

Shenandoah Community School District Board of Directors  
 Shenandoah Administrative Board Room  
 April 8, 2019 – 5:00 p.m.

Board Agenda

1. Call to Order
2. Roll Call and Determination of Quorum
3. Mission Statement: Read by Director Greg Ritchey
  - 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. Public Hearing – Budget FY20
5. Welcome to Audience
6. Public Forum
7. Administrative Reports
  - a. PBIS at the High School Linda Laughlin & Kerra Ratliff
8. Consent Agenda
  - a. Minutes
  - b. Treasurer's Report
    - i. Account Balances
    - ii. Unspent Authorized Budget Report
    - iii. Accounts Payable
  - c. Personnel Requests

Contracts:

(2018-2019)

Ashley Pease	PT Food Service	\$12.57/hr
Ashley Pease	Summer Facility/Grounds	\$12.60/hr
Deb Halbfass	PT Food Service	\$11.57/hr probationary
Jacquelyn Sunderman	Intramural Soccer Sponsor	\$25/hr
Jenifer Smalley	FT Food Service	\$11.57/hr probationary
Kelsey Heintz	Intramural Soccer Sponsor	\$25/hr

(2019-2020)

Angie Trowbridge	MS Cheer Sponsor	\$1,093
*Darin Pease	HS Bowling Coach	\$4,560
Emma Martin	HS Dance Coach	\$1,864
Jay Soderberg	5 <sup>th</sup> Grade	BA Step 7/\$44,930
Jay Soderberg	Asst HS Boys Basketball	\$3,542
Molly Roberts	Asst HS Volleyball	\$3,542
Tom Foutch	Asst HS Bowling Coach	\$3,542
Zach Dotzler	Spring Play Sponsor	\$1,678

\*pending licensing requirements are met

Resignations:

Janie Stearns	MS Associate	effective end of school year
Mary Karr	3 <sup>rd</sup> Grade	effective end of school year
Ryan Matheny	Asst. HS Boys Baseball	effective immediately
Traci Regan	Kindergarten Teacher	effective end of school year

Transfers:

(2018-2019)

Kristin Edwards PS Associate to Food Service Director \$45,000

(2019-2020)

Kelly Shaffer 4<sup>th</sup> Grade to 6<sup>th</sup> Grade

Kerra Ratliff HS Home/School Liaison to K8 Home/School Liaison

Maria Blake 2<sup>nd</sup> Grade to MS Master Teacher

- d. Fundraising Requests
  - \*on attached sheet
- e. Grant Requests
  - i. Travel Grant with Iowa STEM and possibly Kiewit for robotics to attend the FRC Championship in Detroit
- f. Out of State Travel Requests
  - \*on attached sheet
- g. Graduates for May 2019 (pending all requirements are met)
  - \*on attached sheet

9. Action Items

- a. Approve the FY20 Budget
- b. Approve SU Insurance Environmental Control Components \$49,499
- c. Approve AEA Purchasing Agreement for Food, Ware Wash and Small Wares for 2019-20 School Year
- d. Approve Settlement with SSA+ for FY20
  - i. Approve a multi-year (2) contract with SSA+ that will reopen on an annual basis for the limited purpose of negotiating base wage in the wages-salaries section of the Master Contract
  - ii. Approve a \$.35 per hour increase on base wage employees for all classifications
  - iii. Approve base wage increase of each of the classifications except bus drivers route pay by \$.35. The board proposes increasing route pay for bus drivers \$2.00 per route (\$36.30). Bus drivers will be paid for required meetings. This is a total package increase of 2.58%
- e. Approve a stipend of \$40 per month of employment for bus drivers with a CDL Class A or B with Passenger/School Bus/Air Brake endorsement on their license
- f. Approve a 2.5 % base increase for Administrators and Supervisors and non-negotiated salary positions. (This would not include newly hired staff - does include Home liaison, K-8 Nurse, May Mentoring)
- g. Approve a 2.5% base increase for Superintendent
- h. Approve a \$.35 per hour increase for central office hourly support staff
- i. Approve tuition reimbursement for supervisors and administrators limited to (3 -hour college class a year in a relevant field)
- j. Approve Parent/Student Handbook for 2019-2020
- k. Approve bus purchases:
  - i. School Bus Sales 77 passenger in the amount of \$92,992
  - ii. School Bus Sales 84 passenger RE in the amount of \$128,967
- l. Approve the creation of two full time hourly driving positions.
- m. Approve a 3-year renewal agreement with Timberline Billing Service for Medicaid Reimbursement

10. Discussion Items

- a. Review contract with Carl A. Nelson & Company for Construction Management (possible action)

11. Informational Items

Special Meeting – April 22, 2019 at 10:00 A.M.

Next Regular Meeting – May 13, 2019 at 5:00 P.M.

12. Adjournment

Shenandoah Community School District  
Minutes of the Regular Meeting of the Board of Directors – March 11, 2019  
Administration Board Room

**Call to Order:**

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

**Roll Call:**

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

**Mission Statement:**

The SCSD Mission Statement was read by Director Adam Van Der Vliet.

**Public Hearing – Proposed School Calendar 2019-2020:**

The public hearing was opened at 5:01 pm. There was no public comment and the hearing was closed at 5:02.

**Welcome to Audience:**

Board Vice President Greg Ritchey welcomed everyone to the meeting.

**Open Forum:**

Dr. Kerri Nelson introduced Steve Hielen as the new Director of Operations and Maintenance. Steve will be taking over for Dennis Rogers who is retiring June 30<sup>th</sup>. March 4<sup>th</sup> was his first day.

**Administrative Reports:**

*Early Childhood Program* – Mrs. Tiffany Spiegel gave the board an update on the preschool program including a 3-year comparison in the areas of enrollment, screenings and assessments given, curriculum offered and the implementation of PBIS.

*Budget Planning FY 20* – Mrs. Sherri Ruzek gave the board a preview of the FY20 budget. She went over the unspent authorized budget worksheet and explained line by line what the numbers look like for FY20.

**Consent Agenda:**

Approve the consent agenda to include previous minutes, the financial accounts and the payment of bills. Personnel Requests: Contracts 2019-20: Jennifer Housman, K8 Guidance Counselor – MA Step 3 w/10 additional days; Jon Denton, Asst. HS Football Coach; Julie Mount, .25 Business Teacher – BA Step 1; Mary Peterson, 10<sup>th</sup> Grade Sponsor. Contracts 2018-19: Taylor Powers, 9<sup>th</sup> Grade Softball Coach - \$3,516; Ty Ratliff, Summer HS Weights - \$3,850. Resignations: Lissa Dunkeson, Food Service – effective 3-1-19; Angie Holmes, Food Service – effective 3-8-19; Keisha McHargue, MS Master Teacher; Kelly Carey, TAG Teacher and Mary Peterson, Spring Play Sponsor – effective end of school year. Transfers: Brett Roberts, 6<sup>th</sup> Grade to TAG Teacher, pending requirements are met; Crystal Wittmer, .5 to full Yearbook Sponsor. Modifications 2019-20: Brett Roberts, BA to BA+15; Kelsey Heintz, BA to BA+15 and Ty Ratliff, BA to MA – pending requirements are met; Dale Risher, BA+15 to MA; Linda Laughlin, BA to BA+15; Maria Blake, BA+30 to MA; Tim Freed, BA to MA and Trevor Scanlan, IT Assistant (training requirements completed) \$42,000. Fundraising Requests: on attached sheet. Out of State Travel Requests: 10<sup>th</sup> Grade to Northwest Missouri State University in Maryville, Missouri on March 27, 2019 for the Career Fair; BPA to the National Leadership Conference in Anaheim, CA on April 30-May 5, 2019. Grant Requests: BPA – Jeans Fund Grant to help with registration, travel, food and lodging for the National BPA Leadership Conference; Grant for Coding STEM Scale Up at HS. Early Graduation Request: Vanessa Archer, March 2019 pending all requirements are met. Motion to Approve by Director Langley, 2<sup>nd</sup> by Director Anderson. 5 Ayes – Motion passes.

**Action Items:**

Approve School Calendar for the 2019-20 School Year. Motion by Director Van Der Vliet, 2<sup>nd</sup> by Director Langley. 5 Ayes – Motion passes.

Approve Settlement with SEA for FY20 for 2.61%. Motion by Director Van Der Vliet, 2<sup>nd</sup> by Director Langley. 5 Ayes – Motion passes.

Approve Coaches Handbook for 2019-20. Motion by Director Van Der Vliet, 2<sup>nd</sup> by Director Langley. 5 Ayes – Motion passes.

Approve Preschool Handbook for 2019-20. Motion by Director Van Der Vliet, 2<sup>nd</sup> by Director Langley. 5 Ayes – Motion passes.

Approve PS Curriculum. Motion by Director Van Der Vliet, 2<sup>nd</sup> by Director Langley. 5 Ayes – Motion passes.

BE IT RESOLVED that the Board of Directors of the Shenandoah Community School District will levy property tax for fiscal year 2019-2020 for the regular program budget adjustment as allowed under section 257.14, Code of Iowa. Motion to adopt by Director Langley, 2<sup>nd</sup> by Director Van Der Vliet. 5 Ayes– Motion passes.

Approve Contract Amendment with DLR for Bond Planning Services and HS Additions and Renovations. Motion by Director Van Der Vliet, 2<sup>nd</sup> by Director Langley. 5 Ayes – Motion passes.

Approve Carpet Bid for the HS Library with Sheridan Decorating for \$9,078.30; Carpet Bid for the K-8 with Cabinets by Stac for \$59,232 and the Mower Bid for 2 Riding Mowers with Vetter Equipment for \$20,800. Motion by Director Van Der Vliet, 2<sup>nd</sup> by Director Langley. 5 Ayes – Motion passes.

Approve Weight Room Equipment purchase from Johnson Fitness and Wellness for \$16,961 with the cost to be shared between the general fund, activity fund and the Booster Club. Motion by Director Van Der Vliet, 2<sup>nd</sup> by Director Langley. 5 Ayes – Motion passes.

After much discussion Director Van Der Vliet motioned to approve the proposed activity sponsors with each being voting on separately. Director Fichter seconded the motion. Boys and Girls Soccer – Anderson nay, Langley aye, Ritchey aye, Van Der Vliet aye, Fichter aye. 4 Ayes, 1 Nay – Motion passes. Dance Team – Langley nay, Ritchey aye, Van Der Vliet aye, Anderson nay, Fichter aye. 3 Ayes, 2 Nays – Motion passes. Middle School Cheerleading – Ritchey aye, Van Der Vliet aye, Anderson aye, Langley aye, Fichter aye. 5 Ayes – Motion passes. Approve addition of up to 3 “zero hour” or early morning classes paid based on 1/9 of the salary rate for Industrial Arts, Weights and Agriculture. Motion by Director Van Der Vliet, 2<sup>nd</sup> by Director Langley. 5 Ayes – Motion passes.

**Next Board Meeting:** Regular Meeting – April 8, 2019 at 5:00 p.m.

Adjournment at 6:07 pm. Motion by Director Van Der Vliet, 2<sup>nd</sup> by Director Langley. 5 Ayes – Motion passes.

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Board Secretary

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Board President

Shenandoah Community School District  
Minutes of the Work Session of the Board of Directors – March 11, 2019  
Administration Board Room

**Call to Order:**

Board Vice President Greg Ritchey called the meeting to order at 6:22 pm.

**Roll Call:**

Roll Call was answered by Directors Kip Anderson, Jean Fichter (via phone), Kathy Langley, Greg Ritchey and Adam Van Der Vliet. Also present were Superintendent Dr. Kerri Nelson and Board Secretary Lisa Holmes.

**Discussion Items:**

Sharing Committee Update – Director Van Der Vliet gave an overview of meetings and communications that have occurred with Essex Board President Tyler Johnson and Superintendent Paul Croghan. There has been no formal invitation from Essex at this point and not a whole lot more that can be done without one.

**Adjournment:**

Adjournment at 6:51 pm. Motion by Director Anderson, 2<sup>nd</sup> by Director Van Der Vliet. 5 Ayes – Motion passes.

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Board Secretary

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Board President

Shenandoah Community School District  
Minutes of the Work Session of the Board of Directors – April 1, 2019  
Administration Board Room

**Call to Order:**

Board President Jean Fichter called the meeting to order at 5:05 p.m.

**Roll Call:**

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

**Discussion Items:**

Construction Management Agency Presentation – Representatives of Carl A. Nelson & Co. gave a presentation to the board about their company and how a construction management agency could assist the district moving forward with possible renovations and building projects.

**Next Board Meeting:** Regular Meeting – April 8, 2019 at 5:00 p.m.

Adjournment at 6:12 p.m. Motion by Director Langley, 2<sup>nd</sup> by Director Van Der Vliet. 4 Ayes with Director Anderson absent – Motion passes.

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Board Secretary

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Board President

SHENANDOAH ACCOUNT BALANCES		March				
ACCOUNT	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
<b>General Fund (10)</b>						
Beg Balance Checking (Century)	\$731,355.95	\$614,292.70	\$157,455.18	\$128,642.93	\$508,256.64	\$206,504.02
Beg Balance Savings (Century)	\$2,963,668.37	\$2,389,351.25	\$2,146,569.97	\$2,576,369.63	\$3,120,021.16	\$3,391,818.49
Revenues	\$203,516.43	\$80,425.92	\$1,352,737.62	\$1,905,569.52	1,002,941.75	\$1,093,473.96
Expenditures	-\$894,896.80	-\$345,176.12	-\$966,872.04	-\$982,143.04	-1,009,487.13	-\$1,033,579.63
End Balance Checking (Century)	\$614,292.70	\$157,455.18	\$128,642.93	\$508,256.64	206,504.02	\$7,905.63
End Balance Savings (Century)	\$2,389,351.25	\$2,146,569.97	\$2,576,369.63	\$3,120,021.16	3,391,818.49	\$3,651,748.21
<b>Total General Fund</b>	<b>\$3,003,643.95</b>	<b>\$2,304,025.15</b>	<b>\$2,705,012.56</b>	<b>\$3,628,277.80</b>	<b>\$3,598,322.51</b>	<b>\$3,659,653.84</b>
<b>Management Fund (22)</b>						
Beg Balance Checking (Century)	\$317.80	\$6,632.76	\$2,417.06	\$4,180.71	\$1,548.88	\$2,743.88
Beg Balance Savings (Century)	\$291,246.83	\$61,299.35	\$61,345.87	\$163,099.58	\$380,884.64	\$415,397.61
Revenues Checking	\$58.11	\$49.62	\$126,760.36	\$217,787.23	\$51,799.97	\$22,616.15
Expenditures Checking	-\$223,690.63	-\$4,218.80	-\$23,243.00	-\$2,634.00	-\$16,092.00	-\$23,243.00
End Balance Checking (Century)	\$6,632.76	\$2,417.06	\$4,180.71	\$1,548.88	\$2,743.88	\$4,510.60
End Balance Savings (Century)	\$61,299.35	\$61,345.87	\$163,099.58	\$380,884.64	\$415,397.61	\$413,004.04
<b>Total Management Fund</b>	<b>\$67,932.11</b>	<b>\$63,762.93</b>	<b>\$167,280.29</b>	<b>\$382,433.52</b>	<b>\$418,141.49</b>	<b>\$417,514.64</b>
<b>SAVE Fund (33)</b>						
Beg Balance Checking (Century)	\$491,908.84	\$491,208.55	\$460,077.90	\$217,217.18	\$201,261.74	\$123,178.73
Beg Balance Savings (Century)	\$1,535,701.55	\$1,587,190.71	\$1,639,186.41	\$1,690,933.66	\$1,743,042.03	\$1,862,410.73
Revenues Checking	\$86,654.25	\$87,474.94	\$86,990.44	\$87,312.18	154,490.44	\$90,130.58
Expenditures Checking	-\$35,865.38	-\$66,609.89	-\$278,103.91	-\$51,159.25	-113,204.75	-\$44,733.08
End Balance Checking (Century)	\$491,208.55	\$460,077.90	\$217,217.18	\$201,261.74	123,178.73	\$113,576.16
End Balance Savings (Century)	\$1,587,190.71	\$1,639,186.41	\$1,690,933.66	\$1,743,042.03	1,862,410.73	\$1,917,410.80
<b>Total SAVE Fund</b>	<b>\$2,078,399.26</b>	<b>\$2,099,264.31</b>	<b>\$1,908,150.84</b>	<b>\$1,944,303.77</b>	<b>\$1,985,589.46</b>	<b>\$2,030,986.96</b>
<b>PPEL Fund (36)</b>						
Beg Balance Checking (Century)	\$192,843.17	\$117,509.08	\$40,298.42	\$28,645.82	\$38,538.65	\$95,353.30
Beg Balance Savings (Century)	\$268,704.39	\$273,867.53	\$53,908.41	\$58,917.02	\$63,789.39	-\$2,533.44
Revenues Checking	\$5,262.16	\$58.85	\$35,012.38	\$54,889.51	\$13,680.10	\$152,489.98
Expenditures Checking	-\$75,433.11	-\$292,831.63	-\$42,559.89	-\$40,124.31	-\$23,188.28	-\$11,436.83
Expenditures Accts Pay						
End Balance Checking (Century)	\$117,509.08	\$40,298.42	\$28,645.82	\$38,538.65	\$95,353.30	\$84,097.76
End Balance Savings (Century)	\$273,867.53	\$53,908.41	\$58,917.02	\$63,789.39	-\$2,533.44	\$149,775.25
<b>Total PPEL Fund</b>	<b>\$391,376.61</b>	<b>\$94,206.83</b>	<b>\$87,562.84</b>	<b>\$102,328.04</b>	<b>\$92,819.86</b>	<b>\$233,873.01</b>
<b>Debt Service Fund (40)</b>						
Beg Balance Checking (Century)	\$1,534.27	\$1,534.27	\$1,536.24	\$1,538.69	\$1,540.84	-\$325,057.47
Beg Balance Savings (Century)	\$538,356.80	\$173,911.32	\$174,043.30	\$285,558.83	\$479,104.51	\$524,382.32
Beg Balance Fiscal Agent (Century)	\$48,754.53	\$83,554.17	\$118,485.58	\$153,428.07	\$188,481.13	\$223,538.92
Revenues Checking	\$39,361.16	\$35,065.36	\$146,460.47	\$228,600.89	\$80,337.29	\$54,801.71
Expenditures Checking	-\$369,007.00	\$0.00			-\$326,600.00	\$0.00
Transfer						
End Balance Checking (Century)	\$1,534.27	\$1,536.24	\$1,538.69	\$1,540.84	-\$325,057.47	\$45,455.00
End Balance Savings (Century)	\$173,911.32	\$174,043.30	\$285,558.83	\$479,104.51	\$524,382.32	\$173,548.03
End Balance Fiscal Agent (Century)	\$83,554.17	\$118,485.58	\$153,428.07	\$188,481.13	\$223,538.92	\$258,662.45
<b>Total Debt Service Fund</b>	<b>\$258,999.76</b>	<b>\$294,065.12</b>	<b>\$440,525.59</b>	<b>\$669,126.48</b>	<b>\$422,863.77</b>	<b>\$477,665.48</b>
<b>Total Checking Acct 1</b>	<b>\$1,231,177.36</b>	<b>\$661,784.80</b>	<b>\$380,225.33</b>	<b>\$751,146.75</b>	<b>\$102,722.46</b>	<b>\$255,545.15</b>
<b>Total Savings Acct 1</b>	<b>\$4,485,620.16</b>	<b>\$4,075,053.96</b>	<b>\$4,774,878.72</b>	<b>\$5,786,841.73</b>	<b>\$6,191,475.71</b>	<b>\$6,305,486.33</b>



<b>SHENANDOAH ACCOUNT BALANCES</b>					
<b>ACCOUNT</b>	<b>JANUARY</b>	<b>FEBRUARY</b>	<b>MARCH</b>	<b>APRIL</b>	<b>MAY</b>
<b>General Fund (10)</b>					
Beg Balance Checking (Century)	\$7,905.63	\$466,791.43	\$65,490.19		
Beg Balance Savings (Century)	\$3,651,748.21	\$3,034,715.63	\$3,265,237.13		
Revenues	\$916,428.68	\$1,015,015.39	\$995,001.12		
Expenditures	-\$1,079,253.56	-\$1,187,232.13	-\$1,043,757.67		
End Balance Checking (Century)	\$466,791.43	\$65,490.19	\$99,380.01		
End Balance Savings (Century)	\$3,034,715.63	\$3,265,237.13	\$3,182,296.88		
<b>Total General Fund</b>	<b>\$3,501,507.06</b>	<b>\$3,330,727.32</b>	<b>\$3,281,676.89</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Management Fund (22)</b>					
Beg Balance Checking (Century)	\$4,510.60	\$1,513.93	\$1,518.97		
Beg Balance Savings (Century)	\$413,004.04	\$400,717.27	\$408,655.63		
Revenues Checking	\$17,716.56	\$7,943.40	\$33,286.50		
Expenditures Checking	-\$33,000.00	\$0.00	-\$23,243.00		
End Balance Checking (Century)	\$1,513.93	\$1,518.97	\$3,284.49		
End Balance Savings (Century)	\$400,717.27	\$408,655.63	\$416,933.61		
<b>Total Management Fund</b>	<b>\$402,231.20</b>	<b>\$410,174.60</b>	<b>\$420,218.10</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>SAVE Fund (33)</b>					
Beg Balance Checking (Century)	\$113,576.16	\$101,707.42	\$102,046.09		
Beg Balance Savings (Century)	\$1,917,410.80	\$1,972,687.11	\$2,026,156.07		
Revenues Checking	\$90,385.48	\$88,693.30	\$88,778.59		
Expenditures Checking	-\$46,977.91	-\$34,885.67	-\$40,709.58		
End Balance Checking (Century)	\$101,707.42	\$102,046.09	\$96,472.40		
End Balance Savings (Century)	\$1,972,687.11	\$2,026,156.07	\$2,079,798.77		
<b>Total SAVE Fund</b>	<b>\$2,074,394.53</b>	<b>\$2,128,202.16</b>	<b>\$2,176,271.17</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>PPEL Fund (36)</b>					
Beg Balance Checking (Century)	\$84,097.76	\$79,058.95	\$76,411.35		
Beg Balance Savings (Century)	\$149,775.25	\$154,251.67	\$217,053.80		
Revenues Checking	\$4,650.15	\$63,055.72	\$9,482.14		
Expenditures Checking	-\$5,212.54	-\$2,901.19	-\$11,844.87		
Expenditures Accts Pay					
End Balance Checking (Century)	\$79,058.95	\$76,411.35	\$64,734.38		
End Balance Savings (Century)	\$154,251.67	\$217,053.80	\$226,368.04		
<b>Total PPEL Fund</b>	<b>\$233,310.62</b>	<b>\$293,465.15</b>	<b>\$291,102.42</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Debt Service Fund (40)</b>					
Beg Balance Checking (Century)	\$45,455.00	\$0.00	\$0.00		
Beg Balance Savings (Century)	\$173,548.03	\$188,960.18	\$195,736.43		
Beg Balance Fiscal Agent (Centu	\$258,662.45	\$293,851.40	\$329,039.16		
Revenues Checking	\$50,601.10	\$41,964.01	\$67,516.58		
Expenditures Checking	-\$45,455.00	\$0.00	-\$1,000.00	\$0.00	-\$319,700.00
Transfer					
End Balance Checking (Century)	\$0.00	\$0.00	\$0.00		
End Balance Savings (Century)	\$188,960.18	\$195,736.43	\$227,010.69		
End Balance Fiscal Agent (Centu	\$293,851.40	\$329,039.16	\$364,281.48		
<b>Total Debt Service Fund</b>	<b>\$482,811.58</b>	<b>\$524,775.59</b>	<b>\$591,292.17</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Total Checking Acct 1</b>	<b>\$649,071.73</b>	<b>\$245,466.60</b>	<b>\$263,871.28</b>	<b>#REF!</b>	<b>#REF!</b>
<b>Total Savings Acct 1</b>	<b>\$5,751,331.86</b>	<b>\$6,112,839.06</b>	<b>\$6,132,407.99</b>	<b>#REF!</b>	<b>#REF!</b>

SHENANDOAH ACCOUNT BALANCES		March				
Total Savings Acct 15	\$83,554.17	\$118,485.58	\$153,428.07	\$188,481.13	\$223,538.92	\$258,662.45
<b>Grand Total Acct 1</b>	<b>\$5,800,351.69</b>	<b>\$4,855,324.34</b>	<b>\$5,308,532.12</b>	<b>\$6,726,469.61</b>	<b>\$6,517,737.09</b>	<b>\$6,819,693.93</b>
<b>Reconciliation</b>						
Bank Statement Checking (Centur	\$1,305,684.97	\$904,407.36	\$568,638.79	\$998,597.11	\$308,221.69	\$397,315.67
Bank Statement Savings (Century	\$4,485,871.56	\$4,075,053.96	\$4,774,878.72	\$5,786,841.73	\$6,191,475.71	\$6,305,486.32
Bank Statement Fiscal Agent (Cen	\$83,554.17	\$118,485.58	\$153,428.07	\$188,481.13	\$223,538.92	\$258,662.45
Less Outstanding Checks	-\$74,759.01	-\$242,622.56	-\$188,113.46	-\$247,450.36	-\$205,499.23	-\$142,340.28
Outstanding Deposits/GJE	\$0.00		-\$300.00			\$569.76
<b>Total Reconciliation</b>	<b>\$5,800,351.69</b>	<b>\$4,855,324.34</b>	<b>\$5,308,532.12</b>	<b>\$6,726,469.61</b>	<b>\$6,517,737.09</b>	<b>\$6,819,693.93</b>
<b>Amount Reconciliation Off</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>ACCOUNT</b>	<b>JULY</b>	<b>AUGUST</b>	<b>SEPTEMBER</b>	<b>OCTOBER</b>	<b>NOVEMBER</b>	<b>DECEMBER</b>
<b>Activity Fund (21)</b>						
Beg Balance Checking	\$9,790.09	\$4,567.95	\$5,366.71	-\$968.39	\$15,992.38	\$3,682.50
Beg Balance Savings	\$120,826.36	\$124,785.29	\$133,771.82	\$156,937.58	\$143,159.30	\$162,554.13
Revenues Savings	\$5,532.58	\$18,510.74	\$33,180.83	37224.95	\$35,462.02	\$18,349.47
Expenditures Checking	-\$6,795.79	-\$9,054.93	-\$16,350.17	-\$34,042.46	-\$28,317.07	-\$31,504.33
Expenditures Savings						
End Balance Checking	\$4,567.95	\$5,366.71	-\$968.39	\$15,992.38	\$3,682.50	\$2,338.14
End Balance Savings	\$124,785.29	\$133,771.82	\$156,937.58	\$143,159.30	\$162,554.13	\$150,743.63
<b>Total Activity Fund</b>	<b>\$129,353.24</b>	<b>\$139,138.53</b>	<b>\$155,969.19</b>	<b>\$159,151.68</b>	<b>\$166,236.63</b>	<b>\$153,081.77</b>
<b>Scholarships (81)</b>						
Beg Balance Checking	\$150.00	\$75.00	\$875.00	\$750.00	\$750.00	\$1,150.00
Beg Balance Savings	\$395,695.84	\$393,830.25	\$392,463.85	\$391,592.87	\$391,725.91	\$390,856.60
Revenues Savings	\$2,134.41	\$133.60	\$129.02	\$133.04	130.69	\$199.17
Expenditures Checking	-\$2,075.00	-\$700.00	-\$1,125.00		-600	-\$500.00
Expenditures Savings						
End Balance Checking	\$75.00	\$875.00	\$750.00	\$750.00	\$1,150.00	\$650.00
End Balance Savings	\$393,830.25	\$392,463.85	\$391,592.87	\$391,725.91	\$390,856.60	\$391,055.77
<b>Total Scholarships</b>	<b>\$393,905.25</b>	<b>\$393,338.85</b>	<b>\$392,342.87</b>	<b>\$392,475.91</b>	<b>\$392,006.60</b>	<b>\$391,705.77</b>
<b>Agency Fund (91)</b>						
Beg Bal Checking	-\$257.19	-\$257.19	\$242.81	\$214.74	\$141.91	\$107.41
Beg Bal Savings	\$2,144.36	\$2,144.36	\$1,644.36	\$1,644.36	\$1,824.06	\$1,847.06
Revenues Savings				\$179.70	\$23.00	\$139.00
Expenditures Checking			-\$28.07	-\$72.83	-\$34.50	-\$54.36
Expenditures Savings						
End Balance Checking	-\$257.19	\$242.81	\$214.74	\$141.91	\$107.41	\$53.05
End Balance Savings	\$2,144.36	\$1,644.36	\$1,644.36	\$1,824.06	\$1,847.06	\$1,986.06
<b>Total Agency Fund</b>	<b>\$1,887.17</b>	<b>\$1,887.17</b>	<b>\$1,859.10</b>	<b>\$1,965.97</b>	<b>\$1,954.47</b>	<b>\$2,039.11</b>
<b>Total Checking Acct 2</b>	<b>\$4,385.76</b>	<b>\$6,484.52</b>	<b>-\$3.65</b>	<b>\$16,884.29</b>	<b>\$4,939.91</b>	<b>\$3,041.12</b>
<b>Total Savings Acct 2</b>	<b>\$520,759.90</b>	<b>\$527,880.03</b>	<b>\$550,174.81</b>	<b>\$536,709.27</b>	<b>\$555,257.79</b>	<b>\$543,785.46</b>
<b>Grand Total Acct 2</b>	<b>\$525,145.66</b>	<b>\$534,364.55</b>	<b>\$550,171.16</b>	<b>\$553,593.56</b>	<b>\$560,197.70</b>	<b>\$546,826.58</b>

<b>SHENANDOAH ACCOUNT BALANCES</b>					
<b>Total Savings Acct 15</b>	\$293,851.40	\$329,039.16	\$364,281.48	\$0.00	\$0.00
<b>Grand Total Acct 1</b>	<b>\$6,694,254.99</b>	<b>\$6,687,344.82</b>	<b>\$6,760,560.75</b>	<b>#REF!</b>	<b>#REF!</b>
<b>Reconciliation</b>					
Bank Statement Checking	\$792,295.85	\$542,391.67	\$505,016.34		
Bank Statement Savings	\$5,751,901.62	\$6,112,839.06	\$6,132,407.99		
Bank Statement Fiscal Agent	\$293,851.40	\$329,039.16	\$364,281.48		
Less Outstanding Checks	-\$143,224.12	-\$296,925.07	-\$241,145.06		
Oustanding Deposits/GJE	-\$569.76				
<b>Total Reconciliation</b>	<b>\$6,694,254.99</b>	<b>\$6,687,344.82</b>	<b>\$6,760,560.75</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Amount Reconciliation Off</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>#REF!</b>	<b>#REF!</b>
<b>ACCOUNT</b>	<b>JANUARY</b>	<b>FEBRUARY</b>	<b>MARCH</b>	<b>APRIL</b>	<b>MAY</b>
<b>Activity Fund (21)</b>					
Beg Balance Checking	\$2,338.14	\$16,970.18	\$13,540.02		
Beg Balance Savings	\$150,743.63	\$124,714.94	\$120,168.83		
Revenues Savings	\$13,975.05	\$20,578.56	\$15,016.54		
Expenditures Checking	-\$25,371.70	-\$28,554.83	-\$17,297.38		
Expenditures Savings					
End Balance Checking	\$16,970.18	\$13,540.02	\$1,243.63		
End Balance Savings	\$124,714.94	\$120,168.83	\$130,184.38		
<b>Total Activity Fund</b>	<b>\$141,685.12</b>	<b>\$133,708.85</b>	<b>\$131,428.01</b>		
<b>Scholarships (81)</b>					
Beg Balance Checking	\$650.00	\$248.00	\$248.00		
Beg Balance Savings	\$391,055.77	\$389,254.56	\$389,433.72		
Revenues Savings	\$198.79	\$179.16	\$198.45		
Expenditures Checking	-\$2,402.00	\$0.00			
Expenditures Savings					
End Balance Checking	\$248.00	\$248.00	\$248.00		
End Balance Savings	\$389,254.56	\$389,433.72	\$389,632.17		
<b>Total Scholarships</b>	<b>\$389,502.56</b>	<b>\$389,681.72</b>	<b>\$389,880.17</b>		
<b>Agency Fund (91)</b>					
Beg Bal Checking	\$53.05	\$53.05	\$193.09		
Beg Bal Savings	\$1,986.06	\$2,019.06	\$1,970.97		
Revenues Savings	\$33.00	\$151.91	\$327.50		
Expenditures Checking	\$0.00	-\$59.96	-\$105.20		
Expenditures Savings					
End Balance Checking	\$53.05	\$193.09	\$87.89		
End Balance Savings	\$2,019.06	\$1,970.97	\$2,298.47		
<b>Total Agency Fund</b>	<b>\$2,072.11</b>	<b>\$2,164.06</b>	<b>\$2,386.36</b>		
<b>Total Checking Acct 2</b>	<b>\$17,271.23</b>	<b>\$13,981.11</b>	<b>\$1,579.52</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Total Savings Acct 2</b>	<b>\$515,988.56</b>	<b>\$511,573.52</b>	<b>\$522,115.02</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Grand Total Acct 2</b>	<b>\$533,259.79</b>	<b>\$525,554.63</b>	<b>\$523,694.54</b>	<b>\$0.00</b>	<b>\$0.00</b>



<b>SHENANDOAH ACCOUNT BALANCES</b>					
<b>Reconciliation</b>					
Bank Statement Checking	\$21,051.13	\$20,667.11	\$3,381.52		
Bank Statement Savings	\$126,734.00	\$122,139.80	\$132,482.85		
Bank Statement Savings	\$389,254.56	\$389,433.72	\$389,632.17		
Less Outstanding Checks	-\$3,779.90	-\$6,686.00	-\$1,802.00		
Outstanding Deposits/GJE					
<b>Total Reconciliation</b>	<b>\$533,259.79</b>	<b>\$525,554.63</b>	<b>\$523,694.54</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Amount Reconciliation Off</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>ACCOUNT</b>	<b>JANUARY</b>	<b>FEBRUARY</b>	<b>MARCH</b>	<b>APRIL</b>	<b>MAY</b>
<b>Nutrition (61)</b>					
Beg Balance Checking	\$69,413.84	\$72,707.31	\$63,500.11		
Revenues Checking	\$60,577.39	\$57,982.56	\$62,715.91		
Expenditures Checking	-57283.92	-\$67,189.76	-52104.23		
Loan to Hot Lunch Fund					
Payable Accounts					
End Balance Checking (Century)	\$72,707.31	\$63,500.11	\$74,111.79		
<b>Total Nutrition</b>	<b>\$72,707.31</b>	<b>\$63,500.11</b>	<b>\$74,111.79</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Grand Total Acct 3</b>	<b>\$72,707.31</b>	<b>\$63,500.11</b>	<b>\$74,111.79</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Reconciliation</b>					
Bank Statement Checking (Centu	\$72,721.86	\$63,301.61	\$73,913.29		
Less Outstanding Checks	-\$264.55	-\$51.50	-\$51.50		
Outstanding Withdrawals for Payroll					
Deposits in Transit	\$250.00	\$250.00	\$250.00		
<b>Total Reconciliation</b>	<b>\$72,707.31</b>	<b>\$63,500.11</b>	<b>\$74,111.79</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Amount Reconciliation Off</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

**SHENANDOAH COMMUNITY SCHOOL DISTRICT**  
**EXPENDITURES/EXPENSES TO CERTIFIED BUDGET COMPARISON**  
**THROUGH MARCH 2019**

		FUNCTION	GENERAL	MGMNT	AGENCY	PPEL	TRUST FUND	ACTIVITY	
OTHER {	INSTRUCTION	1XXX	\$4,986,394.14	\$120,516.36	\$354.92		\$7,402.00	\$191,338.46	
	SUPPORT SERVICES	2XXX	\$2,530,054.21	\$204,410.37		\$336,898.27			
	NON-INSTRUCTIONAL	3XXX		\$24,437.70		\$970.16			
	FACILITIES ACQ & CONST	4XXX				\$157,559.62			
	DEBT	5XXX							
	AEA FLOW THROUGH	6100	\$352,822.50						
	TRANSFERS	62XX							
	AUDITOR ADJ	69xx							
<b>TOTAL</b>			\$7,869,270.85	\$349,364.43	\$354.92	\$495,428.05	\$0.00	\$7,402.00	\$191,338.46
PUBLISHED BUDGET			\$13,403,404.00	\$375,000.00	\$0.00	\$755,000.00	\$0.00	\$300,000.00	
% USED			58.71%	93.16%	#DIV/0!	65.62%	#DIV/0!	#DIV/0!	63.78%

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

0.00%

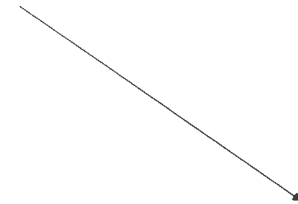
		FUNCTION	SAVE	DEBT SERVICE	NUTRITION	NOT USED	TOTAL USED	PUB BUDGET	% OF BUDGET
INSTRUCTION		1XXX					\$5,306,005.88	\$9,470,000.00	56.03%
SUPPORT SERVICES		2XXX	\$261,986.54		\$478.40		\$3,333,827.79	\$4,836,100.00	68.94%
NON-INSTRUCTIONAL		3XXX			\$445,587.32		\$470,995.18	\$765,000.00	61.57%
FACILITIES ACQ & CONST		4XXX	\$135,372.14				\$292,931.76	\$650,000.00	45.07%
DEBT		5XXX		\$373,555.00			\$373,555.00	\$1,100,000.00	33.96%
AEA FLOW THROUGH		6100					\$352,822.50	\$508,404.00	69.40%
TRANSFERS		62XX	\$313,776.53				\$313,776.53	\$430,000.00	72.97%
AUDITOR ADJ		69XX			\$23,777.00		\$23,777.00		#DIV/0!
ENDING BALANCE									#DIV/0!
<b>TOTAL</b>			\$711,135.21	\$373,555.00	\$469,842.72	\$0.00	\$10,467,691.64	\$17,759,504.00	58.94%
PUBLISHED BUDGET			\$1,100,000.00	\$1,100,000.00	\$726,100.00	\$0.00		\$17,759,504.00	
% USED			64.65%	33.96%	64.71%	#DIV/0!		58.94%	

SHENANDOAH COMMUNITY SCHOOL DISTRICT  
CALCULATION OF MISCELLANEOUS INCOME  
2018-19

	STATE AID Source Codes 3111, 3113, 3204 3210, 3342, 3110, 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			\$39,202.50					\$13,903.94	\$53,106.44
AUG	\$20,569.00		\$39,202.50					\$20,654.42	\$80,425.92
SEP	\$646,863.00	\$21,449.00	\$39,202.50	\$633,178.01		\$629.94	\$220.39	\$11,415.17	\$1,352,737.62
OCT	\$646,863.00	\$21,449.00	\$39,202.50	\$1,092,289.12		\$1,767.88		\$103,998.02	\$1,905,569.52
NOV	\$646,863.00	\$21,449.00	\$39,202.50	\$210,852.20		\$39,459.04		\$45,116.01	\$1,002,941.75
DEC	\$646,863.00	\$21,449.00	\$39,202.50	\$75,265.27	\$146,633.25			\$164,060.94	\$1,093,473.96
JAN	\$642,355.00	\$21,449.00	\$39,202.50	\$77,959.82				\$135,462.36	\$916,428.68
FEB	\$642,355.00	\$21,449.00	\$39,202.50	\$38,665.71	\$60,734.75			\$212,608.43	\$1,015,015.39
MAR	\$642,355.00	\$21,449.00	\$39,202.50	\$168,980.16		\$607.28		\$122,407.18	\$995,001.12
APR									\$0.00
MAY									\$0.00
JUN									\$0.00
<b>TOTAL</b>	<b>\$4,535,086.00</b>	<b>\$150,143.00</b>	<b>\$352,822.50</b>	<b>\$2,297,190.29</b>	<b>\$207,368.00</b>	<b>\$42,464.14</b>	<b>\$220.39</b>	<b>\$829,626.47</b>	<b>\$8,414,700.40</b>

\*\* 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  
2018-19

	REGULAR PROGRAM DISTRICT COST	\$7,294,414.00	
+	REGULAR PROGRAM BUDGET ADJUSTMENT	\$0.00	
+	SUPPLEMENTARY WEIGHTING DISTRICT COST	\$135,010.00	
+	SPECIAL ED DISTRICT COST	\$910,909.00	
+	TEACHER SALARY SUMMPLEMENT DISTRICT COST	\$662,009.00	
+	PROF DEV SUPPLEMENT DISTRICT COST	\$71,623.00	
+	EARLY INTERVENTION SUPPL DISTRICT COST	\$84,109.00	
+	TEACHER LEADERSHIP SUPPLEMENT	\$353,567.00	
+	AEA SPECIAL ED SUPPORT	\$360,420.00	
+	AEA SPECIAL ED SUPPORT ADJUSTMENT	\$0.00	
+	AEA MEDIA SERVICES	\$60,037.00	
+	AEA EDUCATIONAL SERVICES	\$66,381.00	
+	AEA SHARING DISTRICT COST	\$0.00	
+	AEA TEACHER SALARY SUPPL DISTRICT COST	\$37,007.00	
+	AEA PROF DEV SUPPL DISTRICT COST	\$3,959.00	
+	DROPOUT ALLOWABLE GROWTH	\$183,324.00	
+	SBRC ALLOWABLE GROWTH OTHER #1	\$81,450.00	(Increased Enrollment)
+	SBRC ALLOWABLE GROWTH OTHER #2 (LEP)	\$68,841.94	
+	SPECIAL ED DEFICIT ALLOWABLE GROWTH	\$300,000.00	(Estimate)
-	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	\$10,522.00	
-	AEA PRORATA REDUCTION	\$57,385.00	
=	MAXIMUM DISTRICT COST	<u>\$10,626,197.94</u>	
+	PRESCHOOL FOUNDATION AID	\$215,552.00	
+	INSTRUCTIONAL SUPPORT AUTHORITY	\$535,920.00	
+	ED IMPROVEMENT AUTHORITY	\$0.00	EST
+	OTHER MISCELLANEOUS INCOME	\$829,626.47	
+	UNSPENT AUTH BUDGET - PREVIOUS YEAR	<u>\$3,132,896.00</u>	
=	MAXIMUM AUTHORIZED BUDGET	<u>\$15,340,192.41</u>	
-	EXPENDITURES	<u>\$7,869,270.85</u>	51.30%
=	UNSPENT AUTHORIZED BUDGET	<u><u>\$7,470,921.56</u></u>	

EXPENDITURES

JULY	\$221,769.53
AUGUST	\$345,176.12
SEPTEMBER	\$966,872.04
OCTOBER	\$982,143.04
NOVEMBER	\$1,009,487.13
DECEMBER	\$1,033,579.63
JANUARY	\$1,079,253.56
FEBRUARY	\$1,187,232.13
MARCH	\$1,043,757.67
APRIL	
MAY	
JUNE	
TOTAL	<u><u>\$7,869,270.85</u></u>



**MONTHLY BOARD VENDOR BILLS**  
 April 2019 Accounts Payable

Vendor Name	Invoice Detail Amount	Invoice Detail Description
Checking Account ID 20	Fund Number 61	SCHOOL NUTRITION FUND
BA MARKETING & PUBLICITY, LLC	28.99	SNF SUPPLIES
DEAN FOODS NORTH CENTRAL, LLC	2,556.31	SNF FOOD FOR THE FOODSERVICE PROGRAM
EARTHGRAINS BAKING CO'S INC	612.30	SNF FOOD FOR THE FOODSERVICE PROGRAM
HY-VEE	368.86	SNF FOOD FOR THE FOODSERVICE PROGRAM
MARTIN BROS DIST	46,522.60	SNF SUPPLIES
SMITH VENDING	226.80	SNF FOOD FOR THE FOODSERVICE PROGRAM
Fund Number 61	<u>50,315.86</u>	
Checking Account ID 20	50,315.86	
Checking Account ID 3	Fund Number 21	ACTIVITY FUND
BMO MASTERCARD	1,889.94	STUDENT ENTRY & REGISTRATION FEES
BMO MASTERCARD	2,426.40	TRAVEL
BMO MASTERCARD	1,928.28	SUPPLIES/CLASS 2020
BMO MASTERCARD	250.39	SUPPLIES/FFA
BMO MASTERCARD	2,649.74	MAY MENTORING ACT. STUD& STAFF ADMISSION
BMO MASTERCARD	281.64	TRAVEL/GENERAL ATHLETICS
BUSINESS PROFESSIONALS OF AMERICA - NATL CENTER	1,068.00	STUDENT ENTRY & REGISTRATION FEES
CHRIS GIRRES	300.00	GENERAL ATHLETICS OFFICIAL
CLARINDA HS	110.00	ENTRY FEE TO ANOTHER SCHOOL
COUNTY LINE DESIGN	182.00	SHEN BOYS BOWLING SUPPLIES
DODGE RIVERSIDE GC	40.00	ENTRY FEE TO ANOTHER SCHOOL
HARLEY SCHIEFFER	450.00	SUPPLIES/GENERAL ATHLETICS
HEALY AWARDS, INC.	211.89	SUPPLIES/GENERAL ATHLETICS
HOWARD SPORTING GOODS	8,401.40	SHEN BOYS BOWLING SUPPLIES
IOWA CHEERLEADING COACHES ASSOCIATION	490.00	REGISTRATION/CHEERLEADERS
IOWA FCCLA	600.00	REGISTRATION/FCCLA
IOWA HIGH SCHOOL SPEECH ASSOCIATION	22.00	REGISTRATION/SHS SPEECH CLUB
ISACC GIBSON MEMORIAL FUND	249.42	MUSTANG FIELD CONCESSION SUPPLIES
LEWIS CENTRAL HIGH SCHOOL	80.00	ENTRY FEE TO ANOTHER SCHOOL
NATIONAL FFA ORGANIZATION	227.30	SUPPLIES/FFA
NORTHWEST MISSOURI STATE UNIVERSITY	300.00	STUDENT ENTRY & REGISTRATION FEES
OUR HOUSE CHILD DEVELOPMENT CENTER	361.32	MUSTANG FIELD CONCESSION SUPPLIES
PAPER TRAIL	62.00	SUPPLIES/FFA
PEG VAN BUSKIRK	825.00	STUDENT ENTRY & REGISTRATION FEES
RIDDELL/ALL AMERICAN SPORTS	1,723.74	EQUIPMENT/GENERAL ATHLETICS
RIEMAN MUSIC DES MOINES	37.92	RESALE/MARCHING MUSTANGS
ROCTOP - WHITEHILLS	650.00	MUSTANG FIELD CONCESSION SUPPLIES
SHENANDOAH CSD	710.60	OTHER ACTIVITY INCOME/GENERAL ATHLETICS
SHENANDOAH SCHOOL LUNCH	1,100.00	MAY MENTORING ACTIVITY SUPPLIES
TREYNOR CSD	300.00	ENTRY FEE TO ANOTHER SCHOOL
Fund Number 21	<u>27,948.98</u>	
Checking Account ID 3	Fund Number 91	AGENCY FUND
BMO MASTERCARD	19.96	MIX IT UP SUPPLIES
BMO MASTERCARD	85.24	MIX IT UP SUPPLIES
Fund Number 91	<u>105.20</u>	
Checking Account ID 3	28,054.18	
Checking Account ID 30	Fund Number 10	GENERAL FUND
AHLERS & COONEY PC	1,072.50	LAWYER/NEGOTIATIONS
AUDITOR OF STATE	625.00	AUDITOR
BA MARKETING & PUBLICITY, LLC	28.99	CUSTODIAL OFFICE SUPPLIES
BARBARA FARWELL	182.35	ESL TRAVEL
BFG SUPPLY COMPANY	432.37	PLANT SALES/SUPPLIES
BMO MASTERCARD - TRANSPORTATION I	198.35	TRANSPORTATION SUPPLIES
BMO MASTERCARD	255.39	HS AUTO TECH EQUIPMENT
BMO MASTERCARD	56.70	MS STEM TRIP SUPPLIES

Vendor Name	Invoice Amount	Invoice Detail Description
BMO MASTERCARD	216.73	ELEM PRINCIPAL POSTAGE
BMO MASTERCARD	72.34	COMB WEIGHTED LEVEL SUPPLIES
BMO MASTERCARD	116.76	HS FCS SUPPLIES
BMO MASTERCARD	44.99	PLANT SALES/SUPPLIES
BMO MASTERCARD	115.67	TSA ADMINISTRATION FEES
BMO MASTERCARD	513.06	HS IND ARTS RESALE INVENTORY
BMO MASTERCARD	45.00	MENTOR DUES & FEES
BMO MASTERCARD	1,204.51	SUPERINTENDENT SUPPLIES
BMO MASTERCARD	392.64	MS GENERAL ED SUPPLIES
BMO MASTERCARD	335.36	MS PRINCIPAL FUNDRAISER SUPPLIES
BMO MASTERCARD	30.81	MS FCS SUPPLIES
BMO MASTERCARD	542.64	SPED LVL 2 SUPPLIES
BMO MASTERCARD	13.65	SUPERINTENDENT POSTAGE
BMO MASTERCARD	30.00	TRANSPORTATION GASOLINE
BMO MASTERCARD	55.04	TRANSPORTATION GASOLINE
BMO MASTERCARD	84.40	ELEM GENERAL ED SUPPLIES
BUSINESS PROFESSIONALS OF AMERICA - NATL CENTER	125.00	CARL PERKINS SUPPLIES
CABINETS BY STAC	68.99	TITLE IV SUPPLIES
CAROL T DORSEY	110.00	HS SPEECH JUDGE
CDW GOVERNMENT	1,105.46	TECHNOLOGY COORDINATOR SUPPLIES
CENEX FLEET FUELING	6,328.81	MAINTENANCE GASOLINE
CENTERPOINT ENERGY	6,352.04	UTILITIES-GAS
CENTURYLINK	1,000.11	SUPERINTENDENT TELEPHONE
CHAT MOBILITY	134.75	SUPERINTENDENT TELEPHONE
CITY OF SHENANDOAH	12,500.93	WATER-SEWER
CLARK GREEN	110.00	HS SPEECH JUDGE
COUNTRY TIRE	30.90	TRANSPORTATION TIRES & TUBES
COUNTY LINE DESIGN	75.00	HS ROBOTICS SUPPLIES
CULLIGAN WATER	170.00	MAINTENANCE SUPPLIES
DAWSON, ANGEL	4.41	HOME SCHOOL ASSIST PROGRAM TEACHERS
DEBRA WAKE	110.00	HS SPEECH JUDGE
DEMCO	3,920.08	ELEM LIBRARY SUPPLIES
DEPARTMENT OF ADMINISTRATIVE SERVICES	200.00	TSA ADMINISTRATION FEES
ELECTRONIC SOUND	186.60	EQUIPMENT REPAIR
FELD FIRE	427.20	MAINTENANCE BUILDING REPAIR SERVICES
GLENWOOD CSD	5,673.58	PURCHASE EDUCATIONAL/L3 IND COSTS
GREEN HILLS AEA	149.82	HS PRINCIPAL POSTAGE
HARLAN COMMUNITY SCHOOL DISTRICT	174.60	PLANT SALES/SUPPLIES
HY-VEE	134.40	MS PRINCIPAL FUNDRAISER SUPPLIES
INSTRUMENTALIST AWARDS	109.00	HS BAND SUPPLIES
IOWA ASSOCIATION OF SCHOOL BOARD	325.00	SUPERINTENDENT WORKSHOPS
IOWA DEPARTMENT OF HUMAN SERVICES	2,536.64	MEDICAID DIRECT SERVICES
IOWA HIGH SCHOOL MUSIC ASSOCIATION	399.25	HS BAND SUPPLIES
IOWA MACHINERY	111.82	HS IND ARTS RESALE INVENTORY
IOWA WESTERN COMMUNITY COLLEGE	70.00	HOSA SUPPLIES
IRESQ	133.00	TECH REPAIR & MAINTENANCE SUPPLIES
JB PARTS AND SUPPLY	44.80	HS AUTO TECH SUPPLIES
JEFF DEYOUNG	110.00	HS SPEECH JUDGE
JOANN SEEMAN SMITH, PH.D	1,450.00	EQ PROF DEV STAFF WORKSHOP/CONF REG
JOHN GOWING PLUMBING AND HEATING INC.	241.84	EQUIPMENT REPAIR
JOSTENS	147.89	COMMENCEMENT
KELLI BLAIR	110.00	HS SPEECH JUDGE
KRIEGLER OFFICE	58.77	MAINTENANCE BUILDING SUPPLIES
LORI BURTON	110.00	HS SPEECH JUDGE
MARTIN BROS DIST	142.05	CUSTODIAL SUPPLIES

Vendor Name	Invoice Amount	Invoice Detail	Description
MIDAMERICAN ENERGY	10,865.25	UTILITIES-ELECTRICITY	
MIDDLE SCHOOL PTO	110.50	MS PRINCIPAL FUNDRAISER SUPPLIES	
MILLER BUILDING	643.20	MAINTENANCE SUPPLIES	
MITEL NET SOLUTIONS	550.23	ELEM PRINCIPAL TELEPHONE	
NANCY WRIGHT	110.00	HS SPEECH JUDGE	
NEBRASKA CITY NEWS-PRESS	265.60	BOARD NEWSPAPER ADVERTISING	
NOLTE, CORNMAN & JOHNSON	5,640.00	AUDITOR	
O'REILLY AUTO	305.48	HS AUTO TECHNOLOGY RESALE SUPPLIES	
OMAHA CHILDREN'S MUSUEM	323.00	ELEM PRINCIPAL SUPPLIES	
ORME ELECTRIC	825.65	MAINTENANCE SUPPLIES	
PAPER CORPORATION	1,816.90	PAPER ORDER	
PERMA BOUND	229.18	ELEM LIBRARY BOOKS	
PETERSEN AUTO	2,570.10	VEHICLE REPAIR SERVICES	
PHONAK HEARING SYSTEM	1,661.09	ELEM SPED LVL III SUPPLIES	
PYRAMID SCHOOL PRODUCTS	113.76	MS GENERAL ED SUPPLIES	
QUILL CORPORATION	1,169.69	SUPERINTENDENT SUPPLIES	
RANDY SPIKER	110.00	HS SPEECH JUDGE	
RED OAK WELDING	429.30	HS RENTAL OF EQUIPMENT AG DEPT	
RIEMAN MUSIC DES MOINES	94.50	MS BAND SUPPLIES	
ROBERT MCCONKEY PAINTING	93.50	MAINTENANCE RENTAL OF EQUIPMENT	
ROCSTOP - WHITEHILLS	236.93	TRANSPORTATION GASOLINE	
ROGERS PEST CONTROL LLC	210.00	MAINTENANCE PEST CONTROL CONTRACTED	
SCHOOL BUS SALES	118.02	TRANSPORTATION REPAIR PARTS	
SHENANDOAH ACTIVITY FUND	1,383.87	MISC INCOME	
SHENANDOAH SANITATION	995.42	MAINTENANCE GARBAGE COLLECTION	
SOUTHWEST IOWA PARKING LOT	16,200.00	MAINTENANCE SNOW REMOVAL-CONTRACTED	
SOUTHWESTERN COMM COLLEGE	75.00	NON INSTRUCTION STAFF WORKSHOP/CONF REG	
SPENCER BALDWIN	110.00	HS SPEECH JUDGE	
SUPERIOR VAN & MOBILITY	149.95	VEHICLE REPAIR SERVICES	
SUPPLYWORKS	3,140.07	MAINTENANCE SUPPLIES	
THOMAS BUS SALES	132.39	TRANSPORTATION REPAIR PARTS	
TIMBERLINE BILLING SERVICE LLC	120.92	MEDICAID BILLING SERVICES	
UPS	322.37	TECH REPAIR & MAINTENANCE SUPPLIES	
VALLEY PUBLICATIONS	488.97	BOARD NEWSPAPER ADVERTISING	
WEISS, HEATHER	23.81	HS GUIDANCE TRAVEL	
WELLMARK BLUE CROSS BLUESHEILD	108,880.53	HEALTH INSURANCE PAYABLE CN	
Fund Number 10	<u>212,373.17</u>		
Checking Account ID 30	Fund Number 33	SAVE (SECURE AN ADVANCED VISION FOR ED.	
BMO MASTERCARD	1,369.00	FURNITURE & FIXTURES	
CAMBLIN MECHANICAL	907.21	HVAC SYSTEM	
ORME ELECTRIC	1,257.37	HVAC SYSTEM	
SHERIDAN DECORATING	513.00	FURNITURE & FIXTURES	
Fund Number 33	<u>4,046.58</u>		
Checking Account ID 30	Fund Number 36	PHYSICAL PLANT & EQUIPMENT	
BLUPOINTE DRS	750.00	TECH RELATED SOFTWARE	
CHAT MOBILITY	599.98	OTHER EQUIPMENT	
COUNSEL OFFICE & DOCUMENT	2,362.83	ADMIN COPIER LEASE	
CULLIGAN WATER	243.47	RENTAL OF EQUIPMENT & VEHICLES	
ELECTRONIC ENGINEERING	15,147.46	TWO-WAY RADIOS	
GREAT AMERICAN FINANCIAL SERVICES	1,064.38	HIGH SCHOOL COPIER LEASE	
SOUTHWEST IOWA PARKING LOT	796.93	GROUPS IMPROVEMENTS INFRASTRUCTURE	
Fund Number 36	<u>20,965.05</u>		
Checking Account ID 30	<u>237,384.80</u>		

First Name	Last Name	Organization	Start Date	End Date	Name of Fundraiser	What specific funds will be used for	Percentage of profit	Population
Liz	Skillern	Business Professionals of America	4/1/2019	4/5/2019	Jeans for the staff. Staff members pay \$10 to wear jeans for a week. We are thinking the first or second week of April.	Registration, travel, lodging, tours, and food for the National BPA Leadership Conference in Anaheim, CA.	100%	Staff or General Public
Liz	Skillern	Business Professionals of America	3/12/2019	4/28/2019	Tastefully Simple online sale and Freezer Meal Workshop	Registration, lodging, travel, tours, and meals for BPA National Leadership Conference	40%	Staff or General Public
Liz	Skillern	Business Professionals of America	3/31/2019	3/31/2019	Win Wang Dinner	Registration, lodging, travel, tours, and food for BPA National Leadership Conference	100%	Staff or General Public
Liz	Skillern	Business Professionals of America	4/1/2019	4/20/2019	"Easter Egg Hunt" Students will deliver candy filled eggs to families the night before Easter.	Travel, lodging, registration, tours for BPA National Leadership Conference	75%	Staff or General Public
Liz	Skillern	Business Professionals of America	4/1/2019	4/7/2019	During the week before our Corn Hole Tournament (that I already put in a request for), we are raffling off a corn hole set.	Meals, lodging, travel, and registration for National BPA Conference.	75%	Staff or General Public

Date	Location	Grade Level/Class	Sponsor	
3/14/2019	Metro Community College	2 seniors	Heather Weiss	3/8/2019
20-May-19	Kimmel Orchard, Nebraska City, NE	High School Life Skills	High School Mix It Up (Life Skills)	3/8/2019
April 23, 2019 - April 28, 2019	Detroit, MI for FIRST Robotics Championships	Coding and Computer Science	Liz Skillern	3/19/2019

Shenandoah High School

2019 Senior Names

Enter your F Enter your MID Enter your LAST NAME (\*\*IMPORTANT - Your diploma is a LEGAL document - please

Gabriel	Lee	Allumbaugh
Kealey	Susan	Anderson
Ami	Louise	Apperson
Vanessa	Louise	Archer
Austin	James	Asmus
Brandy	Michelle	Avalos Ruiz
Trevor	James	Bauer
Maranda	Louise	Bengtson
Richard	Wayne	Bisbee III
Kendall	Cheyenne Louis	Blake
Jacob	John	Buzzard
Jack	Martin	Campbell
Claire	Theresa	Campbell
Ethen	Michael	Cantrell
Ethan	Scott	Capps
DIANNA	LYNN	CERTAIN
Tyler	Adam	Courtier
Jennifer	Caitlyn	Curd
Brock	Wayne	Davis
Jeremiah	David	Dawson
Anthony	Daniel	Dinges
Katelyn	Mae	Donnelly
Allison	Grace	Dougherty
Jeremy	Charles	Faust
Kaleb	Elijah	Garner
Grace	Marie	Gordon
Kaylee	Jo	Greene
Zachary	Michael	Harms
Connor	John	Henderson
Logan	Reese	Hughes
Payton	Abigail	Jensen
Natalie	Elizabeth	Johnson
Adam	Wayne	Jones
Cydnee	Nicholle	Kalkas
Donivan	Mae	Kinghorn
Leanna	Marie	LePorte
Ray	Danny	Liles
Kendra	Rose	Linberry
Cayley	Nicole	Lorimor
Monet	Catherine Elisak	Malone
Carlie	Jane	Manrose
Colby	Scott	Mather
Paul	Michael	McGargill
Alexis	Abigail	McGinnis

Wyatt	Samuel	Miller
Callum	Robert	Morales-Llan
Mariah	Lauren	Munsinger
Tuva	Pettersen	Omberg
Anna	Mandira	Peterson
Tressa	Marie	Phillips
Nicholas	Andrew	Phillips
Bailey	Anne	Poe
Drake	Mattew	Polsley
Nathan	Kyle	Priest
Anthony	Louis	Pritchett
Christian	Adrian	Quezada Gomez
Luis	Francisco	Rodriguez
Imani	Nicole	Rogers
Steve	none	Ruiz
Mason	Michael	Saner
Heather	Marie	Schlup
Christopher Lee		Schoneman
Tyler	Andrew	Shackelford
Kyle	Allen	Shackelford
Chase	Nolan	Shade
Matthew	Alan	Shaw
Denver	Richard Dwain	Sickler
Leonardo	Angel	Silvestre-Kreitlow
Levi	Nathaniel	Son
Xavier	Eugene	Steiner
Jacob	Ryan	Stenzel
Liberty	Christine	Stikeleather
Callie	Rose	Toms
Sheldon	Rene	Van Scyoc
Jacob	Tyler	VanScoy
Levi	James	Weber
Amanda	Marie	Welch
Payton	Downy	Williams
Alexus	Jun Lee	Willis
Casey	Ray	Wilson

Notice of Public Hearing  
Proposed Shenandoah School Budget Summary  
Fiscal Year 2019-2020

Department of Management - Form S-PB-8

		Budget 2020	Re-est. 2019	Actual 2018	Avg % 18-20
Taxes Levied on Property	1	5,165,367	5,132,395	5,161,471	0.0%
Utility Replacement Excise Tax	2	128,697	130,668	124,622	1.6%
Income Surtaxes	3	627,276	414,736	260,751	55.1%
Tuition\Transportation Received	4	545,000	545,000	441,742	
Earnings on Investments	5	63,000	65,650	42,378	
Nutrition Program Sales	6	280,000	240,000	260,800	
Student Activities and Sales	7	222,000	223,000	220,509	
Other Revenues from Local Sources	8	222,500	222,000	347,984	
Revenue from Intermediary Sources	9	0	0	0	
State Foundation Aid	10	7,161,152	7,134,988	6,818,657	
Instructional Support State Aid	11	31,125	0	0	
Other State Sources	12	1,075,200	1,075,600	1,060,913	
Commercial & Industrial State Replacement	13	90,967	91,232	199,819	
Title I Grants	14	270,000	270,382	274,889	
IDEA and Other Federal Sources	15	675,000	670,000	638,775	
Total Revenues	16	16,557,284	16,215,651	15,853,309	
General Long-Term Debt Proceeds	17	0	0	0	
Transfers In	18	420,000	430,000	474,011	
Proceeds of Fixed Asset Dispositions	19	20,000	30,000	24,108	
Total Revenues & Other Sources	20	16,997,284	16,675,651	16,351,429	
Beginning Fund Balance	21	4,688,239	5,850,907	6,116,680	
<b>Total Resources</b>	<b>22</b>	<b>21,685,523</b>	<b>22,526,558</b>	<b>22,468,109</b>	
<b>*Instruction</b>					
Student Support Services	24	475,000	430,000	422,452	
Instructional Staff Support Services	25	1,175,000	1,126,000	1,092,150	
General Administration	26	350,100	362,100	392,357	
School/Building Administration	27	725,000	685,000	622,622	
Business & Central Administration	28	280,000	260,300	206,852	
Plant Operation and Maintenance	29	1,279,000	1,317,500	1,104,171	
Student Transportation	30	715,000	865,000	668,688	
This row is intentionally left blank	31	0	0	0	
<b>*Total Support Services (lines 24-31)</b>	<b>31A</b>	<b>4,999,100</b>	<b>5,045,900</b>	<b>4,509,292</b>	<b>5.3%</b>
<b>*Noninstructional Programs</b>					
Facilities Acquisition and Construction	33	2,565,000	760,000	390,319	
Debt Service	34	430,000	1,200,000	1,066,814	
AEA Support - Direct to AEA	35	507,222	470,419	467,767	
<b>*Total Other Expenditures (lines 33-35)</b>	<b>35A</b>	<b>3,502,222</b>	<b>2,430,419</b>	<b>1,924,900</b>	<b>34.9%</b>
Total Expenditures	36	18,821,322	17,418,319	16,157,956	
Transfers Out	37	420,000	420,000	459,246	
Total Expenditures & Other Uses	38	19,241,322	17,838,319	16,617,202	
Ending Fund Balance	39	2,444,201	4,688,239	5,850,907	
<b>Total Requirements</b>	<b>40</b>	<b>21,685,523</b>	<b>22,526,558</b>	<b>22,468,109</b>	

Proposed Tax Rate (per \$1,000 taxable valuation)

14.60198

Location of Public Hearing:

**Shenandoah Community School District**  
**304 W. Nishna Road**  
**Shenandoah, IA 51601**

Date of Hearing:

April 8, 2019  
mm/dd/yy

Time of Hearing:

5:00 PM

The Board of Directors will conduct a public hearing on the proposed 2019/20 school budget at the above-noted location and time. At the hearing, any resident or taxpayer may present objections to, or arguments in favor of, any part of the proposed budget. This notice represents a summary of the supporting detail of revenues and expenditures on file with the district secretary. A copy of the details will be furnished upon request.





**Specialty Underwriters LLC**  
A Subsidiary of SU Group LLC



TELESERVE™

QUOTE/INITIATIVE NO: TW29498-2

**Property Damage Insurance**

06-Mar-2019

SHENANDOAH COMMUNITY SCHOOL DISTRICT  
304 WEST NISHNA ROAD  
SHENANDOAH, IA 51601

Item	Mfg	Description	SU Annual Total Cost
010	VARIOUS	ENVIRONMENTAL CONTROL COMPONENTS CONSISTING OF MOVABLE AND MAINTAINABLE PARTS  <u>Additional Terms / Comments</u> <i>EXCLUDES: DUCTWORK, PIPING, PLUMBING, PLUMBING FIXTURES, MECHANICAL VALVES, HEAT EXCHANGERS, COILS, REFRIGERANT, REFRIGERANT LEAKS, WATER TREATMENT, CHEMICALS, CHILLER AND WATER VESSELS, BOILERS, VESSEL-TYPE EQUIPMENT, NON FACTORY-INSTALLED COMPONENTS, CRANE AND LIFT RENTALS</i> <i>NOTE: PREVENTATIVE MAINTENANCE NOT COVERED</i>	\$49,499
GRAND TOTAL			\$49,499

## Environmental Control Components

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ECC may include but is not limited to:

Actuators	Fresh Air Damper
Bearings	Gauges
Belts & Pulleys	Impeller
Circuit Boards	Lubrication Pump
Compressor	Motor
Condenser Fan	Positioners
Condenser Fan Motor	Pressure Sensors
Contactors	Purge Unit
Control & Safety	Relays
Control Center	Return & Supply Fan Motors
Control Panel	Return Air Damper
Control Valve	Sheaves/Pulleys
Controllers	Supply Fan
Coupling	Supply Fan Motor
Dampers	Thermal Expansion Valve
Electrical Disconnect	Thermostats & Sensors
Eliminator	Transmission
Factory Installed Variable Speed Drives (VFDs)	Vanes
Fan	Zone Control Actuators
Flow Switches	

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### **Please note:**

Ductwork, Piping, Plumbing Fixtures, Mechanical Valves, Heat Exchangers, Coils, Refrigerant, Refrigerant Leaks, Water Treatment, Chemicals, Chiller and Water Vessels, Boilers, Vessel-Type Equipment, Non Factory-Installed Components, Crane and Lift Rentals are Excluded. Preventative Maintenance is excluded.





March 25, 2019

Greeting from the AEA Purchasing!

You will find attached the agreement for participation in the AEA Purchasing Food, Ware Wash and Small Wares cooperative purchasing programs for school food service. You may want to forward or print this off for your Business Manager or Principal.

In the school year 2018-2019 there were 317 schools and districts that participated with the AEA Purchasing and we anticipate over \$34 million dollars in purchases.

Electronic copies of the agreement for the 2019-2020 school year may be acquired at the AEA Purchasing website ([www.aeapurchasing.org](http://www.aeapurchasing.org)). PLEASE NOTE THE FOLLOWING.

1. THE AGREEMENT MUST BE RETURNED NO LATER THAN JUNE 30, 2019. THIS IS NOT NEGOTIABLE.

Schools that submit incomplete or late agreements will not be able to participate in the program until January 1, 2020. The agreement is for the school year 2019-2020. Please submit your agreement by mail, fax or email to the following:

Mail to: AEA Purchasing  
Attention: Barb Adams  
1521 Technology Parkway  
Cedar Falls, IA 50613

or fax to: 319-273-8282 or email agreement to [barb@aeapurchasing.org](mailto:barb@aeapurchasing.org).

2. The agreement provides space to indicate the school's interest in participating in food, ware wash (dish wash) and/or small wares (pots, pans, silverware, etc). Schools may choose any or all of these bids.
3. The AEA Purchasing has taken every step towards ensuring that these bids are compliant with the Department of Education, Bureau of Nutrition, Health and Transportation Service and the USDA; the participating schools must do their part in ensuring compliance.

Schools or school boards wishing further information may contact Dan Dreyer at 319-268-7725 or [dan@aeapurchasing.org](mailto:dan@aeapurchasing.org).

Sincerely,

*Dan*

Dan Dreyer  
AEA Purchasing  
Food Program Director

# AEA PURCHASING AGREEMENT 2019- 2020

This purchasing agreement (“Agreement”) is entered into by the AEA Purchasing, an entity formed by a 28E Agreement filed on or about February 7, 2011 and the \_\_\_\_\_ School District/Customer (hereafter the “Eligible Member”) located in Area Education Agency (hereafter the “AEA”) \_\_\_\_\_ for the 2019-2020 school year.

## SELECTION OF PROGRAMS

Eligible Member elects to participate in the program(s) which Eligible Member has checked below. Products available under these bids are for use in the Eligible Member’s Child Nutrition Programs:

- A. AEA PURCHASING Food Bid \_\_\_\_\_ (Martin Brothers)
- B. AEA PURCHASING Small Wares Bid \_\_\_\_\_ (Rapids Whole Sale)
- C. AEA PURCHASING Ware Wash Bid \_\_\_\_\_ (EMS Detergent-Northeast Southeast Service Zone) (Martin Brothers-Northwest Southwest Service Zone)

## PURCHASE CATEGORIES AND COMMITMENT TO BUY

The Eligible Member agrees to purchase an aggregate monthly total of 60% of its food and supplies (excluding milk, bread, small wares and ware wash) from the vendor selected by AEA Purchasing (“Prime Vendor”) for the AEA Purchasing.

## ELIBIBLE MEMBER COMMITMENT TO PARTICIPATE

Eligible Member agrees to participate in the activities of the selected purchasing programs operated by the AEA Purchasing, which includes responding to requests for information from the AEA Purchasing reporting any service, product, invoicing, or other problems which may arise between the Eligible Member and any Prime Vendor; being willing to serve on committees of Eligible Members which may be established by the AEA Purchasing from time to time, and/or providing input to such committees to facilitate the work of such committees; and participation in audits as requested by the AEA Purchasing.

## EFFECTIVE DATE

To be effective beginning July 1, 2019, this Agreement must be signed no later than June 30, 2019. After June 30, 2019, new members may join only as follows: **their membership will be effective January 1 of the following year if they sign this Agreement before December 31**, their membership will be effective July 1 of the same year if they sign this Agreement by June 30.

## PRIME VENDOR RESPONSIBILTIES

The Prime Vendor has agreed to perform the following functions:

The Prime Vendor will provide any product data information which will include nutrition fact labels, CN label information and any manufacturer’s statements.

Provide sales people to visit all Eligible Members bi-weekly and establish a schedule for regular salesperson visits and truck deliveries to AEA Purchasing’s Eligible Members in Iowa.

Establish, in conjunction with AEA Purchasing, a schedule for product shows, seminars and marketing events in all aspects of food service. Prime Vendor and AEA Purchasing or its Eligible Members will jointly provide staff to plan and carry out these events.

Submit monthly sales volume reports to the AEA Purchasing in the form or forms requested by AEA Purchasing.

Submit to Eligible Members and AEA Purchasing monthly and weekly product lists with current pricing expressed in dollars and cents. Product areas with monthly price changes are dry grocery goods, frozen items, frozen pizza, frozen potatoes, paper/plastic products and chemicals. Product areas with weekly price changes are fresh meat, dairy products and fresh produce.

Invoice and deliver products directly to Eligible Members.

Assist those Eligible Members that wish to use the Prime Vendor computer ordering and inventory system. Provide information and help Eligible Members participate in the DF – Diverted Foods USDA program.

#### **AEA PURCHASING ADMINISTRATIVE FEE**

The AEA Purchasing administers a \$.50 per case and a \$.10 per broken case amount to help cover the expenses of running the program.

After expenses are paid, the balance is refunded to our Eligible Members. In school year 2017-2018 the amount sent back as a year-end food rebate was \$213,597.00

Iowa's AEA (through the appointed representatives on the AEA Purchasing board) will provide oversight and management to this program but no funding.

#### **ORDERING AND BILLING**

Eligible Members may place their individual orders with Prime Vendor at any time during the term of this Agreement.

All invoices for payment shall be sent directly to the Eligible Member ordering under the terms and conditions of this Agreement. The Eligible Member will make payment directly to the Prime Vendor.

#### **TERMS**

Normal terms are net amount due in 30 days. (Net 30 days).

#### **PAYMENT**

All invoices for payment shall be sent directly to Eligible Member ordering under the terms and conditions of the agreement between the Prime Vendor and the AEA Purchasing. Eligible Member will remit payment directly to Prime Vendor. Eligible Member will pay applicable administrative fees included on its invoices, which administrative fees will be paid to AEA Purchasing by Prime Vendor pursuant to the agreement between AEA Purchasing and Prime Vendor. AEA Purchasing will refund to Eligible Member on a pro rata basis any excess of administrative fees, after AEA Purchasing determines allowable costs pursuant to USDA regulations at the conclusion of this Agreement. Eligible Member will return any such refund to the appropriate school meals account as required by USDA regulations.

#### **PRICE LISTS AND PRICE CHANGES**

The AEA Purchasing will transmit monthly price lists to all Eligible Members on or about the first day of each month. Price lists shall be transmitted weekly for weekly priced items, and monthly for monthly priced items.

Firm prices will prevail for one calendar month with the exception of fresh meat, dairy products and fresh produce. Prices on fresh meat, dairy products and fresh produce will be for one week at a time.

#### **MINIMUM ORDER AND DELIVERY**

The minimum order requirements for one Eligible Member for delivery to one building will be \$500.00 for food. The Prime Vendor will deliver and unload goods directly to the Eligible Members during the normal operating hours or at other mutually agreed times. Schools that order under \$500 order will still get the same AEA Purchasing prices but will incur a \$15 service fee. There will be no fuel surcharge.

#### **SALES REPRESENTATION/MARKETING**

Prime Vendor has agreed to provide sales people to visit all Eligible Members on a bi-weekly basis, along with providing support from their telemarketing staff. Prime Vendor has agreed to sponsor product shows and other educational seminars in the Midwest for Eligible Member personnel at no charge.

#### **ELIGIBLE MEMBER RESPONSIBILITY**

Eligible Member acknowledges its responsibility to comply with all regulations of the United States Department of Agriculture ("USDA") and the Iowa Department of Education ("DE") which are applicable to School Food Authorities (SFA's) as defined in the National School Lunch Program regulations (NSLP), including but not limited to retention of records. Eligible Member agrees to adhere to all provisions of the Code of Conduct adopted by the AEA Purchasing which are applicable to Eligible Members.

**NO RESALE**

Eligible Member will not resell to any other organization or individual the products purchased by Eligible Member from a Prime Vendor pursuant to an agreement between the Prime Vendor and the AEA Purchasing.

**COMPLIANCE BY AEA PURCHASING**

The AEA Purchasing will at all times when conducting its business comply with any and all applicable federal and state laws, rules, and regulations related to the bidding of projects and contracts by Iowa school districts and area education agencies for the purpose of securing, purchasing and delivering goods and services used by school districts in Iowa, including, but not limited to, food, beverages, and supplies used in the National School Lunch Program, and additionally, shall comply with any and applicable federal laws, rules and regulations issued or amended by the USDA related to the procurement of food, beverages and supplies for use in schools and related educational institutions.

**TERMINATION**

Both Eligible Member and the AEA Purchasing have the option to terminate this Agreement prior to June 30, 2020 upon thirty (30) days' advance written notice.

**SIGNATURES**

Eligible Member/School District

**AEA Purchasing Signature**

AEA Purchasing Foodservice Division  
1521 Technology Parkway, Cedar Falls IA 50613  
FAX: 319-273-8282  
PHONE: 319-268-7725  
EMAIL: dan@aeapurchasing.org

\_\_\_\_\_  
Name of School District/Customer

\_\_\_\_\_  
AEA Purchasing Director Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board President or Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Fax Number

Superintendent email address: \_\_\_\_\_

Business Manager email address: \_\_\_\_\_

Foodservice Director email address: \_\_\_\_\_

# SHENANDOAH CSD STUDENT- PARENT HANDBOOK 2019-2020

*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 601 Dr. Creighton Cir., Shenandoah, IA. 51601, 712-246-2520, [munsingerm@shencsd.com](mailto:munsingerm@shencsd.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 601 Dr. Creighton Cir., Shenandoah, IA. 51601, 712-246-2520, [munsingerm@shencsd.com](mailto:munsingerm@shencsd.com)

## 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.

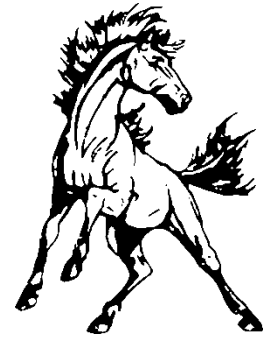
Mrs. Jean Fichter	Board President	fichterj@shencsd.com
	Term Expires: September 2021	
Mr. Greg Ritchey	Board Vice President	gmr@century bankshen.com
	Term Expires: September 2019	
Mr. Kip Anderson	Board Member	shenanderson@q.com
	Term Expires: September 2019	
Mrs. Kathy Langley	Board Member	kathylangley1@gmail.com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

**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

**Administrative Services**

Superintendent	Dr. Kerri Nelson	<a href="mailto:nelsonk@shencsd.com">nelsonk@shencsd.com</a>
K-12 Activities Director & Administrative Support	Mr. Aaron Burdorf	<a href="mailto:burdorfa@shencsd.com">burdorfa@shencsd.com</a>
Equity Coordinator	Mr. Monte Munsinger	<a href="mailto:munsingerm@shencsd.com">munsingerm@shencsd.com</a>
Food Service Supervisor	Mrs. Kristin Edwards	<a href="mailto:edwardsk@shencsd.com">edwardsk@shencsd.com</a>
Information Technology Director	Mr. Richard Morgan-Fine	<a href="mailto:morganfiner@shencsd.com">morganfiner@shencsd.com</a>
Buildings & Grounds Supervisor	Mr. Steve Hielen	<a href="mailto:hielens@shencsd.com">hielens@shencsd.com</a>
School Business Official	Mrs. Sherri Ruzek	<a href="mailto:ruzeks@shencsd.com">ruzeks@shencsd.com</a>
Dean of Students/Transportation Supervisor	Mr. Jon Weinrich	<a href="mailto:weinrichj@shencsd.com">weinrichj@shencsd.com</a>
Elementary Principal	Mr. Monte Munsinger	<a href="mailto:munsingerm@shencsd.com">munsingerm@shencsd.com</a>
High School Principal	Mr. Jason Shaffer	<a href="mailto:shafferj@shencsd.com">shafferj@shencsd.com</a>
Director of Early Childhood Education & Special Programs	Mrs. Tiffany Spiegel	<a href="mailto:spiegelt@shencsd.com">spiegelt@shencsd.com</a>

**Attendance Centers**

Preschool

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

JK – 8<sup>th</sup> Grade

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

## 9<sup>th</sup> – 12<sup>th</sup> 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 <sup>th</sup>	Anita Baker	bakera@shencsd.com
5 <sup>th</sup> – 8 <sup>th</sup>	Wendy Palmer	palmerw@shencsd.com
9 <sup>th</sup> – 12 <sup>th</sup> & 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.

Students will receive: 1<sup>st</sup> year – Letter with Academic inscribed, 2<sup>nd</sup> year – Lamp of Knowledge pin, 3<sup>rd</sup> and 4<sup>th</sup> 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, parent/guardian, and the school counselor and/or high school principal will sign the add/drop form in order to make the change.

### **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.

1<sup>st</sup> 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.

2<sup>nd</sup> 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 providing written confirmation of the meeting to the 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. Daily announcements are available on the respective school's webpage.

## 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:

1. File a written appeal to the building principal within five (5) school days.
2. The building principal or designee shall reply in writing within five (5) school days of the receipt of the appeal.
3. 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.
4. 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.
5. 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.

## 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 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 an additional "Attendance Cooperation" meeting 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 Kristin Edwards at (712) 246-2520 or edwardsk@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:

*1<sup>st</sup> 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.

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

*3<sup>rd</sup> 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 school counselor and with a note signed by the student's parents/guardians. College visits that are not arranged or communicated through the counseling 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 <sup>th</sup> Grade	Anita Baker	bakera@shencsd.com
5 <sup>th</sup> – 8 <sup>th</sup> 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 independently.

It shall be the responsibility of the instructor to protect the right of the student to study pertinent controversial issues within the limits of good taste and to allow the student to express personal opinions without jeopardizing the student's relationship with the teacher.

The Board of Education encourages full discussion of controversial issues in a spirit of academic freedom that shows students that they have the right to disagree with the opinions of others, but they also have the responsibility to base the disagreement on facts and to respect the right of others to hold conflicting opinions.

### Corporal Punishment, Restraint, and Physical Confinement

State law forbids school employees from using corporal punishment against any student. Certain actions by school employees are not considered corporal punishment. Additionally, school employees may use “reasonable and necessary force, not designed or intended to cause pain” to do certain things, such as prevent harm to persons or property.

State law also limits school employees’ abilities to restrain or confine and detain any student. The law limits why, how, where, and for how long a school employee may restrain or confine and detain a child. If a child is restrained or confined and detained, the school must maintain documentation and must provide certain types of notice to the child’s parent.

### Daily Academic Schedule

#### Elementary

8:00 AM Start Time \*\*\*1:05 PM Dismissal Time for 2-hour early dismissals  
3:05 PM Dismissal Time

#### Middle School

8:00-8:50 AM	1 <sup>st</sup> Period	***1:25 Dismissal Time for 2-hour early dismissals
8:53-9:40 AM	2 <sup>nd</sup> Period	
9:43-10:30 AM	3 <sup>rd</sup> Period	
10:33-11:20 AM	4 <sup>th</sup> Period	
11:23 AM -12:10 PM	5 <sup>th</sup> Period	
12:10 PM -1:00 PM	Lunch/Recess/Homeroom	
1:03 AM -1:50 PM	6 <sup>th</sup> Period	
1:53 AM -2:40 PM	7 <sup>th</sup> Period	
2:43 AM -3:25 PM	Homeroom	

#### High School

8:00-8:50 AM	1 <sup>st</sup> Period	***1:25 Dismissal Time for 2-hour early dismissals
8:53-9:40 AM	2 <sup>nd</sup> Period	
9:43-10:30 AM	3 <sup>rd</sup> Period	
10:33-11:20 AM	4 <sup>th</sup> Period	
11:23 AM -12:10 PM	5 <sup>th</sup> Period	
12:10 PM -1:00 PM	Lunch/Homeroom	
1:03 AM -1:50 PM	6 <sup>th</sup> Period	
1:53 AM -2:40 PM	7 <sup>th</sup> Period	
2:43 AM -3:25 PM	Power Hour	

### 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). 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 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 the 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 or any tobacco product (including look alike).
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 building 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 of the offense 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

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 (fighting)
- 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 – recess, 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 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 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.

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 1<sup>st</sup>. 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 and before or after school 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 preceding 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 eligible 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

Power Hour at the high school is a time during the school day for students to work on coursework, missing work, or work one-on-one or in small groups with teachers. Students are assigned to a Power Hour teacher but may be drafted by other teachers. Teachers will use course grades and/or standardized test data to determine what students to draft to their rooms. The purposed of the Power Hour draft is to provide opportunity for academic improvement.

## 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](http://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 alikes), 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 extra-curricular 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 – 33 1/3%	2nd offense – 66 2/3%	3rd offense – 100%	All other
Academic Competition	1	3	4	12 mos.
Band <sup>2</sup>	5	11	16	12 mos.
Baseball	8	16	24	12 mos.
Basketball	7	14	21	12 mos.
Bowling	4	8	12	12 mos.
Cheerleading <sup>3</sup>	3-7	7-14	9-21	12 mos.
Class Officers (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.
FFA <sup>2</sup>	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 (days)	60	120	180	12 mos.
Tennis	4	8	12	12 mos.
Track	4	8	12	12 mos.
Vocal <sup>2</sup>	5	11	16	12 mos.
Volleyball	5	9	14	12 mos.
Wrestling	5	10	15	12 mos.

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

<sup>2</sup> 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.

<sup>3</sup> 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. 4.9 = 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

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.

#### Shenandoah High School Graduation Requirements

6 credits in Mathematics (Math must be taken every year)  
 6 credits in Science  
 6 credits in Social Studies (2 credits in American History & 1 credit in American Government)  
 8 credits in Language Arts  
 1 credit in Personal & Career Readiness

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

50 credits are required to graduate from Shenandoah High School with the 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.

### 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](http://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.

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.

### 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 7<sup>th</sup> 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 7<sup>th</sup> grade and above, if born after September 15, 2004;

AND 2 doses for applicants in 12<sup>th</sup> 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 ≥ 12 months of age;  
OR a reliable history of natural disease

### **Inclement Weather**

When school is canceled because of inclement 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. If needed, the missed time will be added to the calendar to meet minimum state requirements at the discretion of the superintendent. This can include days added at the end of the year, making early out days full days, canceling school breaks, etc.

If school is dismissed because of inclement 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 inclement 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 \$3.75 per 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 1<sup>st</sup> 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 1<sup>st</sup> deadline. An open enrollment request for a prospective kindergarten student may be filed with the receiving district by September 1<sup>st</sup> 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 1<sup>st</sup>:

- 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.

### 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. **Coaches and volunteer coaches**

should adhere to the “Contact Rule” as defined in Iowa Code 36.15(6).

Shenandoah policy allows for any practices held on Sunday to run from 1:00-5:00PM.

### 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 as needed

*Middle School PTO*-meets as needed

*High School PTO*-meets as needed

### PBIS – Positive Behavior Interventions and Supports

PBIS systems are used to support and develop positive student behaviors. Expected behavior in specific areas are defined for students, and needed skills are practiced and reinforced in classrooms, while positive behaviors are systematically reinforced and rewarded.

The elementary core principles are being respectful, responsible and safe. The middle school core principles are being respectful, responsible, and resilient. The high school core principles are positivity, respect and responsibility, integrity, determination, and excellence.

### 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 (41<sup>st</sup> percentile and above on Iowa Assessments).

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.

## 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. 4<sup>th</sup> 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 degrees 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 degrees 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 Counseling Program

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

## 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.

## 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.

### **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 handbook. 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 handbook. 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 requires all students enrolled in an AP course to take the AP examination. The district pays the examination fee.

#### **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 and procedures.

#### **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. 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. A registration form will be completed by the student with scheduled time of the course(s). Parents/guardians and students will be required to sign an acknowledgement regarding consequences of failing the class(es). The district will not charge tuition to any students who take concurrent enrollment courses during the school year.

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.

### **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 it's 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 it's 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.

## 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 Statewide Assessments of Student Progress 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.

#### **JK-8**

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.

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.

#### **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.

#### **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 a detention after school from 2:45-3:45 or a lunch detention during the student's lunch hour.

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.

#### **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. In the event of non-preventable damage to the computer that was not due to a machine defect, the device's responsible student/family will share in the actual repair cost for damages.

Average cost for common repairs listed below:

- Display/screen/LCD - \$160
- Charging jack - \$20
- Loss of charger - \$35
- Touch pad - \$80
- Keyboard - \$80
- Motherboard - \$130
- Damage to case - \$30-\$95
- Stylus pen - \$40

In the event that the student intentionally damages any device, the student/family will be held responsible for the entire cost of replacing the device. **Total cost of device - \$320.00**

## 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:**

1<sup>st</sup> Offense – Verbal warning

2<sup>nd</sup> Offense – Verbal warning and parents will be notified

3<sup>rd</sup> 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.

### ZERO Hour

At Shenandoah High School specified courses are extended into an additional period of time called 'ZERO Hour'. This class time runs from 7:00AM – 7:47AM. Students scheduled fall under the same attendance guidelines and will earn credit as with any other class. The intention of ZERO Hour is to extend course offerings to students and to provide a flexible time to expand our curriculum offerings. Students will have from 7:47AM – 8:00AM to eat breakfast before beginning the routine 8:00AM scheduled start time.

## 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:

	Year	Make	Passengers	Price	Air Conditioning - Roof
School Bus Sales	20	Diesel	77	\$92,992	Yes, \$10000
<b>Hoglund</b>	<b>20</b>	<b>Diesel</b>	<b>77</b>	<b>\$93,000</b>	<b>Yes, \$8500</b>
Thomas	20	C2	77	\$93,243	No
Thomas	20	C2	77	\$93,620	No
Thomas	20	C2	77	\$94,682	No
Thomas	20	EFX- FE	83	\$112,748	Yes
School Bus Sales	20	FE	84	\$109,897	Yes, \$10000
<b>School Bus Sales</b>	<b>20</b>	<b>RE</b>	<b>84</b>	<b>\$118,967</b>	<b>Yes, \$10000</b>
Hoglund	20	RE	84	\$121,000	Yes, \$8500
Thomas	20	HDX - RE	84	\$124,532	Yes



REC'D

APR 01 2019

SUPERINTENDENT  
OF SCHOOLS

March 28, 2019

Shenandoah Community School District  
Attn: Sherri Ruzek, SBO/Business Manager  
304 West Nishna Road  
Shenandoah, Iowa 51601-2312

RE: Agreement of Service

Dear Sherri:

The Agreement of Service between Timberline Billing Service and Shenandoah Community School District terminates on June 30, 2019. Timberline values your business and would very much like to continue processing your District's claims for Medicaid reimbursement. To that end, enclosed is an Agreement of Service for the term of July 1, 2019 through June 30, 2022.

We would be happy to meet with you should there be any questions or concerns about the services provided by Timberline or the enclosed Agreement. If not, please obtain the necessary signatures and return one original Agreement to our office. Timberline looks forward to continuing our working relationship with your District.

Sincerely,

A handwritten signature in black ink that reads "M Elise Stevens". The signature is written in a cursive, flowing style.

M. Elise Stevens, J.D.  
General Counsel/CFO

Enc.

# **Timberline Billing Service LLC**

1801 Fuller Road, West Des Moines, Iowa 50265

Phone 515-222-0827 Fax 515-222-0834

## **Agreement of Service**

The document serves as a legally binding agreement between Timberline Billing Service LLC (Timberline) and Shenandoah Community School District (District) regarding the accessing of Medicaid reimbursement for covered school-based services. Timberline is a Limited Liability Company formed and headquartered in the State of Iowa. Timberline is a statewide medical claim processing company, specializing in working with local school districts and Medicaid. The agreement is set forth herein:

### **Background**

Timberline assists school districts as a Medicaid provider in accessing Medicaid reimbursement for covered services. This includes both special education services and primary preventive services provided in the school-based setting. As a full-service company, Timberline will work with District staff to assure appropriate documentation (from training to monitoring completed forms), process the staff documentation for submission of claims to Medicaid and the review of claims which may need to be resubmitted to Medicaid.

### **Timberline Responsibilities**

- 1) Present information about the Medicaid Local Education Agency (LEA) Program to the District's administration and staff.
- 2) Train the District's staff on the covered services and documentation requirements for the LEA program.
- 3) Monitor and review the documentation/claiming forms of all District staff.
- 4) Keep all District information acquired as a result of these services confidential. In the event that any disclosure of any documentation/information acquired by Timberline is required by law, Timberline will notify the District of such obligation prior to such disclosure. Notwithstanding the above, Timberline shall be in full compliance with all requirements of FERPA, as required by the District, and with HIPAA and their respective rules and regulations as well as laws of the State of Iowa regarding mental health, substance abuse and AIDS information. Further, any documentation or information obtained pursuant to this Agreement will be destroyed or returned to the District, at the sole discretion of the District, upon termination of this Agreement.
- 5) Compare District staff documentation with the quarterly Medicaid eligibility listing from District to ensure student eligibility for the students reported on claiming forms provided by LEA.

- 6) Submit Medicaid claims, or respond to District with listing of additional information needed to process the claim, within 60 days from the receipt of the documentation.
- 7) Review any denied claims for reconciliation. This may include resubmission or communication with District on the reason for the appropriate denial of the claim by Medicaid.
- 8) Provide quarterly updates on Iowa Medicaid LEA program benefits. This may be accomplished via the Timberline website, newsletter, or emails to the contact person for District.
- 9) Continue consultation and communication with the Iowa Medicaid Enterprise, Department of Education and the Medicaid fiscal intermediary to ensure the District's full compliance with all requirements of the Medicaid program.
- 10) Perform a quarterly Quality Assurance Service for the District. This will include a full review of all documentation for a random sample of paid claims during the previous quarter.
- 11) Provide Timberline's proprietary software, T-TRAK, for confidential use by the District, its employees and contractors. Timberline owns T-TRAK and the copyright to it. Nothing in this Agreement shall change Timberline's ownership rights to its intellectual property, including but not limited to T-TRAK.
- 12) Obligations are conditioned upon the prior performance by the District as set forth under the District's responsibility.

### **District Responsibilities**

- 1) Obtain provider certification as required by the Iowa Medicaid program for LEA billing.
- 2) Provide Timberline Billing Service with a quarterly Medicaid eligibility list of students with IEP's. This listing is available via the web-IEP application for all school districts in Iowa.
- 3) Ensure that all personnel for which claims are submitted meet standards as set forth in Iowa Department of Education rule 281, Iowa Administrative Code 41.401 (256B, 34CFR300), to the extent that their certification or license allows them to provide services. Practitioners shall meet the Board of Educational Examiners' Licensure or recognition requirements for the position. Additionally, practitioners are required to hold a professional or occupational license, certificate or permit if they do not hold a Board of Educational examiner's licensure.
- 4) Verify that all providers are not excluded from participation in Medicaid by the U.S. Department of Health and Human Services Office of the Inspector General.

- 5) Provide required access to all personnel, materials, information and financial data necessary to accomplish the designated services listed in this Agreement of Service. Notwithstanding the above, both parties recognize and agree that the District must be in compliance with FERPA, HIPAA and Iowa laws regarding the treatment of substance abuse, mental health and AIDS information, as well as any other applicable federal or state laws, and that the District will not be in breach of this provision if it is prohibited from providing required information to Timberline on the basis of compliance with such laws.
- 6) Provide Timberline Billing Service LLC with a list, and update as needed, of all District staff authorized to access District reports on the Timberline client-only website.
- 7) Complete enrollment with Iowa Medicaid to name Timberline Billing Service LLC as the District's vendor.
- 8) Keep Timberline's proprietary software, T-TRAK, confidential and not share it with any third party or individual. District shall devote its best efforts to protect T-TRAK and any associated documentation against any unauthorized or unlawful use or copying. Under no circumstances may District decompile or attempt to reverse engineer or derive source code of T-TRAK, or permit any third party to do so.

### **Fees**

District shall pay Timberline a fee equal to six percent (6%) of the net Medicaid reimbursement retained by District. This does not include any Medicaid funds that are returned to the Iowa Department of Human Services. This fee will be calculated monthly based on the paid claims for the preceding month. District shall make payment to Timberline within thirty (30) days from the date of the invoice. Unpaid balances will accrue interest at the rate of 1.5% per month commencing forty-five (45) days from the date of the invoice.

### **General Terms**

**District Information, Confidentiality, and Use.** All data provided to Timberline by the District, either by manual or electronic means, is and shall remain the property of the District. Timberline may have access to certain District information and data, all of which shall be considered confidential. Timberline agrees that all such information and data shall be used only for the intended purpose and shall not sell, rent, share or otherwise disclose any such information and data to any unauthorized third party.

**Warranty.** Notwithstanding anything contained in this Agreement to the contrary, Timberline represents and warrants that it is the owner of or otherwise has the right to use, distribute, and license or sublicense all materials and methodologies used in connection with providing the services and products which are the subject of this Agreement, and that such materials and methodologies shall not infringe any copyright or other proprietary right of a third party. Notwithstanding anything contained in this Agreement to the contrary, Timberline further represents and warrants that (a) the work



to be performed and services to be provided by it under this Agreement will be rendered using sound, professional practices and in a competent and professional manner by knowledgeable, trained and qualified personnel; (b) the work will be configured using commercially reasonable technical specifications; (c) the work will operate in conformance with the terms of this Agreement; (d) the work to be performed by it under this Agreement will not violate any law, statute, ordinance or regulation; and (e) the work to be performed by it under this Agreement will be free of any software disabling devices, internal controls, or computer programming routines that are intended to damage, detrimentally interfere with, surreptitiously intercept or expropriate any system, data or personal information.

Notwithstanding anything contained in this Agreement to the contrary, Timberline agrees to defend at its own cost and expense any threatened or actual claim or action against the District, its subsidiaries and/or affiliated companies, for actual or alleged infringement of any patent, copyright or other property right based on any work furnished to the District by Timberline under this Agreement or the use thereof by the District.

Notwithstanding anything contained in this Agreement to the contrary, Timberline warrants that the service will be available to the District and will be provided substantially in accordance with the descriptions and specifications set forth in any user documentation provided to the District. Timberline shall use commercially reasonable efforts to make the service continuously available to the District and to promptly restore availability if it is within Timberline's reasonable control.

Insurance. Timberline shall maintain liability insurance for protection from claims arising out of performance of services caused by negligent error, omission, or act for which the insured is legally liable. Such liability insurance will provide for coverage in a minimum amount of \$1,000,000 effective through the term of this Agreement and for claims made within one year thereafter. Upon request, Timberline shall provide to the District a certificate indicating that such insurance coverage has been obtained.

Notice. Notwithstanding anything contained in this Agreement to the contrary, any notice required or permitted by this Agreement will be deemed to be delivered, and thus effective, when personally received, or three days after being placed in the United States Mail, postage prepaid, and addressed to the party as detailed below:

Notice to Timberline must be sent to:  
Dann Stevens, CEO  
1801 Fuller Road  
West Des Moines, Iowa 50265

Notice to the District must be sent to:  
Shenandoah Community School District  
Dr. Kerri Nelson, Superintendent  
304 West Nishna Road  
Shenandoah, Iowa 61601-2312

Timberline makes no guarantee of results with respect to any claim. Timberline shall not be liable for any errors or omissions contained in the information submitted to Timberline by the District. The District shall not be liable for any errors or omissions as a result of actions by Timberline staff.

### **Miscellaneous Terms**

This Agreement shall be governed exclusively by Iowa law. The parties expressly agree that any litigation arising between them related, in any way, to this Agreement and/or any and all disputes, actions, claims, or causes of action related thereto shall be initiated and maintained only in the U.S. District Court for the Southern District of Iowa or the District Court for Polk County, Iowa.

If any provision of this Agreement is held by a court of competent jurisdiction to be invalid or unenforceable, then such provision shall be modified to the extent necessary to be valid and enforceable, and all other provisions of this Agreement shall remain in full force and effect.

The relationship between the parties is that of independent contract. No joint venture, partnership, employment, or agency relationship exists between the parties as a result of this Agreement. Neither party has the authority to create any obligations for the other, or to bind the other to any representation, statement or document.

The failure of either of the parties to enforce any right or provision under this Agreement shall not constitute a waiver of such right or provision unless acknowledged and agreed to by such party in writing. No waiver shall be implied from a failure of either party to exercise a right or remedy. In addition, no waiver of a party's right or remedy will affect the other provisions of this Agreement.

Neither party may assign any right or obligation under this Agreement, in whole or in part, without the other party's prior express written consent, which may be withheld at such party's reasonable discretion. Subject to the foregoing, this Agreement will be binding upon and will inure to the benefit of the parties and their respective successors and assignees.

The captions in this Agreement are included for convenience of reference only and are in no way meant to define or limit any of the provisions contained in this Agreement or otherwise affect their construction or effect. When a word or phrase is enclosed in parenthesis and quotation marks, i.e., ("Word"), then that word or phrase shall be interpreted as if fully written out in the following format: "(hereinafter referred to as the 'Word')," and thereafter in this Agreement, that word or phrase shall stand as an abbreviation of the longer phrase to which it relates.

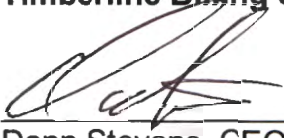
This Agreement may be executed in one or more counterparts, each of which shall be deemed to be an original, but all of which together shall constitute the same instrument.

Anything in this Agreement to the contrary notwithstanding, Timberline shall refrain from any action which would violate any law, rule, policy, or regulation of any governmental body or agency having jurisdiction over this Agreement.

**Term and Termination**

This Agreement of Service shall be effective July 1, 2019, and continue through June 30, 2022. This Agreement of Service shall be automatically renewed for additional terms of one year beginning the 1<sup>st</sup> day of July each subsequent year unless either party has provided written notice of the intention to terminate at least thirty (30) days prior to the then-current termination date. If termination is done prior to the then current termination date, either party must give thirty (30) days advance notice in writing of the intention to terminate the Agreement of Service. This Agreement of Service may also be terminated at any time by a party not in default hereunder upon thirty (30) days written notice to the party that has committed a material breach of this Agreement.

**Timberline Billing Service, LLC**



\_\_\_\_\_  
Dann Stevens, CEO

Date 3-28-19 \_\_\_\_\_

**Shenandoah Community School District**

\_\_\_\_\_  
Board President

Date \_\_\_\_\_

March 12, 2019

Dr. Kerri Nelson  
Shenandoah Community School District  
304 West Nishna Road  
Shenandoah, IA 51601

RE: Construction Management Agency Fee Proposal  
CTE/STEM Center and New Gymnasium

Dear Dr. Nelson:

Based on our recent discussion regarding the proposed CTE/STEM building and new gymnasium, we are pleased to submit a proposal to provide Construction Management services to the Shenandoah Community School District.

This fee proposal is divided into Pre-Bond, Pre-Construction and Construction Phases of the project and is based on a mutually agreed to AIA C132-2009 Agreement Between Owner and Construction Manager as Advisor contract. Please see Attachment A for the Scope of Construction Management Services.

#### **PRE-BOND**

Compensation during the Pre-Bond phase services will be a Lump Sum Fee. We propose a fee for Pre-Bond Services in the amount of Fifteen Thousand Dollars (\$15,000.00).

We would bill for this service on a monthly basis. The Pre-Bond Services end when the bond referendum is voted upon.

#### **PRE-CONSTRUCTION**

Compensation during the Pre-Construction phase services will be a Lump Sum Fee. We propose a fee for Pre-Construction Services in the amount of Fifty-Five Thousand Dollars (\$55,000.00).

We would bill for this service on a monthly basis. The Pre-Construction Services end when the Drawings and Specifications are ready to bid by the trade contractors.

#### **CONSTRUCTION**

During the Construction Phase our compensation would be a percentage (Construction Management Fee) of the Construction Cost. The Construction Cost is defined as the sum of the contracts with the trade contractors and suppliers including change orders and the cost of General Conditions incurred by the Construction Manager. General Conditions include Direct Personnel Expenses, Reimbursable Expenses, and the cost of all materials and equipment used on the job site in providing Basic Services as described in the contract.

We propose a Construction Management Fee of 2.75%.

The following shall be considered as Reimbursable Expenses with regard to Construction Phase services.

- Direct Personnel Expense per the adjacent rate schedule for management, estimating, and supervision.
- Third party consultant costs, if any.
- Travel costs at the current IRS mileage rate for management personnel.
- The Superintendent's vehicle shall be paid at the rate established in the most recent revision of the Rental Rate Blue Book for Construction Equipment Volume 1 published by Equipment Watch, San Jose,

CA. This rate shall include maintenance, tires, and other costs of operation except fuel which will be billed as a reimbursable expense.

- Premiums for liability insurance not related to labor, which is general, umbrella, excess umbrella, professional, and pollution liability. The cost for these premiums shall be 0.59% of the total and final Cost of the Work.

The following are reimbursable expenses that may be furnished by the Construction Manager during the Construction Phase with the approval of the Owner:

- Field office trailer or rental office space including furnishings and equipment
- Job site Copier/Facsimile/Telephone Service
- Project Signage
- Postage/Express Mail/Freight
- Job site Office Supplies
- Documents Reproduction
- Permits/Fees
- Special Insurance Beyond That Normally Carried by Construction Manager
- Sanitation
- Dumpsters
- Construction Electrical Power/Water
- Drinking Water
- Fencing/Temporary Fencing
- Professional Cleaning (Final)
- Safety Materials/Interim Life Safety Measure
- Hoisting (Crane)
- Fire Protection/Extinguishers
- Job Site Security
- Job Site Lighting
- Job Site Toilets
- Layout Engineering/Surveying
- Material/Soil Testing
- Directional Signs/Barricades
- Traffic Regulation
- Snow Removal
- Job Site Photos
- Communication Devices
- Temporary Enclosures/Weather Enclosures
- Temporary Staging Areas
- Any other work as agreed to by the Owner and Construction Manager

<b>Direct Personnel Expense</b>	<b>Regular</b>	<b>Overtime</b>
Project Executive	\$130.00	\$130.00
Project Manager/Chief Estimator	\$109.37	\$109.37
Field Engineer/Cost Estimator	\$76.53	\$76.53
Superintendent	\$94.52	\$94.52

These rates include wages, labor overhead, payroll taxes, insurance, and fringe benefits. The above rates are effective through July 1, 2019. On and after that date the rates shall be annually adjusted based on the Consumer Price Index CP1-W, All Items, Midwest, Urban Areas 50,000 and Under as published by the U.S. Bureau of Labor Statistics. These rates do not include subsistence or living expenses if applicable.

Dr. Kerri Nelson  
Page 3  
March 12, 2019

If you have any questions, please give me a call.

Sincerely,

A handwritten signature in blue ink, appearing to read "Dan Culp". The signature is fluid and cursive, with the first name "Dan" and last name "Culp" clearly distinguishable.

Dan Culp  
Director of Business Development

## **SCOPE OF CONSTRUCTION MANAGEMENT SERVICES**

Shenandoah Community School District (SCSD)  
Construction Management-Agent Proposal  
High School Additions/Renovations for CTE/STEM and Gymnasium  
Shenandoah, Iowa  
March 12, 2019

### PREBOND SERVICES

1. Attend Pre-Bond meetings (2 in Shenandoah, remainder via teleconferencing).
2. Assist Design Team in evaluating SCSD program.
3. Prepare conceptual budgets of potential projects.
4. Prepare a preliminary Critical Path Method (CPM) Project Schedule for use to manage the Pre-Bond process.
5. Provide recommendations (if requested and based solely on our experience) for a bond vote campaign.
6. Participate in public forums if requested by SCSD.

### PRECONSTRUCTION SERVICES

7. Provide recommendations on relative feasibility of construction methods, availability of materials and labor, time requirements for procurement, installation and construction, and factors related to construction cost including, but not limited to, costs of alternative designs or materials, preliminary budgets, and possible economies.
8. Complete constructability and value engineering reviews to assure a buildable design within the project parameters.
9. Prepare a preliminary Critical Path Method (CPM) Project Schedule for SCSD's acceptance. In the Project Schedule, coordinate and integrate the Construction Manager services, designer and SCSD's responsibilities with anticipated design and construction schedules, highlighting critical and long-lead-time items. Identify schedule impediments and recommend solutions.
10. Develop site logistics plans.
11. Make recommendations and coordinate temporary facilities and equipment for common use during construction.
12. The Construction Manager shall provide recommendations and information to SCSD regarding the allocation of responsibilities for safety programs among the Prime Contractors.
13. The Construction Manager shall market and develop bidders' interest in the Project and establish bidding schedules. The Construction Manager, with the assistance of the Designers, shall issue bidding documents to bidders and conduct pre-bid conferences with prospective bidders. The Construction Manager shall issue the current Project schedule with each set of bidding documents. The Construction Manager shall assist the Designers with regard to questions from bidders and with the issuance of addenda.
14. Coordinate Scopes of Work for bid packages with SCSD equipment purchase orders.
15. The Construction Manager shall provide an analysis of the types and quantities of labor required for the Project and review the availability of appropriate categories of labor required for critical phases. The Construction Manager shall make recommendations for actions designed to minimize adverse effects of labor shortages.

16. The Construction Manager shall assist SCSD in preparing Construction Contracts for Prime Contractors and suppliers.
17. The Construction Manager shall assist SCSD in selecting, retaining and coordinating the professional services of surveyors, special consultants and testing laboratories required for the project.

#### CONSTRUCTION SERVICES

18. Assist SCSD in obtaining the required building and occupancy permits for the project.
19. The Construction Manager shall provide administration of the Contracts for Construction in cooperation with SCSD and the Designers as set forth in AIA Document A232-2009, General Conditions of the Contract for Construction, Construction Manager as Advisor Edition.
20. The Construction Manager shall provide administrative, management and related services to coordinate scheduled activities and responsibilities of the Prime Contractors with each other and with those of the Construction Manager, SCSD and the Designer. The Construction Manager shall coordinate the activities of the Prime Contractors in accordance with the latest approved Project schedule and the Contract Documents.
21. Utilizing the construction schedules provided by the Prime Contractors, the Construction Manager shall update the Project schedule developed in the Preconstruction Services incorporating the activities of SCSD, Designer and Prime Contractors on the Project including activity sequences and durations, allocation of labor and materials, processing of Shop Drawings, Product Data and Samples, and delivery and procurement of products, including those that must be ordered well in advance of construction. The Project schedule shall include SCSD's occupancy requirements showing portions of the Project having occupancy priority. The Construction Manager shall update and reissue the Project schedule as required to show current conditions. If an update indicates that the previously approved Project schedule may not be met, the Construction Manager shall recommend and execute corrective action.
22. The Construction Manager shall schedule and conduct meetings to discuss such matters as procedures, progress, coordination, and scheduling of the Work. The Construction Manager shall prepare and promptly distribute minutes to SCSD and Prime Contractors.
23. Utilizing information from the Prime Contractors, the Construction Manager shall schedule and coordinate the sequence of construction and assignment of space in areas where the Prime Contractors are performing Work in accordance with the Contract Documents and the latest approved Project schedule.
24. The Construction Manager shall schedule all tests and inspections required by the Contract Documents or governmental authorities, and arrange for the delivery of test and inspection reports to SCSD and Designer.
25. The Construction Manager shall endeavor to obtain satisfactory performance from each of the Prime Contractors. The Construction Manager shall recommend courses of action to SCSD when requirements of a Contract are not being fulfilled.
26. The Construction Manager shall maintain accounting records on authorized Work performed under unit costs, additional Work performed on the basis of actual costs of labor and materials, and other Work requiring accounting records.
27. The Construction Manager shall develop and implement procedures for the review and processing of Applications for Payment by Prime Contractors for progress and final payments.
28. Not more frequently than monthly, the Construction Manager shall review and certify the amounts due the respective Contractors as follows:
  - a. The Construction Manager shall, within seven days after the Construction Manager receives each Prime Contractor's Application for Payment: (1) review the Applications



- and certify the amount the Construction Manager determines is due each Prime Contractor, (2) prepare a summary of Prime Contractors' Applications for Payment by summarizing information from each Prime Contractor's Application for Payment, (3) prepare a Project Application and Certificate for Payment, (4) certify the total amount the Construction Manager determines is due all Prime Contractors collectively, and (5) forward the Summary of Contractors' Applications for Payment and Project Application and Certificate for Payment to SCSD.
29. The Construction Manager's certification for payment shall constitute a representation to SCSD, based on the Construction Manager's evaluations of the Work and on the data comprising the Prime Contractors' Applications for Payment, that, to the best of the Construction Manager's knowledge, information and belief, the Work has progressed to the point indicated and the quality of the Work is in accordance with the Contract Documents. The foregoing representations are subject to an evaluation of the Work for conformance with the Contract Documents upon Substantial Completion, to results of subsequent tests and inspections, to correction of minor deviations from the Contract Documents prior to completion and specific qualifications expressed by the Construction Manager. The issuance of a Certificate for Payment shall further constitute a recommendation to SCSD that the Prime Contractor be paid the amount certified.
  30. The certification of an Application for Payment or a Project Application for Payment by the Construction Manager shall not be a representation that the Construction Manager has (1) made exhaustive or continuous on-site inspections to check the quality or quantity of the Work; (2) reviewed construction means, methods, techniques, sequences for the Contractor's own Work, or procedures; (3) reviewed copies of requisitions received from Subcontractors and material suppliers and other data requested by SCSD to substantiate the Prime Contractor's right to payment; or (4) ascertained how or for what purpose the Prime Contractor has used money previously paid on account of the Contract Sum. The Construction Manager shall manage a process of Prime Contractors' Affidavits and waivers of lien as agreed to by SCSD at the inception of the project.
  31. The Construction Manager shall review the safety programs developed by each of the Prime Contractors solely and exclusively for purposes of coordinating the safety programs with those of the other Prime Contractors and for making recommendations to SCSD for any safety programs not included in the Work of the Prime Contractors. The Construction Manager's responsibilities for coordination of safety programs shall not extend to direct control over or charge of the acts or omissions of the Contractor, Prime Contractors, Subcontractors, agents or employees of the Contractors or Prime Contractors or Subcontractors, or any other persons performing portions of the Work and not directly employed by the Construction Manager.
  32. The Construction Manager shall determine in general that the Work of each Prime Contractor is being performed in accordance with the requirements of the Contract Documents and notify SCSD, Prime Contractor and Designer of defects and deficiencies in the Work. The Construction Manager shall have the authority to reject Work that does not conform to the Contract Documents and shall notify SCSD and Designer about the rejection. The failure of the Construction Manager to reject Work shall not constitute the acceptance of the Work. The Construction Manager shall record any rejection of Work in its daily log and include information regarding the rejected Work in its progress reports to the Designer and SCSD. Upon written authorization from SCSD, the Construction Manager may require and make arrangements for additional inspection or testing of the Work in accordance with the provisions of the Contract Documents, whether or not such Work is fabricated, installed or completed, and the Construction Manager shall give timely notice to the Designer and SCSD of when and where the tests

- and inspections are to be made so that the Designer and SCSD may be present for such procedures.
33. The Construction Manager shall advise and consult with SCSD and Designer during the performance of its Construction Phase Services. The Construction Manager shall have authority to act on behalf of SCSD only to the extent provided in this Agreement. The Construction Manager shall not have control over, charge of, or responsibility for the construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the Work of each of the contractors, since these are solely the Prime Contractor's rights and responsibilities under the Contract documents. The Construction Manager shall not be responsible for a Prime Contractor's failure to perform the Work in accordance with the requirements of the Contract Documents. The Construction Manager shall be responsible for the Construction Manager's negligent acts or omissions that breach the professional standard of care, but shall not have control over or charge of and shall not be responsible for acts or omissions of the Prime Contractors, Subcontractors, or their agents or employees, or any other persons or entities performing portions of the Work.
  34. The Construction Manager shall transmit to the Designer requests for interpretations and requests for information of the meaning and intent of the Drawings and Specifications with its written recommendation, and assist in the resolution of questions that may arise.
  35. The Construction Manager shall manage changes, if any, to the project to reduce impact to schedule and cost. The Construction Manager shall review requests for changes, assist in negotiating Contractors' proposals, submit recommendations to SCSD, and, if they are accepted, prepare Change Orders and Construction Change Directives that incorporate modifications to the Contract Documents.
  36. The Construction Manager shall assist the Initial Decision Maker in the review, evaluation and documentation of Claims.
  37. Utilizing the submittal schedules provided by each Contractor, the Construction Manager shall prepare, and revise as necessary, a Project submittal schedule incorporating information from SCSD, SCSD's consultants, SCSD's separate contractors and vendors, governmental agencies, and all other participants in the Project under the management of the Construction Manager. The Project submittal schedule and any revisions shall be submitted to the Designer for approval. The Construction Manager shall promptly review all Shop Drawings, Product Data, Samples and other submittals from the Prime Contractors for compliance with the submittal requirements of the Contract, coordinate submittals with information contained in related documents, and transmit to the Designer those that the Construction Manager recommends for approval. The Construction Manager's actions shall be taken in accordance with the Project submittal schedule approved by the Designer, or in the absence of an approved Project submittal schedule, with such reasonable promptness as to cause no delay in the Work or in the activities of the Contractor, other Prime Contractors, SCSD, or the Designer.
  38. The Construction Manager shall keep a daily log containing a record of weather, each Contractor's Work on the site, number of workers, identification of equipment, Work accomplished, problems encountered, and other similar relevant data as SCSD may require.
  39. The Construction Manager shall record the progress of the Project. On a monthly basis Construction Manager shall submit written progress reports to SCSD.
  40. Utilizing the documents provided by SCSD, the Construction Manager shall maintain at the site one copy of all Contracts, Drawings, Specifications, addenda, Change Orders and other Modifications, in good order and red lined currently to record all changes and selections made during construction, and in addition, approved Shop Drawings, Product Data, Samples and similar required submittals. The Construction Manager shall

maintain records, in duplicate, of principal building layout lines, elevations of the bottom of footings, floor levels and key site elevations certified by a qualified surveyor. The Construction Manager shall make all such records available to the Designer for incorporation into electronic files.

41. The Construction Manager shall arrange for the delivery, storage, protection and security of SCSD purchased materials, systems and equipment that are a part of the Project until such items are incorporated into the Work.
42. When the Construction Manager considers each Prime Contractor's Work or a designated portion thereof is substantially complete, the Construction Manager shall, jointly with the Prime Contractor, prepare for SCSD a list of incomplete or unsatisfactory items and a schedule for their completion. The Construction Manager shall assist SCSD and the Architect in conducting inspections to determine whether the Work or designated portion thereof is substantially complete.
43. When the Work or designated portion thereof is substantially complete, the Architect shall prepare, and the Architect, Construction Manager and SCSD shall execute, a Certificate of Substantial Completion. The Construction Manager shall submit the executed Certificate to SCSD and Prime Contractor. The Construction Manager shall coordinate the correction and completion of the Work. Following issuance of a Certificate of Substantial Completion of the Work or a designated portion thereof, the Construction Manager shall evaluate the completion of the Work of the Prime Contractors and make recommendations to SCSD when Work is ready for final inspection. The Construction Manager shall assist SCSD in conducting final inspections.
44. The Construction Manager shall forward to SCSD, with a copy to the Designer, the following information received from the Prime Contractors: (1) certificates of insurance received from the Prime Contractors; (2) consent of surety or surety, if any, to reduction in or partial release of retainage or the making of final payment; (3) affidavits, receipts, releases and waivers of liens or bonds indemnifying SCSD against liens; and (4) any other documentation required of the Contractor under the Contract Documents, including warranties and similar submittals.
45. Prepare electronic Operation and Maintenance Manuals for material and equipment including delivering manufacturers extended warranties
46. The Construction Manager shall deliver all keys, manuals, record drawings and maintenance stocks to SCSD. The Construction Manager shall forward to SCSD a final Project Application for Payment and Project Certificate for Payment or final Application for Payment and final Certificate for Payment upon the Contractor's compliance with the requirements of the Contract Documents.
47. Duties, responsibilities and limitations of authority of the Construction Manager as set forth in the Contract Documents shall not be restricted, modified or extended without written consent of SCSD, Construction Manager, Designer, and Prime Contractors. Consent shall not be unreasonably withheld.
48. Manage compliance with storm Water Pollution Prevention Plan (SWPPP) and Permit to Discharge Stormwater.