless they have permission from the principal.

Withdrawal

A student who leaves school permanently for any reason shall:

1. Secure a checkout sheet from the Principal's office.
2. Return all property of school district, which includes textbooks, locks, library materials, athletic equipment, etc.
3. Obtain a signature from each instructor signifying that item two has been completed.
4. Return the checkout sheet to the office.
5. Pay all fees, workbooks, projects, etc.

Title I Parent Compact

As a Student I Will:

Respect myself, other students, my parents, teachers, school staff, and principal;
Always try to do my best in my work and behavior;
Follow rules at school:
Come to school with my supplies and completed homework; and
Show respect for school equipment and materials

Student Signature:

As a Parent/Guardian I Will:

Respect and support my child, staff and the school;
Support the rules and policies and of Shenandoah CSD;
Establish a time and quiet place for my child to do homework and review homework for completion;
See that my child attends school daily and arrives on time;
Read with my child and let my child see me read; and
Talk with my child about his/her school day.

Parent/Guardian Signature:

As a Teacher(s) I Will:

Respect and support students, parents, staff, and the school;
Support the rules and policies and of Shenandoah CSD;
Encourage each child to do his/her personal best;
Provide a safe, drug-free, positive, and healthy learning environment;
Share information regarding each child's needs and progress;
Involve parents with school and their child's education

Teacher Signature:

As a Principal I Will:

Respect and support students, parents, staff, and the school;
Support the rules and policies and of Shenandoah CSD;
Provide a safe, drug-free, positive, and healthy learning environment;
Maintain open lines of communication;
Encourage parents to be partners in education

Principal Signature:

Capacity	Company	Year	Mileage	Price	Delivery Conditions	Comments
65- Passenger	Hoglund	New		\$82,500	90-day onsite delivery	
77 Passenger	Hoglund	New		\$85,000	90-day onsite delivery	
65 Passenger	Thomas	2016	20,000	\$65,386	payment on delivery	Bus was previously leased
65 Passenger	Thomas	2016	50,000	\$62,891	payment on delivery	Bus was previously leased
84 Passenger	School Bus Sales	New		\$94,198	payment on delivery	\$1750 to add LED Light & Rear Air Ride Suspension
65 Passenger	School Bus Sales	New		\$87,255	payment on delivery	\$1750 to add LED Light & Rear Air Ride Suspension

For the 18/19 school year, Emily Furst MS, RD, LD, SCSD Food Service Director recommends:

Bread: Bimbo Bakeries

Reason: Only bid available

Milk: Land O Lake

Reason: Competitive lower bid that competitor Hiland and Anderson Erickson
Resulting in a cost savings for the 18-19 school year. SCSD nutrition department is extremely
thankful for AE service

Choc Milk Pints Current Avg Cost: $.217 \times 5,200 \text{ week} = \$1,128$

Projected Choc Milk Pints Avg Cost: $.1788 \times 5,200 \text{ week} = \929.76

Projected Weekly Savings: \$198.24 just based off chocolate milk usage

**Bread Bids
2018-19**

Vendor	24 oz. 51% WGW Sandwich Bread	24 oz. 100% WW Sandwich Bread	4" 51/53% WGW Hamburger Buns 12 ct.	4" 51/53% WGW Hamburger Buns 16 ct.	6" 51/53% WGW Hot Dog Buns 16 ct.
Bimbo Bakeries	\$ 1.70	\$ 1.70	\$ 1.60	\$ 2.17	\$ 2.17

**Milk Bids
2018-19**

Vendor	1/2 pint whole milk	1/2 pint 2% milk	1/2 pint choc skim milk	1/2 pint choc 1% milk	1/2 pint strawberry skim milk
Dean Foods (Land O Lakes)	\$ 0.2136	\$ 0.1978	\$ 0.1788	\$ 0.1888	\$ 0.1788
Hiland Dairy	\$ 0.2100	\$ 0.1990	\$ 0.1865	\$ 0.1865	\$ 0.1865
Anderson Erickson	\$ 0.2430	\$ 0.2190	\$ 0.2050	NA	\$ 0.2050

	1/2 pint skim milk	1/2 pint 1% milk	12 oz choc skim milk (plastic)	12 oz orange juice (plastic)	8 oz orange juice 100%
Dean Foods (Land O Lakes)	\$ 0.1673	\$ 0.1742	14 oz \$.99	\$ 0.9700	\$ 0.3205
Hiland Dairy	\$ 0.1775	\$ 0.1800	\$ 0.7500	\$ 0.7500	\$ 0.3400
Anderson Erickson	\$ 0.1890	\$ 0.2020	\$ 0.7300	\$ 0.7300	\$ 0.3100

	4 oz orange juice 100%	5# fat free cottage cheese	5# Sour Cream	Gallon 1% Milk	6 oz yogurt
Dean Foods (Land O Lakes)	\$ 0.2150	24oz 6/case = 6 pounds \$2.5424	lite \$6.52, reg \$6.8665	\$ 2.9193	\$ 0.6245
Hiland Dairy	\$ 0.2000	\$ 8.7500	\$ 8.0000	\$ 3.6900	\$ 0.5200
Anderson Erickson	\$ 0.1800	\$ 8.7500	\$ 7.0000	\$ 3.2440	\$ 0.5200

Company	Equipment	Price	Comment
Vetter Equipment	Case IH Farmall 45C L360A Loader	\$33,183.00	Low Bid
John Deere	3046R Tractor	\$37,250.00	
Whipp Sales & Service, Inc.	Kubota L4060HSTC Loader 47 HP 4 Cylinder	\$41,100.00	
Whipp Sales & Service, Inc.	Kubota L4060HSTC Loader 40HP 4 Cylinder	\$35,700.00	

Company	Vehicle	Price	Comment
Doug Meyer	Chevrolet Silverado 1500 Double Cab	\$28,200.00	
Shore Motor	Chevrolet Silverado 1500 Double Cab	\$26,279.00	Low Bid
Hawkeye Ford	Ford F-150	\$31,795.00	

Company	Repair	Warranty	Price	Comment
Tennis Courts Unlimited	Crack Repair and Coating	1 Yr. Warranty	\$29,225.00	
ProTrack & Tennis	Crack Repair and Coating	5 Yr. Warranty	\$33,484.00	Recommend due to warranty
Tennis Courts Unlimited	4 post tension concrete		\$354,850.00	

THE ARMOR[®] SYSTEM

A Patented Process for
Long-Term Repairs to
Asphalt Tennis Court Cracks



STEP 1: Fill cracks up to 4 inches wide



STEP 2: Sand flush to surface



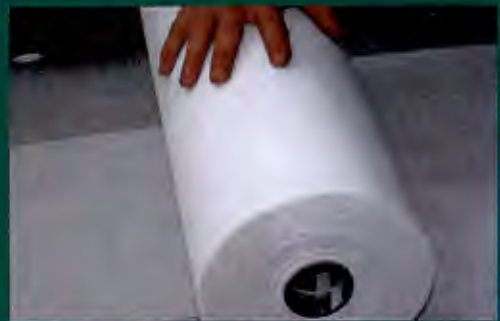
STEP 3: Apply ARMOR[®] release tape



STEP 4: Apply liquid adhesive



STEP 5: Install narrow ARMOR[®] fabric



STEP 6: Install wide ARMOR[®] fabric



STEP 7: Install yellow ARMOR[®] mesh



STEP 8: Finished...ready to color coat!



Crack-Free Surface...Ready for Play!

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ARMOR
TENNIS COURT CRACK REPAIR SYSTEM

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AGREEMENT

THIS AGREEMENT made and entered into this 15 day of June, 2018, by and between **Shenandoah Community School District (“School District”)** and the **City of Shenandoah, Iowa, (“City”)**.

WHEREAS, the City has a facility referred to as The Bricker Botanical Center (“Butterfly House”), a 1,000 square foot facility located at the corner of Highway 59 and Sheridan Avenue; **AND**

WHEREAS, the City is desirous of the fullest utilization of this facility for events and activities for the School District, the benefit of the community and visitors to the community; **AND**

WHEREAS, the Shenandoah Chamber and Industry Association has been active and supportive of group visits by organization or clubs or visitors to the community; **AND**

WHEREAS, the School District is desirous of utilizing the facility by and through the Shenandoah High School Horticulture Class; **AND**

WHEREAS, the School District is desirous of entering into a use agreement with the City for the School District to have access to and use of the facility for School District benefit; **AND**

WHEREAS, the City is willing to grant exclusive possession of the facility to the School District without rent; **AND**

WHEREAS, the City is willing to accept maintenance, payment of utilities, upkeep, and any improvements desired by the School District as consideration for the School District’s use of the facility; **AND**

WHEREAS, the School District is willing to stand the cost of maintenance, payment of utilities, upkeep, and improvements desired by the School District, including electrical work that the School District needs to have done at the facility; **AND**

WHEREAS, the use of the facility is deemed to be to the mutual interest of the City and the School District.

NOW THEREFORE, in consideration of the mutual covenants herein contained, the Parties agree as follows:

1. The School District shall have possession of the Butterfly House for the use as a botanical center developed, cared for, and continued by the students of the School District under the supervision of the School District.

2. The School District agrees to maintain the facility, with maintenance, payment of utilities, upkeep, and improvements desired by the School District.

3. The City will maintain major improvements beyond maintenance, payment of utilities, upkeep and improvements desired by the School District.

4. The term of this Agreement shall be 10 years, commencing June 15 2018. Termination or extension of this Agreement shall require 60-Day Notice prior to expiration. Such Notice shall be in writing.

5. The School District shall carry insurance to cover the liability risk to the City and to cover any and all claims made by students of School District and to cover visitors to the facility. Proof of insurance to be provided to City.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement this _____ day of _____, 2018.

City of Shenandoah, Iowa

Shenandoah Community School District

By: _____
Title

By: _____
Title

IWCC Workforce Development

On-the-Job Training (OJT) Contract with Training Plan

Contract No: 20

Section 1: Contact Information

Complete the contact information for the OJT Provider and the Employer.

OJT PROVIDER: Iowa Western Community College Title 1	CONTACT PERSON: CINDY WETTERLIND	TELEPHONE #: 712-352-3480 ext 45127
OJT ADDRESS: 300 W. Broadway, Suite 13 Council Bluffs, IA 51503	EMAIL: CINDY.WETTERLIND@IWD.IOWA.G OV	FAX #: 712-352-3487
EMPLOYER NAME: Shenandoah Community School District	F.E.I.N. # 42-6038087	U.B.I. #: 103099
EMPLOYER ADDRESS: 304 W NISHNA ROAD SHENANDOAH, IA 51601	CONTACT PERSON: KERRI NELSON	EMAIL: nelsonk@shencsd.com
	TELEPHONE #: 712-246-1581	FAX #:

Section 2: Trainee Information

Complete the contact information for trainee and reimbursement rates.

TRAINEE NAME: Trevor Scanlan	SOCIAL SECURITY #: 478-08-3178	TELEPHONE #: 712-621-2656	
BEGINNING DATE: 7/1/18	END DATE: 11/16/18	TOTAL TRAINING HOURS: 777	
JOB TITLE: IT ASSISTANT	O*NET SOC #: 15-1151.00	O*NET JOB ZONE: 3	
JOB DESCRIPTION: SEE ATTACHED			
HOURLY WAGE RATE: \$18.00/HOUR	REIMBURSEMENT RATE: 50%	MAXIMUM REIMBURSEMENT: \$9.00/HOUR	
LABOR MARKET OUTLOOK: EXPECTED TO GROW FASTER THEN THE AVERAGE			
SKILLS TO BE LEARNED:	ESTIMATED TRAINING HOURS:	START DATE	COMPLETION DATE
DEEP KNOWLEDGE OF COMPUTER SYSTEMS, PARTICULARLY WINDOWS SERVERS, GOOGLE ADMIN CONSOLE AND LAPTOP EXPERTISE	177		
DEEP KNOWLEDGE OF NETWORKING WITH UNDERSTANDING OF THE OSI MODEL AND PREFER ABILITY TO CONFIGURE SWITCHES, WIRELESS ACCESS POINTS AND FIREWALLS	120		

HIGHLY ORGANIZED WITH STRONG PROJECT MANAGEMENT SKILLS AND DRIVE TO MEET ORGANIZATIONAL AND DEPARTMENTAL OBJECTIVES; ABILITY TO MANAGE PROJECTS ON INTERRELATED TIME LINES	80		
KNOWLEDGE OF CLASSROOM TECHNOLOGY INCLUDING SMARTBOARDS, CLICKERS, DOCUMENT CAMERAS, SOUND SYSTEMS, PROJECTORS, CAMERAS, ETC	100		
BASIC UNDERSTANDING OF HTML AND WEBSITE DEVELOPMENT AND MAINTENANCE REQUIRED	40		
ASSIST WITH TECHNOLOGY TRAINING AS PART OF COLLABORATIVE SCHOOL DISTRICT STAFF DEVELOPMENT INITIATIVES AND SUPPORT REGIONAL AND STATEWIDE INITIATIVES SUCH AS NCLB, AND THE TECHNOLOGY STANDARDS FOR TEACHERS AND STUDENTS	100		
PARTICIPATE IN MEETINGS AS REQUIRED, OFFERING INSIGHT AND DIRECTION TO PEOPLE'S USE OF TECHNOLOGY AS IT RELATES TO THE DISTRICT'S INFORMATION LITERACY AND TECHNOLOGY PLAN	10		
PARTICIPATE IN ON GOING PROFESSIONAL DEVELOPMENT RELATED TO JOB RESPONSIBILITIES AND MAINTAINING EXPERTISE IN THE FIELD	40		
MANAGE AND MAINTAIN ACCURATE BUILDING TECHNOLOGY INVENTORY RECORDS AND COUNTS	20		
DEMONSTRATE EXCELLENT HUMAN RELATIONS AND INTERPERSONAL SKILLS	90		
TOOLS, UNIFORMS, SUPPLIES NEEDED FOR TRAINING: N/A			

Section 3: OJT Agreement

This On-the-Job Training (OJT) Agreement is between the Employer and Iowa Western Community College Title 1, herein after called the OJT Provider and Shenandoah Community School District, herein after called Employer. Both parties agree to the terms and conditions set forth within this contract. The contract term commences on 7/1/18 and terminates on 11/16/18.

Section 4: General Terms and Conditions

CONTRACT PURPOSE

The purpose of this contract is to establish the general terms and conditions under which Iowa Western Community College Title 1 may refer individual WIOA participants (“the Trainee”) to the Employer to enable the Workforce Innovation Opportunity Act (WIOA) participants to take part in an OJT as that term is defined under the Workforce Innovation Opportunity Act.

OJT DEFINITION

In accordance with the WIOA section (101) (31), the term “on-the-job training” means training by an employer that is provided to a paid trainee while engaged in productive work. This training will:

- a) Provide knowledge or skills essential to the full and adequate performance of the job;
- b) Qualify for reimbursement to the employer of up to 50% of the wage rate of the Trainee, for the extraordinary costs of providing the training and additional supervision related to the training; and
- c) Limit the OJT contract period of time for a trainee to become proficient in the occupation for which the training is being provided. In determining the length of the training, consideration should be given to the skill requirements of the occupation, the academic and occupational skill level of the trainee, the prior work experience of the trainee, and the individual employment plan, as appropriate.

TRAINING

1. Employer agrees to employ the Trainee and develop a training plan for the OJT Trainee that includes competencies needed to be satisfactorily skilled in the OJT position.

FISCAL

2. OJT Provider shall reimburse Employer on a Monthly basis in an amount not to exceed total reimbursement for extraordinary costs of training to be provided by the Employer to Trainee.
3. Employer agrees to maintain adequate time and attendance, payroll, and other records to support amounts reimbursed under the OJT contract.
4. Employer agrees that records which are directly related to the OJT contract are subject to review, monitoring, and audit by the OJT Provider, the State and/or the federal government, at any time and without prior notice to the employer.
5. Employer shall provide adequate insurance coverage to protect against legal liability arising out of OJT activity.
6. Employer shall preserve all OJT Employee payroll records, fringe benefits and personnel records.

EMPLOYER ASSURANCES

7. Employer shall provide worker's compensation coverage for the OJT.
8. If the OJT is provided to one of the Employer's current employees, the Employer verifies that the OJT will relate to the introduction of new technologies, introduction to new production or service procedures, or is an upgrade to a new job that requires additional skills, and that the OJT position will provide the OJT Trainee with additional wages, hours or benefits
9. Employer certifies that the company is financially solvent on the date of this contract, and the Employer's best projection is that they will remain financially able to meet contract obligations at the end of the training period, including OJT Trainee's retention
10. Employer agrees that wage and labor standards will be adhered to and to pay the OJT Trainee at the same rates, including increases, and benefits as trainees or employees who are situated in similar jobs. Such rates shall be in accordance with applicable law, but in no ~~an~~ event less than the higher rated specified in section 6(a)(1) of the Fair Labor Standards Act of 1938 or the applicable state or local minimum wage law. WIOA sect. 181(a)(1)(A)
11. Conditions of employment and training will be in full accordance with all applicable federal, state, and local laws and ordinances (including but not limited to anti-discrimination, labor and employment laws, environmental laws or health and safety laws). 29 CFR 37.38(b)
12. Employer certifies that the OJT will not impair existing agreements for services or collective bargaining agreements and that either it has the concurrence of the appropriate labor organization as to the design and conduct of an OJT, or it has no collective bargaining agreement with a labor organization that covers the OJT position.
13. Employer assures that they have not been debarred or suspended in regard to federal funding. 29 CFR Part 98
14. Employer further assures that OJT funds will not be used to assist, promote or deter union organizing. 20 CFR 663.730
15. Employer certifies that no member of the OJT Trainee's immediate family is engaged in an administrative capacity for the Employer, or will directly supervise the OJT Trainee. For the purpose of this contract, immediate family is defined as spouse, children, parents, grandparents, grandchildren, brothers, sisters or person bearing the same relationship to the OJT Trainee's spouse. 20 CFR 667.200(g)
16. Employer assures that the OJT Trainee(s) will not be employed to carry out the construction, operation or maintenance of any part of a facility that is used or to be used for sectarian instruction or as a place for religious worship. 29 CFR 37.6(F)
17. Employer assures that the OJT Trainee has not been hired into or will remain working in any position when any other person is on layoff from the same or a substantially equivalent job within the same organizational unit or has been bumped and has recall rights to that position, nor if the OJT is created in a promotional line that infringes on opportunities of current employees. 20 CFR 667.270

ADDITIONAL TERMS

18. Employer must provide comprehensive general liability insurance protection to Trainee.
19. OJT contract is subject to modification or termination due to actions taken by the Federal, State, or Local governments that result in a frustration of contract purpose. Such actions include, but are not limited to withdrawal of WIOA funding by the United States Congress, or the failure by the United States Congress to reauthorize WIOA program activities.

Section 5: Signatures

I hereby agree to all the terms and conditions in this OJT Agreement.

Authorized Signatures

DATE:

DATE:

EMPLOYER SIGNATURE:

OJT PROVIDER SIGNATURE:

TYPE/PRINT NAME: Greg Ritchey

TYPE/PRINT NAME: Kaylene Page

TITLE: Board President

TITLE: Director

Section 6: Concurrence of the Collective Bargaining Agent

Complete this information in regards to if the employment and training is subject to a collective bargaining agreement.

20. Is the occupation in which the OJT is being offered subject to a collective bargaining agreement? YES NO

21. If yes, please indicate the name, title, and union affiliation of the appropriate bargaining representative.

BARGAINING REPRESENTATIVE'S NAME:

SIGNATURE:

BARGAINING REPRESENTATIVE'S TITLE:

UNION AFFILIATION:

Disclaimer: The tools, templates, and information provided in the OJT Toolkit serve as a general guide for states and local areas. Although every effort is made to ensure that the material within this contract is accurate and timely, we make no warranties or representations as to the accuracy or completeness of the contents, whether the contents are current, or free from changes caused by third parties. All information is provided "as is" without warranty of any kind. No information provided in this contract may be considered legal advice and it is the responsibility of each user of the OJT Toolkit materials to ensure that the materials meet all federal, state and local requirements. Use of the materials does not imply compliance with ETA requirements.

Flexibility Account (HF 565)

2017 Iowa Acts chapter 154, House File 565 increased district flexibility in how unexpended, unobligated amounts from certain categorical funds can be used by creation of a Flexibility Account within the General Fund. Using this flexibility does require increased role of, and/or formal action by, the district's board of directors.

Moving Funds to the Flexibility Account

Effective with the budget year beginning July 1, 2017 (fiscal year 2018), a school district may authorize transfer of all or any portion of unexpended, unobligated amounts remaining at the end of the fiscal year ("end of a fiscal year beginning on or after the July 1, 2017") from the following categorical funds to the Flexibility Account:

- I. Preschool Foundation Aid
- II. Professional Development Supplement
- III. Home School Assistance Program

Additionally, a school district may transfer all or a portion of any unexpended and unobligated moneys in any other school district fund or school district general fund account if the program, purpose, or requirements for the expenditure of such moneys have been repealed or are no longer in effect.

The legislation included specific requirements that must be met prior to the Board's authorization to transfer.

Company	Work	Estimate	After Rebate
Stevensen's Electric	LED Lights for the Gym	31,648.92	\$24,448.92