

Shenandoah Community School District Board of Directors
Shenandoah Administrative Board Room
July 9, 2018 – 5:00 p.m.

Board Agenda

1. Call to Order
2. Roll Call and Determination of Quorum
3. Mission Statement: Read by Director Jean Fichter
 - 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 – Flexible Funding
5. Welcome to Audience
6. Public Forum
7. Consent Agenda
 - a. Minutes
 - b. Treasurer's Report
 - i. Account Balances
 - ii. Unspent Authorized Budget Report
 - iii. Accounts Payable
 - c. Personnel Requests

Contracts:

Zach Dotzler	Assistant Speech Coach	\$2,221
Lindsey Lundgren	MS/HS Science Teacher	BA Step 8/\$45,800
Jennifer Edie	2 nd Grade Teacher	BA Step 1/\$37,015
Liz Skillern	Asst. Boys Track Coach	\$3,516
Don Nelson	Bus Driver	\$14.02/hr; \$34.30/rt
*J.P. Outhier	Bus Driver	\$14.02/hr; \$34.30/rt
*Nicholas Stuart	Asst. HS Football Coach	\$3,516

Resignations:

Jon Weinrich	Boys Golf Coach
Jon Weinrich	Mentor Teacher

Transfers:

Ty Ratliff	MS PE to HS PE
Brent Ehlers	MS Science to MS PE
Angie Hunter	MS/HS Science to MS Science

*Pending meeting final Iowa licensure requirements

D. Open Enrollment Request

Deny request from D.V.

8. Action Items

- a. Approve Resolution for Flexible Funding
- b. Approve 2018-2019 Licensed Teacher Employee Handbook
- c. Approve 2018-2019 Support Staff Employee Handbook
- d. Approve 2018-2019 Coaches Handbook
- e. Approve first reading of the meal charge policy 710.5
- f. Approve first reading of the wellness policy 504.8
- g. IASB Legislative Priorities

9. Discussion Items

- a. Instructional Support Levy
- b. Facilities Planning Update

10. Informational Items

Next Regular Meeting – August 13, 2018 at 7:00 P.M.

11. Adjournment

Certificate Of Publication

The Valley News

State of Iowa, Page County, 14, ss:

I, the undersigned being duly sworn, do hereby certify that I am the Publisher of the The Valley News, a newspaper printed and published twice weekly at Shenandoah, in said County and State, and that the notice hereto attached was published in said newspaper once each week for the period and on the dates below listed:

First Publication on June 27, 2018

**NOTICE OF PUBLIC HEARING -
Shenandoah Community
School District**

Pursuant to Chapters 21 and 298A Code of Iowa, NOTICE IS HEREBY GIVEN that a public hearing will be held by Shenandoah Community School District 5 PM on July 9, 2018 in the Administration Board Room at 304 W Nishna Road, Shenandoah Iowa. This hearing is on a resolution to expend funds from district's Flexibility Account for the Pre-school Program. These funds, in the amount of \$62,996.32, were unexpended and unobligated from Homeschool Assistance Program (\$42,782.01) and Iowa Core -PD (\$20,214.31).

Written comments may be submitted to Lisa Holmes, Board Secretary on or before July 5, 2018 at 3:00 PM.

180627-83327

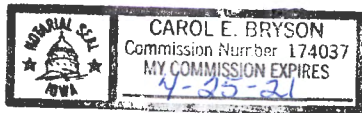
Signed John VanNostrand
John VanNostrand, Publisher

Subscribed and sworn to before me this 27 day of June 2018.

Carol E. Bryson
Notary Public/ State of Iowa

Publication Fee: 12.71

Description: PRESCHOOL FUNDS HEARING NOTICE - 180627-83327



Shenandoah Community School District
Minutes of the Regular Meeting of the Board of Directors – June 11, 2018
Administration Board Room

Call to Order:

Board President Greg Ritchey called the meeting to order at 5:02 pm.

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, Board Secretary Lisa Holmes and School Business Official Sherri Ruzek. Absent was Director Kip Anderson.

Mission Statement:

The SCSD Mission Statement was read by Director Kathy Langley.

Welcome to Audience:

Board President Greg Ritchey welcomed everyone to the meeting.

Open Forum:

No one addressed the board.

Administrative Reports:

Iowa Assessment Overview: Mr. Monte Munsinger went over the School Report Card Comparison with the board showing areas of proficiency and growth in the Iowa Assessment.

Summer Meal Program: Mrs. Emily Furst shared that the summer meal program started last week and has had great attendance. Sites at the Shenandoah Public Library and Sportsman's Park have been added this year. The goal is to grow the program and advertising efforts have been expanded.

School Safety Planning: Dr. Kerri Nelson has invited local emergency personnel to a Safety Summit in July. The purpose of this meeting is to work together to review an emergency plan for the school.

Consent Agenda:

Approve the consent agenda to include previous minutes, the financial accounts and the payment of bills. Personnel Requests: Contracts: Candice Gates, PK 1:1 Associate – \$12.14/hr probationary; Crystal Dooley, HS Associate - \$11.84/hr probationary; Holly Scherff, Lead Driver - \$14.87/hr; Jamie Geho, 4th Grade Teacher – BA/Step 2 \$38,270; Jon Weinrich, Dean of Students/Transportation Supervisor - \$74,500; Nicholas Stuart, MS/HS Social Studies – BA/Step 2 \$38,270; Sarah F. Martin, HS Mentor Teacher - \$4,500; Tahrae Metzger, PK Teacher – MA/Step 8 - \$49,085; Traci Toms, Elem Mentor Teacher - \$4,500; Trevor Scanlan, IT Assistant - \$18/hr; Vanessa Keenan, 4th Grade Teacher – BA/Step 1 \$37,015. Resignations: Natalie Denton, MS Associate; Ashley Van Dyke, Kindergarten; Kevin Van Dyke, 4th Grade; Jon Weinrich, HS Social Studies; Bryan Diekmann, HS Physical Education and Assistant HS Boys Track; Heather Diekmann, 2nd Grade. Transfers: Brian Daoust, MS/HS Social Studies to HS Social Studies and Traci Toms, PK to Kindergarten. Fundraising Requests: All Summer Sports Camps (6/4-8/17/18) with proceeds to be used for registration, travel, meals, lodging for state and national events and for team equipment and needs throughout the year. Grant Requests: FY19 DECAT Proposal for \$4,716.45; Pioneer Garden Grants and Summer Feeding Program. Motion to Approve by Director Fichter, 2nd by Director Langley. 4 Ayes with Director Anderson absent – Motion passes.

Action Items:

Approve PK Handbook for 2018-19. Motion by Director Van Der Vliet, 2nd by Director Fichter. 4 Ayes with Director Anderson absent – Motion passes.

Approve Student Parent JK-12 Handbook for 2018-19. Motion by Director Van Der Vliet, 2nd by Director Fichter. 4 Ayes with Director Anderson absent – Motion passes.

Approve purchase of 2 new buses from Hoglund, a 77 passenger for \$85,000 and a 65 passenger for \$82,500. Motion by Director Van Der Vliet, 2nd by Director Fichter. 4 Ayes with Director Anderson absent – Motion passes.

Approve Bread bid with Bimbo Bakeries and Milk bid with Land O Lakes. Motion by Director Van Der Vliet, 2nd by Director Langley. 4 Ayes with Director Anderson absent – Motion passes.

Approve Tractor Purchase from Vetter Equipment for a Case IH Farmall 45C with L360A Loader for \$33,183. Motion by Director Langley, 2nd by Director Fichter. 4 Ayes with Director Anderson absent – Motion passes.

Approve Truck Purchase from Shore Motor Company for a 2019 Chevrolet Silverado 1500 Double Cab for \$26,279. Motion by Director Fichter, 2nd by Director Langley. 4 Ayes with Director Anderson absent – Motion passes.

Approve Tennis Court Repair with ProTrack and Tennis for crack repair and coating with a 5 year warranty for \$33,484. Motion by Director Van Der Vliet, 2nd by Director Fichter. 4 Ayes with Director Anderson absent – Motion passes.

Approve Agreement with City of Shenandoah for use of the Bricker Botanical Center. This is a 10 year agreement with the school district paying utilities. Motion by Director Fichter, 2nd by Director Van Der Vliet. 4 Ayes with Director Anderson absent – Motion passes.

Approve the On the Job Training Contract with IWCC for the IT Assistant position. Motion by Director Langley, 2nd by Director Van Der Vliet. 4 Ayes with Director Anderson absent – Motion passes.

Discussion Items:

Updates to Meal Charge Policy: The current meal charge policy will be altered to include new language as required by the state.

Review IASB Legislative Priorities: Dr. Nelson provided a handout to board members with this year's legislative priorities. The board will choose their top priorities at the next meeting.

Flex Funding Options: Mrs. Sherri Ruzek explained the new flex funding option that will be available beginning next fiscal year. Three areas have been identified as options to transfer balances into the flex fund. A public hearing will need to be held in order to initiate the transfer.

Visiting Career Technical Centers: Dr. Nelson share with the board that the architects would like some directors to tour a technical center in Nebraska sometime in July.

LED Lights for HS Gym (possible action): There are 36 lights in the HS gym that the district would like to transferred over to LED. Director Fichter moved and Director Van Der Vliet seconded approving Stevenson Electric to switch these to 30,000 lumen fixtures for a cost of \$18,125.55. With a rebate from Mid-American Energy of \$200/fixture, the total cost would be \$10,925.52. 4 Ayes with Director Anderson absent – Motion passes.

Next Board Meeting: Regular Meeting – July 9, 2018 at 5:00 p.m.

Adjournment at 5:58 pm. Motion by Director Van Der Vliet, 2nd by Director Langley. 4 Ayes with Director Anderson absent – Motion passes.

Board Secretary

Board President

SHENANDOAH ACCOUNT BALANCES		June 30, 2018				
ACCOUNT	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
General Fund (10)						
Beg Balance Checking (Bank Iowa)	\$1,299.46	\$1,299.79	\$1,300.03	\$1,287.25	\$0.00	\$0.00
Beg Balance Savings (Bank Iowa)	\$29,723.26	\$29,729.98	\$29,001.81	\$29,008.25	\$0.00	\$0.00
Beg Balance Checking (Century)	\$1,266,024.34	\$1,409,921.02	\$948,927.07	\$633,527.84	\$603,626.01	\$593,865.67
Beg Balance Savings (Century)	\$2,285,380.30	\$1,411,107.08	\$1,140,000.56	\$1,747,000.51	\$2,970,914.33	\$2,979,811.00
Revenues	\$162,127.47	\$264,311.19	\$1,355,738.01	\$2,221,476.73	1,052,466.93	\$1,000,626.54
Expenditures	-\$911,519.63	-\$996,404.35	-\$1,070,989.17	-\$1,071,091.05	-1,054,212.12	-\$971,892.22
End Balance Checking (Bank Iowa)	\$1,299.79	\$1,300.03	\$1,287.25	\$0.00		
End Balance Savings (Bank Iowa)	\$29,729.98	\$29,736.81	\$29,008.25	\$0.00		
End Balance Checking (Century)	\$1,409,921.02	\$948,927.07	\$633,527.84	\$603,626.01	593,865.67	\$461,235.61
End Balance Savings (Century)	\$1,411,107.08	\$1,140,000.56	\$1,747,000.51	\$2,970,914.33	2,979,811.00	\$3,141,352.61
Total General Fund	\$2,852,057.87	\$2,119,964.47	\$2,410,823.85	\$3,574,540.34	\$3,573,676.67	\$3,602,588.22
Management Fund (22)						
Beg Balance Checking (Bank Iowa)	\$6,287.32	\$6,288.44	\$6,289.58	\$6,290.68	\$0.00	\$0.00
Beg Balance Savings (Bank Iowa)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Beg Balance Checking (Century)	\$13,466.24	-\$19,809.48	\$5,193.70	\$5,196.48	\$5,200.88	\$6,345.07
Beg Balance Savings (Century)	\$542,891.64	\$345,106.38	\$320,244.29	\$338,116.94	\$344,538.23	\$324,677.81
Revenues Checking	\$2,215.86	\$142.23	\$17,876.53	\$135.01	\$142.77	\$138.82
Expenditures Checking	-\$233,275.72				-\$18,859.00	\$0.00
End Balance Checking (Bank Iowa)	\$6,288.44	\$6,289.58	\$6,290.68	\$0.00		
End Balance Savings (Bank Iowa)						
End Balance Checking (Century)	-\$19,809.48	\$5,193.70	\$5,196.48	\$5,200.88	\$6,345.07	\$6,350.50
End Balance Savings (Century)	\$345,106.38	\$320,244.29	\$338,116.94	\$344,538.23	\$324,677.81	\$324,811.20
Total Management Fund	\$331,585.34	\$331,727.57	\$349,604.10	\$349,739.11	\$331,022.88	\$331,161.70
SAVE Fund (33)						
Beg Balance Checking (Bank Iowa)	\$4,176.66	\$4,177.41	\$4,178.17	\$4,178.91	\$0.00	\$0.00
Beg Balance Savings (Bank Iowa)	\$5,003.46	\$5,004.59	\$5,005.55	\$5,006.66	\$0.00	\$0.00
Beg Balance Checking (Century)	\$31,741.11	\$31,753.18	\$31,772.66	-\$48,158.08	\$51,702.97	\$51,616.86
Beg Balance Savings (Century)	\$1,694,920.06	\$1,750,787.83	\$1,800,303.84	\$1,849,757.09	\$1,808,378.10	\$1,808,378.10
Revenues Checking	\$90,804.95	\$84,288.38	\$84,223.10	\$84,222.71	109,119.52	\$86,620.52
Expenditures Checking	-\$34,923.23	-\$34,751.17	-\$114,698.74	-\$34,926.22	-34,863.17	-\$44,559.56
End Balance Checking (Bank Iowa)	\$4,177.41	\$4,178.17	\$4,178.91	\$0.00		
End Balance Savings (Bank Iowa)	\$5,004.59	\$5,005.55	\$5,006.66	\$0.00		
End Balance Checking (Century)	\$31,753.18	\$31,772.66	-\$48,158.08	\$51,702.97	51,616.86	\$41,848.50
End Balance Savings (Century)	\$1,750,787.83	\$1,800,303.84	\$1,849,757.09	\$1,808,378.00	1,882,720.56	\$1,934,549.88
Total SAVE Fund	\$1,791,723.01	\$1,841,260.22	\$1,810,784.58	\$1,860,080.97	\$1,934,337.42	\$1,976,398.38
PPEL Fund (36)						
Beg Balance Checking (Bank Iowa)	\$3,201.02	\$3,201.59	\$3,202.17	\$3,202.73	\$0.00	\$0.00
Beg Balance Savings (Bank Iowa)	\$16,461.39	\$16,465.11	\$16,468.89	\$16,472.55	\$0.00	\$0.00
Beg Balance Checking (Century)	\$2,248.70	\$2,808.34	\$13,676.00	\$266,035.25	\$180,432.14	\$180,432.14
Beg Balance Savings (Century)	\$549,000.87	\$464,685.94	\$451,880.54	\$160,043.95	\$354,293.36	\$383,192.91
Revenues Checking	\$5,690.53	\$12,207.51	\$58,267.21	\$174,700.11	\$28,969.56	\$52,158.37
Expenditures Checking	-\$89,441.53	-\$14,140.89	-\$97,740.33	-\$85,729.09	-\$40,942.12	-\$46,117.42
Expenditures Accts Pay						
End Balance Checking (Bank Iowa)	\$3,201.59	\$3,202.17	\$3,202.73	\$0.00		
End Balance Savings (Bank Iowa)	\$16,465.11	\$16,468.89	\$16,472.55	\$0.00		
End Balance Checking (Century)	\$2,808.34	\$13,676.00	\$266,035.25	\$180,432.10	\$139,560.03	\$93,523.24
End Balance Savings (Century)	\$464,685.94	\$451,880.54	\$160,043.95	\$354,293.36	\$383,192.91	\$435,270.65
Total PPEL Fund	\$487,160.98	\$485,227.60	\$445,754.48	\$534,725.46	\$522,752.94	\$528,793.89

SHENANDOAH ACCOUNT BALANCES						
ACCOUNT	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
General Fund (10)						
Beg Balance Checking	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Beg Balance Savings	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Beg Balance Checking (Century)	\$461,235.61	\$473,406.39	\$141,807.49	\$166,770.90	\$7,202.43	\$25,566.23
Beg Balance Savings (Century)	\$3,141,352.61	\$3,138,698.66	\$3,047,430.18	\$2,876,960.41	\$4,069,912.59	\$4,137,129.23
Revenues	\$1,033,434.96	\$946,461.11	\$868,275.65	\$2,029,751.56	\$1,186,235.91	\$865,864.36
Expenditures	-\$1,027,235.29	-\$1,370,078.49	-\$1,013,895.31	-\$997,154.81	-\$1,100,646.54	-\$1,343,417.19
End Balance Checking						
End Balance Savings						
End Balance Checking (Century)	\$473,406.39	\$141,807.49	\$166,770.90	\$7,202.43	\$25,566.23	\$731,355.95
End Balance Savings (Century)	\$3,138,698.66	\$3,047,430.18	\$2,876,960.41	\$4,069,912.59	\$4,137,129.23	\$2,963,668.37
Total General Fund	\$3,612,105.05	\$3,189,237.67	\$3,043,731.31	\$4,077,115.02	\$4,162,695.46	\$3,695,024.32
Management Fund (22)						
Beg Balance Checking	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Beg Balance Savings	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Beg Balance Checking (Century)	\$6,350.50	\$3,354.19	\$2,935.39	\$2,941.11	\$2,951.86	\$2,958.52
Beg Balance Savings (Century)	\$324,811.20	\$294,962.58	\$295,091.30	\$295,230.31	\$295,881.10	\$296,065.65
Revenues Checking	\$155.07	\$135.92	\$144.73	\$204.54	\$191.21	\$181.46
Expenditures Checking	-\$33,000.00	-\$426.00	\$0.00	\$457.00	\$0.00	-\$7,641.00
End Balance Checking						
End Balance Savings						
End Balance Checking (Century)	\$3,354.19	\$2,935.39	\$2,941.11	\$2,951.86	\$2,958.52	\$317.80
End Balance Savings (Century)	\$294,962.58	\$295,091.30	\$295,230.31	\$295,881.10	\$296,065.65	\$291,246.83
Total Management Fund	\$298,316.77	\$298,026.69	\$298,171.42	\$298,832.96	\$299,024.17	\$291,564.63
SAVE Fund (33)						
Beg Balance Checking	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Beg Balance Savings	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Beg Balance Checking (Century)	\$41,848.50	\$8,565.54	\$41,470.36	-\$75,766.17	\$19,009.88	\$14,513.87
Beg Balance Savings (Century)	\$1,934,549.88	\$1,966,593.99	\$1,882,664.00	\$1,994,138.11	\$1,933,250.63	\$1,984,617.06
Revenues Checking	\$86,804.70	\$922.90	\$146,282.40	\$73,932.91	\$86,150.29	\$86,268.56
Expenditures Checking	-\$88,043.55	-\$51,948.07	-\$152,044.82	-\$40,044.34	-\$39,279.87	-\$86,268.56
End Balance Checking						
End Balance Savings						
End Balance Checking (Century)	\$8,565.54	\$41,470.36	-\$75,766.17	\$19,009.88	\$14,513.87	\$491,908.84
End Balance Savings (Century)	\$1,966,593.99	\$1,882,664.00	\$1,994,138.11	\$1,933,250.63	\$1,984,617.06	\$1,535,701.55
Total SAVE Fund	\$1,975,159.53	\$1,924,134.36	\$1,918,371.94	\$1,952,260.51	\$1,999,130.93	\$2,027,610.39
PPEL Fund (36)						
Beg Balance Checking	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Beg Balance Savings	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Beg Balance Checking (Century)	\$93,523.24	\$124,320.28	\$22,216.68	\$117,626.18	\$73,262.91	\$68,292.70
Beg Balance Savings (Century)	\$435,270.65	\$226,006.93	\$246,488.61	\$261,877.99	\$372,299.05	\$406,690.26
Revenues Checking	\$10,763.02	\$20,536.17	-\$15,413.69	\$110,687.83	\$34,545.04	\$7,183.84
Expenditures Checking	-\$189,229.70	-\$102,158.09	\$95,385.19	-\$44,630.04	-\$5,124.04	-\$22,215.24
Expenditures Accts Pay						
End Balance Checking						
End Balance Savings						
End Balance Checking (Century)	\$124,320.28	\$22,216.68	\$117,626.18	\$73,262.91	\$68,292.70	\$192,843.17
End Balance Savings (Century)	\$226,006.93	\$246,488.61	\$261,877.99	\$372,299.05	\$406,690.26	\$268,704.39
Total PPEL Fund	\$350,327.21	\$268,705.29	\$379,504.17	\$445,561.96	\$474,982.96	\$461,547.56

SHENANDOAH ACCOUNT BALANCES						
ACCOUNT	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
Activity Fund (21)						
Beg Balance Checking	\$5,538.99	\$3,595.62	\$3,107.90	\$504.00	\$9,627.55	\$6,819.23
Beg Balance Savings	\$202,529.87	\$177,068.97	\$164,176.06	\$159,998.67	\$149,369.16	\$134,232.74
Revenues Checking	\$24,505.96	\$12,044.34	\$20,823.68	\$19,061.00	\$9,815.18	\$9,746.33
Revenues Savings						
Expenditures Checking	-\$51,910.23	-\$25,424.97	-\$27,604.97	-\$20,566.96	-\$27,759.92	-\$23,127.35
Expenditures Savings						
Accounts Payable						
End Balance Checking	\$3,595.62	\$3,107.90	\$504.00	\$9,627.55	\$6,819.23	\$9,250.09
End Balance Savings	\$177,068.97	\$164,176.06	\$159,998.67	\$149,369.16	\$134,232.74	\$120,826.36
Total Activity Fund	\$180,664.59	\$167,283.96	\$160,502.67	\$158,996.71	\$141,051.97	\$130,076.45
Scholarships (81)						
Beg Balance Checking	\$850.00	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00
Beg Balance Savings	\$395,414.51	\$395,248.80	\$395,370.08	\$395,504.40	\$395,634.43	\$395,565.79
Revenues Checking	134.29	\$121.28	\$134.32	\$130.03	\$134.36	\$130.05
Revenues Savings	-\$1,000.00	\$0.00				
Expenditures Checking					-\$203.00	
Expenditures Savings						
End Balance Checking	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00
End Balance Savings	\$395,248.80	\$395,370.08	\$395,504.40	\$395,634.43	\$395,565.79	\$395,695.84
Total Scholarships	\$395,398.80	\$395,520.08	\$395,654.40	\$395,784.43	\$395,715.79	\$395,845.84
Agency Fund (91)						
Beg Bal Checking	\$89.50	\$70.87	\$329.28	\$270.61	\$214.97	\$148.97
Beg Bal Savings	\$1,418.16	\$1,429.16	\$1,224.36	\$4,529.36	\$5,144.36	\$2,144.36
Revenues Checking	\$11.00	\$115.20	\$3,305.00	\$615.00		
Revenues Savings	-\$18.63	-\$61.59	-\$58.67	-\$55.64	-\$3,066.00	
Expenditures Checking						-\$406.16
Expenditures Savings						
End Balance Checking	\$70.87	\$329.28	\$270.61	\$214.97	\$148.97	-\$257.19
End Balance Savings	\$1,429.16	\$1,224.36	\$4,529.36	\$5,144.36	\$2,144.36	\$2,144.36
Total Agency Fund	\$1,500.03	\$1,553.64	\$4,799.97	\$5,359.33	\$2,293.33	\$1,887.17
Total Checking Acct 2	\$3,816.49	\$3,587.18	\$924.61	\$9,992.52	\$7,118.20	\$9,142.90
Total Savings Acct 2	\$573,746.93	\$560,770.50	\$560,032.43	\$550,147.95	\$531,942.89	\$518,666.56
Grand Total Acct 2	\$577,563.42	\$564,357.68	\$560,957.04	\$560,140.47	\$539,061.09	\$527,809.46
Reconciliation						
Bank Statement Checking	\$4,524.42	\$6,583.63	\$2,349.21	\$10,574.73	\$11,429.60	\$21,973.98
Bank Statement Savings	\$178,498.13	\$165,400.42	\$164,528.03	\$154,513.52	\$136,377.10	\$122,970.72
Bank Statement Savings	\$395,248.80	\$395,370.08	\$395,504.40	\$395,634.43	\$395,565.79	\$395,695.84
Less Outstanding Checks	-\$707.93	-\$2,996.45	-\$1,424.60	-\$582.21	-\$4,311.40	-\$12,831.08
Outstanding Deposits/GJE						
Total Reconciliation	\$577,563.42	\$564,357.68	\$560,957.04	\$560,140.47	\$539,061.09	\$527,809.46
Amount Reconciliation Off	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

SHENANDOAH ACCOUNT BALANCES		June 30, 2018				
ACCOUNT	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
Nutrition (61)						
Beg Balance Checking (Century Ban	\$9,340.97	\$1,561.62	\$1,561.69	\$1,561.76	\$0.00	\$0.00
Beg Balance Checking (Bank Iowa)	\$1,561.56	\$13,429.21	\$22,106.79	\$61,954.89	\$67,943.48	\$68,782.50
Revenues Checking	\$19,802.59	\$22,300.02	\$32,063.08	\$76,771.28	\$72,869.29	\$64,553.66
Expenditures Checking	-\$7,230.58	-\$13,622.37	-\$67,214.91	-\$72,344.45	-72030.27	-\$60,148.09
Loan to Hot Lunch Fund			\$75,000.00			
Payable Accounts						
End Balance Checking (Bank Iowa)	\$14,990.83	\$1,561.69	\$1,561.76	\$0.00	\$0.00	\$73,188.07
End Balance Checking (Century)		\$22,106.79	\$61,954.89	\$67,943.48	\$68,782.50	
Total Nutrition	\$14,990.83	\$23,668.48	\$63,516.65	\$67,943.48	\$68,782.50	\$73,188.07
Grand Total Acct 3	\$14,990.83	\$23,668.48	\$63,516.65	\$67,943.48	\$68,782.50	\$73,188.07
Reconciliation						
Bank Statement Checking (Bank lov	\$1,561.62	\$1,575.12	\$1,575.19	\$0.00	\$0.00	
Bank Statement Checking (Century)	\$13,429.21	\$22,006.39	\$58,694.19	\$67,693.48	\$68,532.50	\$72,938.07
Less Outstanding Checks	-\$59.43	-\$205.03	-\$45.03	\$0.00	0	
Outstanding Withdrawals for Payro	\$250.00	\$292.00	\$3,292.30	\$250.00	250	\$250.00
Deposits in Transit						
Total Reconciliation	\$15,181.40	\$23,668.48	\$63,516.65	\$67,943.48	\$68,782.50	\$73,188.07
Amount Reconciliation Off	-\$190.57	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

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

	FUNCTION					TRUST FUND		ACTIVITY	
		GENERAL	MGMNT	AGENCY	PPEL				
OTHER {	INSTRUCTION	1XXX	\$7,407,148.03	\$146,438.18	\$3,871.48	\$1,100.95		\$2,628.00	\$294,513.13
	SUPPORT SERVICES	2XXX	\$3,645,404.37	\$114,961.29		\$450,870.07			
	NON-INSTRUCTIONAL	3XXX		\$31,284.25					
	FACILITIES ACQ & CONST	4XXX				\$189,162.28			
	DEBT	5XXX							
	AEA FLOW THROUGH	6100	\$505,752.00						
	TRANSFERS	62XX	\$75,000.00						
	AUDITOR ADJ	69xx							
	TOTAL		\$11,633,304.40	\$292,683.72	\$3,871.48	\$641,133.30	\$0.00	\$2,628.00	\$294,513.13
	PUBLISHED BUDGET		\$14,307,706.00	\$505,284.00	\$0.00	\$1,159,216.00		\$0.00	\$335,041.00
% USED		81.31%	57.92%	#DIV/0!	55.31%	#DIV/0!	#DIV/0!	87.90%	

% avg/mo/calc - 100%/12 mo X # months illustrated
0.00%

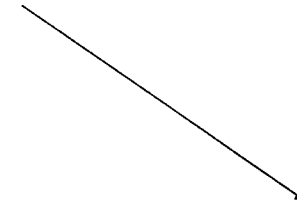
	FUNCTION	DEBT				TOTAL USED	PUB BUDGET	% OF BUDGET
		SAVE	SERVICE	NUTRITION	NOT USED			
INSTRUCTION	1XXX					\$7,855,699.77	\$8,929,000.00	87.98%
SUPPORT SERVICES	2XXX	\$110,248.68		\$339.70		\$4,321,824.11	\$4,310,100.00	100.27%
NON-INSTRUCTION	3XXX			\$674,099.31		\$705,383.56	\$582,000.00	121.20%
FACILITIES ACQ & CONST	4XXX	\$190,501.27				\$379,663.55	\$500,000.00	75.93%
DEBT	5XXX		\$1,060,255.00			\$1,060,255.00	\$1,500,000.00	70.68%
AEA FLOW THROUGH	6100					\$505,752.00	\$505,752.00	100.00%
TRANSFERS	62XX	\$417,186.10		\$105,620.75		\$597,806.85	\$420,000.00	142.33%
AUDITOR ADJ	69XX					\$0.00		#DIV/0!
ENDING BALANCE							\$4,125,815.00	0.00%
TOTAL		\$717,936.05	\$1,060,255.00	\$780,059.76	\$0.00	\$15,426,384.84	\$20,872,667.00	73.91%
PUBLISHED BUDGET		\$2,502,708.00	\$1,498,183.00	\$564,529.00	\$0.00		\$20,872,667.00	
% USED		28.69%	70.77%	138.18%	#DIV/0!		73.91%	

SHENANDOAH COMMUNITY SCHOOL DISTRICT
CALCULATION OF MISCELLANEOUS INCOME
2017-18

	STATE AID Source Codes 3111, 3113, 3204 3216, 3342, 3116, 3376	FOUR YEAR-OLD PRESCHOOL Source Code 3117	AEA FLOWTHROUGH Source Code 3214	PROPERTY TAX Source Codes 1110-1119	INCOME SURTAXES Source Codes 1130-1139	EXCISE TAXES UTILITY REPL. Source Codes 1170-1179	MOBILE HOME TAXES Source Codes 1190-1191	** MISCELLANEOU Source Codes All Other	TOTAL REVENUE (Includes Flowthrough)
JUL			\$42,146.00					\$41,096.95	\$83,242.95
AUG			\$42,146.00					\$28,137.12	\$70,283.12
SEP	\$617,733.00	\$19,547.00	\$42,156.00	\$652,314.65		\$864.39	\$165.29	\$23,122.97	\$1,355,738.01
OCT	\$617,733.00	\$19,547.00	\$42,146.00	\$1,472,648.50		\$2,197.11	\$123.24	\$67,205.12	\$2,221,476.73
NOV	\$617,733.00	\$19,547.00	\$42,146.00	\$240,027.34		\$49,742.43		\$83,271.16	\$1,052,466.93
DEC	\$617,733.00	\$19,547.00	\$42,146.00	\$104,216.37	\$150,651.60			\$66,332.57	\$1,000,626.54
JAN	\$613,198.00	\$19,547.00	\$42,146.00	\$118,027.02				\$240,516.94	\$1,033,434.96
FEB	\$613,198.00	\$19,547.00	\$42,146.00	\$66,681.71	\$57,949.20			\$146,939.20	\$946,461.11
MAR	\$613,198.00	\$19,547.00	\$42,146.00	\$162,297.00		\$760.91		\$30,326.74	\$868,275.65
APR	\$613,198.00	\$19,547.00	\$42,146.00	\$1,151,836.67		\$2,197.11		\$200,826.78	\$2,029,751.56
MAY	\$613,198.00	\$19,547.00	\$42,146.00	\$308,218.85		\$49,742.43		\$153,383.63	\$1,186,235.91
JUN	\$617,635.00	\$19,548.00	\$42,146.00	\$77,539.92			\$19.06	\$108,995.44	\$865,864.36
TOTAL	\$6,154,557.00	\$195,471.00	\$505,762.00	\$4,353,808.03	\$208,600.80	\$105,504.38	\$307.59	\$1,190,154.62	\$12,713,857.83

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

(Yellow indicates a formula)



SHENANDOAH COMMUNITY SCHOOL DISTRICT
UNSPENT AUTHORIZED BUDGET CALCULATION
2017-18

	REGULAR PROGRAM DISTRICT COST	\$7,168,465.00	
+	REGULAR PROGRAM BUDGET ADJUSTMENT	\$350,515.00	
+	SUPPLEMENTARY WEIGHTING DISTRICT COST	\$103,978.00	
+	SPECIAL ED DISTRICT COST	\$783,686.00	
+	TEACHER SALARY SUMMPLEMENT DISTRICT COST	\$676,898.00	
+	PROF DEV SUPPLEMENT DISTRICT COST	\$73,169.00	
+	EARLY INTERVENTION SUPPL DISTRICT COST	\$86,045.00	
+	TEACHER LEADERSHIP SUPPLEMENT	\$361,124.00	
+	AEA SPECIAL ED SUPPORT	\$349,577.00	
+	AEA SPECIAL ED SUPPORT ADJUSTMENT	\$10,735.00	
+	AEA MEDIA SERVICES	\$58,838.00	
+	AEA EDUCATIONAL SERVICES	\$65,064.00	
+	AEA SHARING DISTRICT COST	\$0.00	
+	AEA TEACHER SALARY SUPPL DISTRICT COST	\$36,996.00	
+	AEA PROF DEV SUPPL DISTRICT COST	\$3,942.00	
+	DROPOUT ALLOWABLE GROWTH	\$183,610.00	
+	SBRC ALLOWABLE GROWTH OTHER #1	\$136,742.00	(Increased Enrollment)
+	SBRC ALLOWABLE GROWTH OTHER #2 (LEP)	\$2,805.00	
+	SPECIAL ED DEFICIT ALLOWABLE GROWTH	\$300,000.00	
-	SPECIAL ED POSITIVE BALANCE REDUCTION	\$0.00	
-	AEA SPECIAL ED POSITIVE BALANCE	\$0.00	
+	ALLOWANCE FOR CONSTRUCTION PROJECTS	\$0.00	
-	UNSPENT ALLOWANCE FOR CONSTRUCTION	\$0.00	
+	ENROLLMENT AUDIT ADJUSTMENT	-\$13,182.00	
-	AEA PRORATA REDUCTION	\$57,385.00	
=	MAXIMUM DISTRICT COST	<u>\$10,681,622.00</u>	
+	PRESCHOOL FOUNDATION AID	\$196,333.00	
+	INSTRUCTIONAL SUPPORT AUTHORITY	\$565,578.00	
+	ED IMPROVEMENT AUTHORITY	\$0.00	EST
+	OTHER MISCELLANEOUS INCOME	\$1,190,154.62	
+	UNSPENT AUTH BUDGET - PREVIOUS YEAR	<u>\$2,943,266.00</u>	
=	MAXIMUM AUTHORIZED BUDGET	<u>\$15,576,953.62</u>	
-	EXPENDITURES	<u>\$11,633,304.40</u>	74.68%
=	UNSPENT AUTHORIZED BUDGET	<u>\$3,943,649.22</u>	

EXPENDITURES

JULY	\$272,293.00
AUGUST	\$340,399.21
SEPTEMBER	\$1,070,989.17
OCTOBER	\$1,071,091.05
NOVEMBER	\$1,054,212.12
DECEMBER	\$971,892.22
JANUARY	\$1,027,235.29
FEBRUARY	\$1,370,078.49
MARCH	\$1,013,895.31
APRIL	\$997,154.81
MAY	\$1,100,646.54
JUNE	\$1,343,417.19
TOTAL	<u>\$11,633,304.40</u>

MONTHLY BOARD VENDOR BILLS
JULY 18 AP FOR BM

Vendor Name	Invoice Detail Amount	Invoice Detail Description
Checking Account ID 20	Fund Number 61	SCHOOL NUTRITION FUND
BMO MASTERCARD	689.98	FOOD FOR CATERING
EARTHGRAINS BAKING CO'S INC	22.40	SNF FOOD FOR THE FOODSERVICE PROGRAM
GREEN HILLS AEA	94.28	SNF SUPPLIES
MILLER BUILDING	799.28	FARM TO SCHOOL SUPPLIES
OMAHA WORLD HERALD	211.74	SNF SUPPLIES
SHENANDOAH CSD	30,652.75	INDIRECT COSTS FROM SNF
US FOODS	539.47	SNF SUPPLIES
Fund Number 61	<u>33,009.90</u>	
Checking Account ID 20	33,009.90	
Checking Account ID 3	Fund Number 21	ACTIVITY FUND
ADAM JUHL	155.00	GENERAL ATHLETICS OFFICIAL
ANNA PETERSON	108.00	GENERAL ATHLETIC WORKERS
BMO MASTERCARD	621.88	TRAVEL
BMO MASTERCARD	2,786.76	SUPPLIES/GENERAL ATHLETICS
BMO MASTERCARD	30.00	SUPPLIES/FCCLA
BMO MASTERCARD	420.22	SUPPLIES/FFA
BMO MASTERCARD	88.89	SUPPLIES/STUDENT COUNCIL
BMO MASTERCARD	240.00	MAY MENTORING ACT. STUD& STAFF ADMISSION
BMO MASTERCARD	160.40	SUPPLIES/CHEERLEADERS
BRYAN BRAZEAL	290.00	GENERAL ATHLETICS OFFICIAL
CORY FAUST	130.00	GENERAL ATHLETICS OFFICIAL
COUNTY LINE DESIGN	547.00	SUPPLIES/GENERAL ATHLETICS
CURTIS OSBORN	75.00	GENERAL ATHLETICS OFFICIAL
DANIEL JAMES	130.00	GENERAL ATHLETICS OFFICIAL
GARY WAX	540.00	GENERAL ATHLETICS OFFICIAL
GREAT AMERICAN SAVINGS	41.25	RESALE/MS MARCHING MUSTANGS
GRISWOLD 13 U TOURNAMENT	100.00	SUPPLIES/GENERAL ATHLETICS
HOWARD SPORTING GOODS	629.50	SUPPLIES/GENERAL ATHLETICS
JIM DOYLE	125.00	GENERAL ATHLETICS OFFICIAL
JIM MARANVILLE	80.00	GENERAL ATHLETICS OFFICIAL
JIM TOKHEIM	125.00	GENERAL ATHLETICS OFFICIAL
JOHN NAHNSEN	110.00	GENERAL ATHLETICS OFFICIAL
JOSHUA PERKINS	175.00	GENERAL ATHLETICS OFFICIAL
KEITH WOHLERS	130.00	GENERAL ATHLETICS OFFICIAL
KUEMPER CATHOLIC HIGH SCHOOL	60.00	ENTRY FEE TO ANOTHER SCHOOL
MICHAEL JAMES	130.00	GENERAL ATHLETICS OFFICIAL
MICHAEL JOYNER	130.00	GENERAL ATHLETICS OFFICIAL
MIKE PEITZMEIER	160.00	GENERAL ATHLETICS OFFICIAL
MIKE PETERSON	126.00	GENERAL ATHLETIC WORKERS
MYRANDA STARNER	125.00	GENERAL ATHLETICS OFFICIAL
NASSP/NASC	95.00	DUES/STUDENT COUNCIL
NASSP/NHS	385.00	REGISTRATION/NHS
RED OAK GOLF & COUNTRY CLUB	60.00	ENTRY FEE TO ANOTHER SCHOOL
RIEMAN MUSIC DES MOINES	21.84	RESALE/MS MARCHING MUSTANGS
ROCKY ROCHA	270.00	GENERAL ATHLETICS OFFICIAL
RON ERICKSON	540.00	GENERAL ATHLETICS OFFICIAL
RON HANSEN	108.00	GENERAL ATHLETIC WORKERS
RONALD ROMINE	125.00	GENERAL ATHLETICS OFFICIAL
RORY VOSS	130.00	GENERAL ATHLETICS OFFICIAL
SERENITY STUDIO&SPA	115.00	SUPPLIES/CLASS 2018
SHANE WIEGEL	175.00	GENERAL ATHLETICS OFFICIAL
SHENANDOAH CSD	41.97	GENERAL ATHLETIC WORKERS
SOUTHWEST IOWA DISTRICT FFA	75.00	REGISTRATION/FFA
SPORT CONSTRUCTION MIDWEST	3,750.00	SUPPLIES/GENERAL ATHLETICS
TOM MOORE	125.00	GENERAL ATHLETICS OFFICIAL
TROY NICKLAUS	125.00	GENERAL ATHLETICS OFFICIAL

MONTHLY BOARD VENDOR BILLS
 JULY 18 AP FOR BM

Vendor Name	Invoice Detail Amount	Invoice Detail Description
WALLIN PLUMBING & HEATING	1,005.25	SUPPLIES/MS STUDENT COUNCIL
WAYNE FREED	225.00	GENERAL ATHLETICS OFFICIAL
Fund Number 21	<u>15,941.96</u>	
Checking Account ID 3	Fund Number 81	TRUST FUNDS NON EXPENDABLE
ASHLEY MCCUNN/IWCC	500.00	INGRIM SCHOLARHIP TUITION
MADISON REGAN/IOWA STATE UNIVERSITY	325.00	SCHOLARSHIPS/I&C WILSON/ROLSCREEN
MEIGHAN LAUGHLIN/LUTHER COLLEGE	500.00	INGRIM SCHOLARHIP TUITION
Fund Number 81	<u>1,325.00</u>	
Checking Account ID 3	Fund Number 91	AGENCY FUND
BMO MASTERCARD	406.16	MIX IT UP SUPPLIES
Fund Number 91	<u>406.16</u>	
Checking Account ID 3	17,673.12	
Checking Account ID 30	Fund Number 10	GENERAL FUND
AHLERS & COONEY PC	1,952.00	LAWYER/NEGOTIATIONS
AMERICAN INSTITUTES FOR RESEARCH	192.00	GENERAL SUPPLIES
AMPLIFIED IT	1,500.00	TECHNOLOGY COORDINATOR STAFF DUES
ASSETGENIE, INC.	3,082.00	TECH REPAIR & MAINTENANCE SUPPLIES
BARBARA FARWELL	27.01	TRANSPORTATION GASOLINE
BMO MASTERCARD	508.76	GROUNDS GENERAL SUPPLIES
BMO MASTERCARD	352.25	COMB WEIGHTED LEVEL SUPPLIES
BMO MASTERCARD	196.44	HS FCS SUPPLIES
BMO MASTERCARD	124.15	TRANSPORTATION SUPPLIES
BMO MASTERCARD	651.21	MS PRINCIPAL WORKSHOP/CONFERENCE
BMO MASTERCARD	303.59	MENTOR SUPPLIES
BMO MASTERCARD	583.31	TRANSPORTATION SUPPLIES
BMO MASTERCARD	276.12	GENERAL SUPPLIES
BMO MASTERCARD	128.18	TAG SUPPLIES
BMO MASTERCARD	316.79	TECHNOLOGY COORDINATOR SUPPLIES
BMO MASTERCARD	52.80	HS IND ARTS RESALE INVENTORY
BMO MASTERCARD	69.27	TRANSPORTATION GASOLINE
BMO MASTERCARD	2,148.43	AT RISK SUPPLIES
BRIAN DAOUST	20.00	TRANSPORTATION GASOLINE
CAMBLIN MECHANICAL	188.00	MAINTENANCE BUILDING REPAIR SERVICES
CAPITAL SANITARY SUPPLY	676.10	MAINTENANCE CLEANING SUPPLIES
CDW GOVERNMENT	1,143.34	TECHNOLOGY COMPUTERS
CENTERPOINT ENERGY	1,086.87	UTILITIES-GAS
CENTURY BANK/CONNIE MCGINNIS	26.46	HS PRINCIPAL SUPPLIES
CENTURY BANK	27.66	SUPERINTENDENT POSTAGE
CENTURYLINK	1,089.88	HS PRINCIPAL TELEPHONE
CHAT MOBILITY	135.31	SUPERINTENDENT TELEPHONE
CHOICE SUPPLY	262.66	TECHNOLOGY COORDINATOR SUPPLIES
CITY OF SHENANDOAH	13,594.45	WATER-SEWER
CLARINDA CSD	31,064.22	TEACHER LEADERSHIP OPEN ENROLLMENT
CPI	9,597.00	EQ PROF DEV STAFF WORKSHOP/CONF REG
CULLIGAN WATER	162.00	MAINTENANCE SUPPLIES
DEPT OF EDUCATION	290.00	HIGH SCHOOL INSTRUCTION PURCHASED
ESSEX CSD	68,321.00	TEACHER LEADERSHIP OPEN ENROLLMENT
FOLLETT SCHOOL SOLUTIONS INC	33.04	HS LIBRARY SUPPLIES
FREMONT MILLS CSD	6,591.00	TUITION-OPEN ENROLLMENT
GLENWOOD CSD	9,702.94	PURCHASE EDUCATIONAL/L3 IND COSTS
GREEN HILLS AEA	64.28	TRANSPORTATION SUPPLIES
HUNTEL COMMUNICATIONS	115.00	TECH REPAIR & MAINTENANCE SUPPLIES
IOWA ASSN OF SCHOOL BUSINESS OFFICIALS	178.00	STAFF DEVELOPMENT STAFFWORKSHOP/CONF REG
IOWA ASSOCIATION OF SCHOOL BOARD	4,186.00	BOARD DUES
ISFIS	2,164.57	BOARD DUES
JOHN GOWING PLUMBING AND HEATING	35.00	MAINTENANCE BUILDING REPAIR SERVICES

MONTHLY BOARD VENDOR BILLS
 JULY 18 AP FOR BM

Vendor Name	Invoice Amount	Invoice Detail	Description
INC.			
KAGAN PROFESSIONAL DEVELOPMENT	33.00	GENERAL SUPPLIES	
KRISTIE KUHSE	335.00	REGISTRATION	
LAKESHORE LEARNING	24.99	GENERAL SUPPLIES	
LAMPO GROUP, LLC, THE	709.83	AT RISK SUPPLIES	
MCNEILLY STEEL BUILDING	35.00	MAINTENANCE BUILDING REPAIR SERVICES	
MID-IOWA SCHOOL IMPROVEMENT CONSORTIUM	350.00	TEACHER LEADERSHIP INSTRUCT REGISTRATION	
MIDAMERICAN ENERGY	20,855.74	UTILITIES-ELECTRICITY	
MILLER BUILDING	216.53	MAINTENANCE SUPPLIES	
MITEL NET SOLUTIONS	548.95	HS PRINCIPAL TELEPHONE	
OFFICE DEPOT	29.42	HS GENERAL ED SUPPLIES	
OMAHA PAPER	236.28	ELEM PRINCIPAL FUNDRAISER SUPPLIES	
ORIENTAL TRADING	25.47	GENERAL SUPPLIES	
PETERSEN AUTO	2,031.71	VEHICLE REPAIR SERVICES	
RCB TRUCK REPAIR	4,713.73	VEHICLE REPAIR SERVICES	
REALLY GOOD STUFF	24.89	GENERAL SUPPLIES	
RIEMAN MUSIC DES MOINES	141.70	HS BAND EQUIPMENT REPAIR	
ROCSTOP - WHITEHILLS	2,136.44	MAINTENANCE GASOLINE	
ROCSTOP CARDTROL	2,039.63	TRANSPORTATION GASOLINE	
ROGERS PEST CONTROL LLC	210.00	MAINTENANCE PEST CONTROL CONTRACTED	
SAPP BROS.	968.05	MAINTENANCE GASOLINE	
SCHOLASTIC INC	21.73	GENERAL SUPPLIES	
SCHOOL ADMINISTRATORS OF IOWA	547.00	MS PRINCIPAL DUES	
SHENANDOAH ACTIVITY FUND	1,988.24	TUITION OPEN ENROLLMENT REGULAR ED	
SHENANDOAH SANITATION	639.29	MAINTENANCE GARBAGE COLLECTION	
SHENANDOAH SCHOOL LUNCH	1,155.75	PRESCHOOL GRANT/SUPPLIES	
SIDNEY CSD	111,893.94	TUITION-OPEN ENROLLMENT	
SONIA MORRISON	16.64	TECHNOLOGY COORDINATOR TRAVEL	
SOUTH PAGE CSD	17,411.17	TUITION-OPEN ENROLLMENT	
STERLING COMPUTERS	2,485.00	PERKINS TECH RELATED SOFTWARE	
SUPPLYWORKS	1,163.04	MAINTENANCE CLEANING SUPPLIES	
TIMBERLINE BILLING SERVICE LLC	137.57	MEDICAID BILLING SERVICES	
VALLEY PUBLICATIONS	522.70	BOARD NEWSPAPER ADVERTISING	
VETTER EQUIPMENT CO	860.30	EQUIPMENT REPAIR	
WALLIN PLUMBING & HEATING	714.75	MS PRINCIPAL FUNDRAISER SUPPLIES	
WELLMARK BLUE CROSS BLUESHEILD	105,740.25	HEALTH INSURANCE PAYABLE CN	
Fund Number 10	444,182.82		
Checking Account ID 30	Fund Number 22	MANAGEMENT FUND	
SU INSURANCE COMPANY	30,884.00	BUILDING INSURANCE	
WILSON INSURANCE AGENCY	182,370.50	BUILDING INSURANCE	
Fund Number 22	213,254.50		
Checking Account ID 30	Fund Number 33	SAVE (SECURE AN ADVANCED VISION FOR ED.	
CAMBLIN MECHANICAL	2,975.00	HVAC SYSTEM	
CONTROL MANAGEMENT, INC.	1,200.00	HVAC SYSTEM	
IOWA DIVISION OF LABOR SERVICES	1,265.00	HVAC SYSTEM	
PRO TRACK & TENNIS, INC.	11,050.00	TENNIS COURTS REPAIR	
VETTER EQUIPMENT CO	1,114.21	EQUIPMENT REPAIRS	
Fund Number 33	17,604.21		
Checking Account ID 30	Fund Number 36	PHYSICAL PLANT & EQUIPMENT	
CAMBLIN MECHANICAL	1,454.50	BUILDING REPAIR	
CDW GOVERNMENT	6,396.00	COMPUTERS	
CLASSLINK, INC.	4,875.00	TECH RELATED SOFTWARE	
COUNSEL OFFICE & DOCUMENT	2,403.70	ELEMENTARY COPIER LEASE	
CULLIGAN WATER	243.47	RENTAL OF EQUIPMENT & VEHICLES	
FRONTLINE TECHNOLOGIES GROUP LLC	9,351.67	TECH RELATED SOFTWARE	

Shenandoah CSD
07/03/2018 09:11 AM
Vendor Name

MONTHLY BOARD VENDOR BILLS
JULY 18 AP FOR BM

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User ID: RUZEKSHE

Vendor Name	Invoice Detail Amount	Invoice Detail Description
JMC COMPUTER SERVICE	600.00	TECH RELATED SOFTWARE
LIGHTSPEED SYSTEMS CORPORATION	4,000.00	TECH RELATED SOFTWARE
SOFTWARE UNLIMITED	8,200.00	SERVICE FOR SOFTWARE SUPPORT
STERLING COMPUTERS	2,443.46	TECH RELATED SOFTWARE
STEVENSON ELECTRIC	278.20	GROUNDS IMPROVEMENTS INFRASTRUCTURE
WEST INTERACTIVE SERVICES CORPORATION	1,998.00	SYSTEM OPERATIONS SOFTWARE
Fund Number 36	<u>42,244.00</u>	
Checking Account ID 30	<u>717,285.53</u>	

Expenditure from Flexibility Account Board Resolution

Director _____ introduced and caused to be read the Resolution hereinafter set out and moved its adoption; seconded by Director _____ after due consideration thereof by the Board, the President put the question upon the adoption of said Resolution and, the roll having been called, the following Directors voted:

Aye: _____

Nay: _____

Whereupon the President declared said Resolution duly adopted as follows:

RESOLUTION

WHEREAS, Iowa Code provides school districts with greater flexibility to transfer eligible funds to other specified purposes;

WHEREAS, the Board, in consultation with its community, through a public hearing with notice, by the board passing a public hearing date on July 9, 2018 as prescribed by the Iowa Department of Education, has determined that excess funds in the flexibility account shall be transferred to the Preschool Program in order to provide the best quality education for the students of the school district; and

WHEREAS, the Board, proposes to use \$62,996.32 from the flexibility account, which came from excess funds from FY 2017 from the Homeschool Assistance Program in the amount of \$42,782.01 and the Iowa Core – PD Program in the amount of \$20,214.31. It has been certified that the statutory requirements for Home School Assistance have been met and Iowa Core – Professional Development is no longer in effect and an approved copy of this board resolution submitted to the Iowa Department of Education.

NOW, THEREFORE, be it resolved by the Board: Passed and approved this 9th day of July, 2018.

Board President

Attest:

Board Secretary

SHENANDOAH COMMUNITY SCHOOL DISTRICT

Teacher Handbook

2018-2019

The following policies and procedures have been developed by the administration to provide you with information and guidelines to follow.

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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 meet the challenge of an ever-changing world.

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.
- School staff that are focused and visionary, collaborative and empowered to make knowledgeable decisions.

Board Goals

With a goal of excellence, we are committed to:

Increasing academic achievement;

Increasing STEM (Science Technology Engineering, Mathematics) Literacy;

Expanding and furthering Career Technical Education and vocational programs;

Developing a comprehensive K-12 activities program; and

Maximizing sharing programs for students and operational expenses.

Abuse of Students by Employees

Employees found in violation of abuse of the students will be subjected to disciplinary action up to and including discharge. See Board Policies 402.3, 402.3E1, 402.3E2 402.3R1.

Activity Supervision

Board Policy requires that no sponsor or coach leaves students unsupervised. This means that all students must be supervised until they leave our premises after all activities and trips.

Activity Passes

Staff wishing to receive a free activity pass must volunteer to work 2 activities during the school year. There will be an event sign-up at the beginning of the year.

Admission Slips/Field Trips/(Pre-Excused)

When a teacher or coach takes a group of students out of the building for a class period or more, the office needs a list of students involved in advance so that all teachers know who will be gone. All out of state trips must receive prior approval by the school board.

Announcements - HS

As our goal is to reduce interruption of normal classroom procedures, every effort will be made to make general announcements at one designated time period. Comments may be broadcast over the PA system between classes to and for individual students. Most general student information will be conveyed via a daily bulletin. Bulletins are also available on the school website.

Attendance

MS/HS attendance must be taken in the first ten minutes of every period by each instructor. Elementary attendance must be taken within the first 30 minutes of the day by each homeroom teacher. Record this information on PowerSchool. If a student is absent mark her/him Absent Unexcused. The office will adjust the student's record if the absence is excused. If a student is tardy to class without a tardy pass, please call the office.

Board Policies

Copies of Shenandoah Board Policies may be found on the school website.

Building Leadership Team (BLT)

Building Leadership Teams meet regularly and discuss any pressing concerns or issues. Any teacher who has a concern or an idea they would like to have addressed can bring it to the attention of a member of the building team who can then bring it up at a meeting. The building leadership team will also help with staff meetings and other meetings during the school year.

Bus/Vehicle Requests

All requests must be emailed to the principal at least three days before the school vehicle is needed. Staff have the ability to check availability and confirm requests by using the google document called "District Transportation Request Form". Do not transport students in your own vehicle.

Bus/Vehicle Use:

Picking up the vehicle

- Vehicle's need to be picked up the day of the departure
- If a vehicle is needed more than one hour before departure, make arrangements with Jon in advance to verify whether the vehicle can be ready at the requested time.

Route

- Remember that the school vehicles are representing our school district and community.
- While on route to your destination, observe all traffic laws.
- Drive the most direct route to and from your destination.
- Routes that include stops outside of the most direct route need prior administrative approval.
- Animals are not to be transported in school vehicles

Returning the vehicle

- Return the vehicle as close to the time reported on the transportation request form as possible. It may have another trip soon after it is to be returned.
- If possible, fuel vehicle at Rock Stop and charge to the district.
- Place the fuel ticket in the key bag.
- Complete the trip log and leave the keys in the key bag and leave the bag in the driver's seat of the vehicle.
- Remove all other items from the vehicle and leave it as you found it.

Cell Phones

Teachers may not use their cell phones during the day except during their lunch and prep period. Cell phones may be left on during the school day only in emergency situations and with prior administrative permission.

Child Abuse

(235A2) Child abuse is defined as “any non-accidental physical injury suffered by a child as the result of the acts or omissions of the child's parent, guardians, or other persons legally responsible for the child.” Child is defined as “any person under the age of eighteen years.”

The child abuse law requires that certificated school employees such as teachers and administrators are mandated or legally required to report whenever in the course of employment the reporter believes or has reason to believe the child has been injured a result of abuse.

Child abuse is to be reported to the principal or school nurse. That person is to immediately make an oral report to the local department of social services and to make a written report to the local department of social services within 48 hours after oral report (forms for written reports are available in each building.) Both reports should include as much of the following information possible: child's name, age, address: parent's name and telephone number: reason for suspecting abuse included previous injuries as well as any other information felt by the reporter to be important.

A school employee would have cause to suspect abuse when the following is indicated:
Child's Behavior or explanation of injury:

1. A child tells several conflicting stories as to cause for the same injury
2. A child seems to be frequently injured.
3. A child expresses reluctance to tell how the injury occurred.
4. A child is afraid to go home.
5. A child tells the teacher or playmate that someone in charge of him/her hurt them.
6. A child relates a story about the injury that seems inconsistent with the injury.

There are potential penalties for the failure of mandated reports to make a report. Thus, a mandated reporter may be subjected to liability for such things as hospital expenses and doctors' bills for a second incidence of a child abuse if the second one could have been avoided by reporting the first one.

Ms. Linda Laughlin, High School Nurse, is the Level I Investigator. If Ms. Linda Laughlin is unavailable, the JK-8 School Nurse, Mrs. Kristy O'Rourke is designated to investigate. Shenandoah Police Department is designated as the Level II Investigator.

Classroom

Your classroom is a space provided by the district. It is not considered a personal space or space for keeping personal items. You're expected to keep your classroom in the condition it was provided on a daily basis.

1. Anything that hangs from the ceiling has to be lower than 18" from the ceiling. This is due to the possibility of blocking a sprinkler head. No exceptions. The 18" rule only applies to the Pre K8 building due to the sprinkler system
2. Extension cords may only be used if they are designed for institutional use. Household type extension cords are not heavy enough for us. Please confirm the acceptability of your extension cord with Dennis Rogers who is the maintenance director.

3. Door wedges are not allowed in your classroom or in the buildings. If you have a door with a closer it needs to be closed at all times, nothing in front of it to prop it open.
4. If you have curtains in your room or on your classroom doors they need to be sprayed with a fire-retardant spray. If you have had curtains in the past and you took them home to wash they will need to be sprayed again. The District has the spray. If you ask one of the Custodians to spray the curtains for you.
5. The door to your classroom must shut and latch when it closes. Please do not put tape, magnets etc. over the door strike so that your door will not latch.
6. Doors are considered a fire barrier so no more than one third of the door or walls should be covered with paper or anything else that can burn.
7. Please do not bring furniture or appliances from home (microwaves, refrigerators or other appliances).

If you have an item that need repaired or addressed in your room use the district web page to access staff links and follow to the request form on the page.

Class Meetings

Class or club and organizational meetings, may be held during homeroom or before and after school. It is important that we do not schedule two meetings at the same time. Please work carefully to avoid this by notifying the office of your proposed meeting date.

Class Record

Grades should be verified each quarter via the process within each building.

Controversial Issues

A “controversial issue” is defined as an area of significant academic inquiry about which substantial segments of the citizens of this community state, or nation hold sincere conflicting points of view.

It is the belief of this school board that controversial issues should be fairly presented in a spirit of honest academic freedom to the end that individual 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 factual basis underlying the controversy.

It shall be the responsibility of the instructor to present fully and fairly the 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 instructor to protect the right of the student to study pertinent controversial issues within the limits of good taste, allowing expression of personal opinions without jeopardizing relationships with the instructor or school.

Corporal Punishment

Section 280.21 was passed by the Iowa Legislature and signed by the Governor in 1989. In general, it states that a school employee shall not inflict or cause to be inflicted, corporal punishment upon a student. For purposes of this Section, corporal punishment means the intentional physical punishment of a student. HF 2416, passed by the Legislature in 1990,

requires the Department of Education to adopt rules which hold that a school district employee's physical contact with the body of a student is not considered corporal punishment if it is reasonable and necessary under the circumstances and is not designed or intended to cause pain, or if the employee uses reasonable force for the protection of the employee, the student or other students, or to obtain the possession of a weapon or other dangerous object within a student's control, or for the protection of property.

Course Syllabus

High school teachers are required to provide a course syllabus. These should include classroom rules, classroom expectations, grading system and a short overview of the class.

HS Dances

High school teachers are required to chaperon one dance each school year. A list will be given at the start of the school year. If you are unable to supervise the scheduled dance, trade with another teacher or find a replacement and notify the principal of changes. At the dance, if a student wants to go to his/her vehicle, a teacher must go with the student. If a student chooses to leave the dance he/she cannot come back to the dance and the advisor in charge of the dance will keep track of those students' names and the times they leave.

Detention (Elementary)

Supervision of detention is the responsibility of the teacher assigned on the detention rotation schedule. Detention will take place in the classroom of the supervising teacher. All students staying for detention are to be documented with the office. Prior parent notification is required for a student staying for detention.

Dress Code

Employees of Shenandoah Schools are respectfully asked to dress appropriately and professionally. Appearance does affect others' opinions of our schools. Friday is jeans/spirit day. Teachers participating in jeans/spirit day will pay \$1 per Friday for the jean fund. Staff choosing to wear jeans on Friday, must also wear Shenandoah gear. The last Friday of the month is a free "jeans" day.

Drug-Free Workplace

It is a violation of the policy of the Shenandoah Community School District for any employee to unlawfully manufacture, distribute, dispense, possess or use on or in the workplace any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance, as defined in Schedules I through V of Section 202 of the Controlled Substances Act (21 CFR 1300.11 through 1300.15).

Notification is further given that, as a condition of your continued employment, you comply with the above policy of the Shenandoah Community School District and will notify your supervisor of your conviction of any criminal drug statute for a violation occurring in the workplace, no later than five (5) days after such conviction. Any employee who violates the terms of the school district's drug-free workplace policy shall successfully participate in a drug abuse assistance or rehabilitation program approved by the Board. If the employee fails to successfully participate in such a program, the employee's contract shall not be renewed or the employee's employment may be suspended or terminated at the discretion of the board.

Dual Enrollment Students

Home-school or home-school-assistance-program students enrolled in classes or participating in school activities in the school district 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 Principal or designee.

Employee Hours

The district administration has determined that the teacher's regular arrival time shall be 7:45 A.M. and regular departure time shall be 3:45 P.M. On days preceding holidays and on Fridays, the teaching faculty day may end at 3:30 P.M. When it is necessary for you to leave the building during your plan period, be sure to sign in and out so that the principal or secretary are aware you are gone. Employees may leave the building without requesting permission during scheduled duty-free lunch periods but must sign out. When school is dismissed due to inclement weather, teachers may leave ten minutes following student dismissal.

Employees may be required to report before or remain after the regular workday for the purpose of attending faculty or other administratively called meetings. Such meetings will begin no earlier than one-half hour before, nor extend more than one hour beyond the employee's scheduled workday.

Employees may be required, without additional compensation, to attend no more than six (6) evening activities outside the school day each year. Attendance at additional activities shall be at the discretion of the employee.

Employee Parking

HS employees may park in the main parking lot in the front and second rows on the west side of the main sidewalk. JK-8 employees will park in the lower front lot (south of the front of the building) in the spots facing the street or around the perimeter of the west lot.

Emergency Drills

The school district conducts two fire drills, two tornado drills, one bus drill and one lockdown (ALICE) drill per building per semester. Evacuation instructions for tornado and fire drills must be posted by the door of each classroom. Please share evacuation information with your students at the beginning of each semester. All employees must participate in each drill.

Emergency/Weather-Related School Closings

In case of a school closing, an announcement will be made on KMA radio (960) and via SchoolMessenger automated system as early as 5:30AM.

The Superintendent of Schools has the authority to close schools, dismiss them early, or keep them open beyond the regular school day in case of extreme weather or other emergency conditions. As soon as possible after the decision has been made, the Superintendent shall arrange to announce the closing via the news media.

Exposure to Blood Borne Pathogens, Occupational

The Shenandoah Community School District has established a written exposure control plan to eliminate or minimize occupational exposure to blood borne pathogens and to meet the

requirements of the Department of Labor, Occupational Safety and Health Administration, 29 Code of Federal Regulations (CFR), Part 1910.1030. The District exposure control plan, which is available in each attendance center, includes: Exposure determination, schedule and method of compliance, provision for plan copies to be accessible and available upon request, and the review and updating of the plan.

Expulsion

The Superintendent and Building Principal may recommend expulsion of a student for violation of regulations, rules, and disciplinary policy of the Shenandoah School District. Only the School Board may expel a student.

Faculty Smoking/Tobacco use

Shenandoah Community School District is a tobacco-free environment. This includes all tobacco related products including look alikes, e cigarettes, or other items deemed relative.

Family Education Rights and Privacy Act

The Family Education Right to Privacy Act denies school records to those who are not parents, guardians or individuals of age without written permission. Parents or guardians may have access to school records. School staff may view records without parental permission. Please note that when material is reviewed, your signature must appear on the proper form contained with each record.

Fundraiser

All fundraisers must be approved by an administrator. You must complete the online request form. All money must be turned in to the office daily and all funds received must be turned in before purchases are made. Do not keep money in your room. Be sure the public receives what is ordered and pay the fundraiser bills on time. Rev Track is the approved method for gathering funds.

Good Conduct Policy

See student handbook for information on Good Conduct Policy.

Grades and Grade Reporting

Grades will be issued by the high school following the termination of each academic term. Cumulative totals for credit will be issued at the end of 1st semester and 2nd semester.

A four (4) point system shall be used for high school transcripts. Advanced Placement courses are graded on a five (5) point system.

	5.0 GPA =
A 4.0	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

A four (4) point system shall be used for middle school report cards.

3.9-4.0 A+
3.6-3.8 A
3.4-3.5 A-
3.2-3.3 B+
2.8-3.1 B
2.6-2.7 B-
2.4-2.5 C+
2.0-2.3 C
1.8-1.9 C-
1.6-1.7 D+
1.3-1.5 D
1.1-1.2 D-
0-1.0 F
I Incomplete

Graduate Work

Classes taken in order to move across the salary schedule must be approved by the Superintendent.

Graduation Requirements

50 credits are required for graduation.

Hall Duty/ Assembly Supervision

Students shall be supervised when they are passing between classes, in assemblies and in class. Staff will attend all assemblies to assist in supervision. Each teacher is responsible for the supervision of students when scheduled for assigned duties.

Hall Passes

Students must have a pass when out of the classroom during class and must sign out and back into the classroom.

Hazardous Chemicals Program

As per Iowa Code 455D, a Hazard Communication Program is in place for employees and students of this district. During the first teacher workday each year all employees are presented with information about Hazardous Chemicals.

Health Services

The office will have a building schedule for the Nurse.

Homeroom

Teachers may be assigned a homeroom.

The homeroom teacher is responsible for sharing with students their progress reports. In the spring, homeroom teachers work closely with students in scheduling for the upcoming school year.

Middle School homeroom teachers prepare portfolios for each homeroom student in preparation for student-led conferences along with other tasks as needed.

In-School Suspension (ISS)

When a student receives in-school suspension, they are to report to the office for supervision. Students should get their homework and work on it in there. Students are allowed full credit when they have an in-school suspension. When lunch is being served, students are to eat in the assigned room and not in the cafeteria. Students' work is due the day that they are to report back to the classroom. If work is not completed, it will be graded as it would be for any other student.

In-school suspension rules:

1. Talking is Prohibited
2. Cell phones/Ipods/Electronic devices are not allowed
3. Student must be engaged in productive work (homework, reading, etc.)
4. Restroom breaks are determined by Supervisor.
5. Student will be escorted to/from lunch room.
6. Computer use will be given at discretion of Supervisor for school work only.
7. Consequences may result in an after-school detention and could include OSS.

Inventories

All teachers are required to take classroom inventory. A list of fixed assets is filed with the Administration Office.

Keys

There will be minimum distribution of building keys. In the event of special need, the keys may be obtained from the building principal upon request. All personnel shall be responsible for the safeguarding of their keys and the security of the building, ensuring that such keys do not fall into the hands of students or other unauthorized person. Teachers are not authorized to make any key available to non-staff citizens or students. You are responsible to make sure that doors are secure when you leave the building after hours. All keys will be turned in to the office at the end of each school year or a list of keys kept will be given to the Principal. Board Policy 405.A.

Lunchroom Supervision

Teachers have duty-free lunch. However, some teachers may be asked to supervise lunch and rearrange schedule to do so.

Master Events Calendar

All school events must be on the calendar. See Activities Director and/or Activities Director secretary to make sure your date is available before you confirm your plans. Events at individual buildings must be scheduled through the building office.

Out of School Suspension (OSS)

Students are to receive full credit for work missed due to out of school suspension.

Parent Teacher Conferences and Student Led Conferences

In preparation for these conferences, faculty should assemble appropriate materials to demonstrate each student's level of work.

Participation in Extra-Curricular Activities

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.

Phone logs

It is a district expectation that parents are contacted when students are not working to their potential or not behaving appropriately. Teachers are to call parents and keep track of those phone calls.

Post-Secondary Enrollment Act

Iowa Code, Chapter 261C authorizes enrollment part-time in nonsectarian courses in eligible post-secondary institutions in Iowa. Stipulations for participation in PSEO classes must be followed.

Progress Reports (HS)

Refer to the Student handbook under High School Academic Eligibility.

Purchase Orders – District and Activity

You must get administrator approval before you order or purchase any item. Individuals making purchases without approval are responsible for the payment of the order.

The purchase order is implemented in the district to ensure that:

- All purchases have administrative approval
- To ensure that it is a proper disbursement of public funds.

Reimbursement

To receive reimbursement, staff must first have prior administrative approval for the purchase.

Then the reimbursement form must be accompanied by a detailed receipt.

Smoking, Possession of Drugs and Alcohol

SCSD is a tobacco, drug, and alcohol-free campus. Report any infractions by to administration. Also, if you suspect a student of any unusual behavior, notify the office.

Staff Meetings

Staff meetings are scheduled, and staff will be notified of meeting times/dates.

Standardized Tests

Iowa Assessments are administered each year.

Student Assistance Team

The purpose of this team is:

1. To assist teachers in identifying students at-risk with the purpose of intervention,
2. To assist faculty in generating ideas for teaching at-risk students,
3. To maximize integration for students already identified for special education services.
4. Begin the IEP referral process.

Staff may be required to attend S.A.T meetings.

*Elementary S.A.T. meetings are a part of the PD/MTSS plan.

Substitutes/Teacher absences

When a teacher knows that he/she is going to be gone, it is his/her responsibility to enter that absence into Absence Management (AESOP) www.aesoponline.com . The teacher has the ability to assign a substitute to that absence if he/she has already contacted one. If one has not already been contacted, the system will post the job for a substitute to pick up. In the case of illness or emergency when the absence cannot be entered into Aesop at least 1 hour prior to the teacher's report time, the office must be notified so that a substitute can be manually called.

When you are absent, you must make sure that seating charts, attendance protocols, important information or other need to know information is ready and available for the substitute. Lesson plans must be available and user friendly with details that would allow the substitute to keep students engaged throughout the time needed with students.

Tardy Policy:

Elementary

Students are expected to be at school on time. Children are considered tardy if they are not present at the time school is scheduled to begin. If students arrive late they need to report to the office to check in before going to class. A tardy turns into an absence if children miss more than half (1/2) of the day. This is recorded on report cards and permanent records. However, for perfect attendance recognition at semester and at the end of the year, students must be present 100% of the time. That means not leaving early or arriving late for any reason.

Middle School

Students are expected to be in class on time. If students arrive at school late, they need to report to the office to check in before going to class. Students who arrive late to a class must have a

pass from the teacher or staff member who caused them to be late. If a student is more than 25 minutes late to 1st period and unexcused they will be counted absent.

High School

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

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

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

Tardies due to inclement weather will be reviewed on a case-by-case basis.

Telephone calls

In the case of an emergency phone call to a faculty member, he/she is immediately notified. Students who need to place a phone call should be sent to the office during non-instructional time. Please do not send high school students to use the phone outside the office unless it is an emergency.

Textbooks

At the completion of each year, you are responsible for submitting a list of all textbooks used in your classroom as well as any missing or damaged textbooks. The list should be turned in to the office.

Tutoring

See Board Policy 401.3. In effect, you cannot tutor your own pupils for a monetary return. You may tutor students enrolled in classes of other teachers during non-contractual hours.

Visitation by Other Students

We generally discourage visitation of our students by friends. The Principal will make a determination as requests arise. There are special circumstances in which we will accommodate such requests. All visitors MUST report to the office.

Workman’s Compensation

Iowa law demands that each school district pay Workman’s Compensation when certain employees are injured in the course of their work. If you should become injured, notify the Principal and Superintendent immediately. Basic information required includes time, place, circumstances, extent of the injury, and the names of witnesses. Filing of any claim must be made within three (3) days. A late filing is subject to penalty.

SAFETY PROCEDURES - SPECIAL EDUCATION SAFETY PLANS

Fire Evacuation-Physically Handicapped Students

The following procedure will be used for the evacuation of physically handicapped students who are unable to use stairs or unable to be quickly and safely moved from the building:

The teacher/teacher associate will assist the disabled student to an “area of safe refuge” behind fire doors. One staff member will be identified to stay with each physically disabled student. The building principal will notify the fire department of the location of the “areas of safe refuge” where physically disabled students may be found. One staff member will be responsible to notify the fire department.

Hearing Impaired Students

The following procedure will be used for the evacuation of hearing impaired students:

Although the building alarm system is equipped with light strobes – the teacher/teacher associate of a hearing-impaired student will make eye contact with the student and communicate the nature of the emergency. An assigned staff member will assist the hearing-impaired student to exit the building using the proper exit route.

Visually Impaired Students

The following procedure will be used for the evacuation of visually impaired students:

The teacher/teacher associate will assist the visually impaired student to exit the building using the proper exit route.

Tornado Precautions - Physically Handicapped Students

The following procedure will be used for the evacuation of physically handicapped students who are unable to use stairs or unable to be quickly and safely moved to designated areas of safety:

The teacher/teacher associate will assist the disabled student to an “area of safe refuge.” Identified staff member(s) will assist each student to the appropriate tornado shelter area.

Tornado Precautions - Hearing Impaired Students

The following procedure will be used for moving hearing-impaired students to tornado shelter areas:

The teacher of a hearing-impaired student will make eye contact with the student and communicate the nature of the emergency. The teacher/teacher associate will assist the hearing-impaired student to the appropriate tornado shelter area.

Tornado Precautions - Visually Impaired Students

The following procedure will be used for the evacuation of visually impaired students to tornado shelter areas:

The teacher/teacher associate will assist the visually impaired student to the appropriate tornado shelter area.

Gas Leak Evacuation – Physically Handicapped Students

The following procedure will be used for the evacuation of physically handicapped students who are unable to use the stairs or unable to be quickly and safely moved to designated area of safety:

The teacher/teacher associate will assist the physically disabled students to an “area of safe refuge” away from the building. The teacher/teacher associate will stay with each physically disabled student.

The building principal will notify the fire department of the location of the “areas of safe refuge” where physically disabled students may be found. The local fire and police departments will be notified.

Gas Leak Evacuation – Hearing Impaired Students

The following procedure will be used for the evacuation of hearing impaired students:

The teacher/teacher associate of a hearing-impaired student will make eye contact with the student and communicate the nature of the emergency. The teacher/teacher associate will assist the hearing-impaired student to exit the building using the proper exit route. The local fire and police departments will be notified.

Gas Leak Evacuation – Visually Impaired Students

The following procedure will be used for the evacuation of visually impaired students:

The teacher/teacher associate will assist the visually impaired student to exit the building using the proper exit route. The local fire and police departments will be notified.

Intruder Alert – Physically Handicapped Students

The following procedure will be used for the movement of physically handicapped students who are unable to quickly and safely move to designated area of safety within the classroom:

Physically disabled students will be moved to an “area of safe refuge” within the classroom. One staff member will be identified to stay with each physically disabled student.

Intruder Alert – Hearing Impaired Students

The following procedure will be used for the movement of hearing impaired students:

The teacher/teacher associate of a hearing-impaired student will make eye contact with the student and communicate the nature of the emergency. One staff member will assist the hearing-impaired student to an “area of safe refuge” within the classroom.

Intruder Alert – Visually Impaired Students

The following procedure will be used for the movement of visually impaired students:

The teacher/teacher associate will assist the visually impaired student to an “area of safe refuge” within the classroom.



Shenandoah CSD Personnel Handbook for Teachers 2018-2019

It is the policy of the Shenandoah Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity 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, Curriculum Director & Equity Coordinator, Shenandoah CSD 601 Dr. Creighton Circle, Shenandoah, IA, 712-246-2520, munsingerm@shencsd.com.

7/9/2018

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Attendance Expectations

The district expects all employees to be present and ready to perform their duties at the start of their duty day and to remain present for their entire duty day, unless they have the prior approval of their supervisor. Employees who exhibit chronic tardiness, or those who fail to call their supervisor or designated representative prior to being tardy, maybe subject to progressive discipline up to and including termination of employment.

Employees who will be away from their normal place of work during normal duty hours are expected to report their absences in AESOP. Except in cases of emergency, absences should be requested and approved in advance.

Confidentiality

School employees frequently have access to confidential information. It is expected that school employees maintain confidentiality about information learned in the school environment and refrain from discussing matters related to students (student conduct, discipline, or performance) or their families with uninvolved staff and others outside of the work environment.

Drug and Alcohol Testing Program

Employees who operate school vehicles are subject to drug and alcohol testing if a commercial driver's license is required to operate the school vehicle and the school vehicle transports sixteen or more persons including the driver or the school vehicle weighs twenty-six thousand one pounds or more. For purposes of the drug and alcohol testing program, the term "employees" includes applicants who have been offered a position to operate a school vehicle.

The employees operating a school vehicle as described above are subject to pre-employment drug testing and random, reasonable suspicion and post-accident drug and alcohol testing. Employees operating school vehicles shall not perform a safety-sensitive function within four hours of using alcohol. Employees governed by this policy shall be subject to the drug and alcohol testing program beginning the first day they operate or are offered a position to operate school vehicles and continue to be subject to the drug and alcohol testing program as long as they may be required to perform a safety-sensitive function as it is defined in the administrative regulations. Employees with questions about the drug and alcohol testing program may contact the school district contact person, the school nurse located at the K-8 school.

Employees who violate the terms of this policy are subject to discipline up to and including termination. Employees who violate this policy bear the personal and financial responsibility, as a condition of continued employment, to successfully participate in a substance abuse evaluation and a substance abuse treatment program if recommended by the substance abuse professional. Employees who fail to or refuse to successfully participate in a substance abuse evaluation or recommended substance abuse treatment program may be subject to discipline up to and including termination.

It is the responsibility of the superintendent to develop administrative regulations to implement this policy in compliance with the law. The superintendent will inform applicants of the requirement for drug and alcohol testing in notices or advertisements for employment.

The superintendent will also be responsible for publication and dissemination of this policy and its supporting administrative regulations and forms to employees operating school vehicles. The superintendent will also oversee a substance-free awareness program to educate employees about the dangers of substance abuse and notify them of available substance abuse treatment resources and programs.

Employee Hours

The regular work day for all employees will be eight consecutive hours which may be scheduled by the administration to end no later than 4:00 p.m.

With the exception of teachers who have assigned lunch time duty, the teachers will be provided with a duty-free lunch period. Employees may leave the building without requesting permission during their scheduled duty-free lunch period.

On Fridays or days preceding holidays or recesses, the employee's day will end ten (10) minutes following the close of the pupil's day. When school is dismissed due to inclement weather, teachers are able to leave within ten (10) minutes of the students' dismissal.

Employees may be required to report before or remain after the regular workday for the purpose of attending faculty or other administratively called meetings. Such meetings will begin no earlier than one-half hour before, nor extend more than one hour beyond the employees scheduled workday.

Employees may be required, without additional compensation, to attend no more than six (6) evening activities outside the school day each year. Attendance at additional activities will be at the discretion of the employee.

Employees may have later arrival times or earlier departure times for personal reasons on an individual basis when approved by the appropriate school administrator(s).

Employees will be not be required to complete a leave request in the online absence management system when their principal authorizes discretionary leave that occurs at or after 3:00 PM.

Employees hired on a part-time basis will be given paid preparation time comparable to other employees at their grade level.

The employee work year shall consist of 189 days of service, including 1 holiday; New Year's Day. Employees will not be scheduled to work on Christmas day. Employees may be required to work days beyond the established published district calendar to fulfill their contract to work 189 days.

Employee Safety

The district agrees to continue making reasonable provisions for the health and safety of its employees during the hours of employment. The employees will continue to extend their complete cooperation to the district in maintaining district policies, rules and regulations as to health and safety. All employees shall promptly report any unsafe conditions to their immediate

supervisor.

Provisions shall be made for protective devices as outlined in Section 280.10 and 280.11 of the Code of Iowa. All such items shall be provided without charge to the employee.

Use of Reasonable Force

An employee may, within the scope of his/her employment and pursuant to district policies, administrative regulations, and directives, using no more force than is reasonable and necessary, take appropriate action in self-defense, or to protect district property, or other school employees and students. This paragraph shall not be construed as to condone any action which is in any respect unlawful. All action taken by a teacher pursuant to this section shall be promptly reported by the teacher to his/her immediate supervisor.

Emergency Evacuations

In the event that a building of the Shenandoah Community School District is placed under jurisdiction other than its duly appointed and authorized professional staff for the purpose of emergency evacuation, no staff member, whose assignment is in that building, shall be required by the Board of Education or the administration of the Shenandoah Community School District to perform any services above and beyond that all students under his/her immediate supervision have been safely evacuated.

Assaults

Whenever an employee has suffered an assault while acting within the scope of his/her employment, the employee shall notify his/her immediate supervisor immediately. Upon a review of the facts, a determination regarding the case shall be made by the principal. Any employee(s) assaulted shall be notified of the district's action. The principal or designee shall provide appropriate assistance to the assaulted employee(s) for needed liaison with the police and other authorities.

If, as a result of an unprovoked assault as described above, an employee's clothing and personal effects, subject to the district's insurance policy definition and loss, are torn or destroyed, provided an investigation by the principal or designee indicated there was no negligence on the part of the employee, the employee shall be eligible for reimbursement for the damage. Reimbursement by the district for any loss will be made only if such loss is not covered by the employee's personal insurance. This provision will apply only to those incidents which occur on school property and while the employee is engaged in school business. A request for reimbursement will be submitted in writing to the principal, describe the incident, state the amount of reimbursement sought and verification thereof, and will be subject to approval by the investigating administrator.

Harassment Prohibited

Harassment and bullying of students, employees, officers, board directors and volunteers are against federal, state and local policy, and are not tolerated by the board. The board is committed to providing all students, employees, officers, board directors and volunteers with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, the board has in place policies, procedures, and practices that are designed

to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of students, employees, officers, board directors or volunteers or by other students, employees, officers, board directors, or volunteers or by others such as parents, vendors, and persons doing business with the school district, will not be tolerated in the school or school district.

For the purpose of this policy, the term “volunteer” includes, but is not limited to, a person performing a service for the benefit of and at the request of the school district.

The board prohibits harassment, bullying, or hazing of students, employees, officers, board directors and volunteers based on any of the following actual or perceived traits or characteristics: age, color, creed, national origin, race, religion, marital status, sexual orientation, gender, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.

This policy is in effect while students, employees, officers, board directors and volunteers are on property within the jurisdiction of the board; while on school-owned or school-operated vehicles; while attending or engaged in school-sponsored or school approved activities or functions regardless of location; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school or school district.

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures up to, and including, suspension and expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures up to, and including, termination. If, after an investigation, a school officer or board director is found to be in violation of this policy, the officer or director shall be subject to appropriate measures which may include public reprimand or removal from office, in accordance with applicable board policies and procedures and the law. If, after an investigation, a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures up to, and including, exclusion from school grounds.

Harassment and bullying mean any electronic, written, verbal, or physical act or conduct toward a student, employee, officer, board director or volunteer which is based on any actual or perceived trait or characteristic of the individual and which creates an objectively hostile school or work environment that meets one or more of the following conditions:

- Places the student, employee, officer, board director or volunteers in reasonable fear of harm to their person or property;
- Has a substantially detrimental effect on the student’s, employee’s, officer’s, board director’s or volunteer’s physical or mental health;
- Has the effect of substantially interfering with the student’s academic performance or an employee’s, officer’s, board director’s or volunteer’s work performance; or
- Has the effect of substantially interfering with the student’s, employee’s, officer’s, board director’s or volunteer’s ability to participate in or benefit from the services, activities, or privileges provided by a school.

“Electronic” means any communication involving the transmission of information by wire, radio,

optical cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, electronic text messaging, or similar technologies.

Harassment and bullying may include, but are not limited to, the following behaviors and circumstances:

- Verbal, nonverbal, physical or written harassment, bullying, hazing, or other victimization that have the effect of causing injury, discomfort, fear, or suffering to the victim;
- Repeated remarks of demeaning nature that have the effect of causing injury, discomfort, fear, or suffering to the victim;
- Implied or explicit threats concerning one's grades, achievements, property, etc. that have the effect of causing injury, discomfort, fear, or suffering to the victim;
- Demeaning jokes, stories, or activities directed at the victim that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; and/or
- Unreasonable interference with a victim's performance or creation of an intimidating, offensive, or hostile learning or work environment.

Sexual harassment means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission to the conduct is made either implicitly or explicitly a term or condition of the student's education or benefits or the individual's work or employment;
- Submission to or rejection of the conduct by a student or school employee is used as the basis for academic decisions affecting that student or employment decisions affecting the individual; or
- The conduct has the purpose or effect of substantially interfering with the student's academic performance or individual's work performance, or creating an intimidating, hostile or offensive education or work environment.

In situations between students and school officials, faculty, staff, or volunteers who have direct contact with students, bullying and harassment may also include the following behaviors:

- Requiring that a student submit to bullying or harassment by another student, either explicitly or implicitly, as a term or condition of the targeted student's education or participation in school programs or activities; and/or
- Requiring submission to or rejection of such conduct as a basis for decisions affecting the student.

To the extent provided in Iowa Code Section 280.28, any person who promptly, reasonably, and in good faith reports an incident of bullying or harassment under this policy to a school official, shall be immune from civil or criminal liability relating to such report and to the person's participation in any administrative, judicial, or other proceeding relating to the report.

Retaliation, reprisal, or false accusation against any person because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding is also prohibited. Individuals who knowingly file false harassment complaints and any person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in

violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. A school officer or board director found to have retaliated in violation of this policy shall be subject to measures up to, and including, public reprimand and removal from office, in accordance with applicable board policies and procedures and the law. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds. Other persons found to have retaliated in violation of this policy shall be subject to appropriate measures as determined by the school district.

The school or school district will promptly and reasonably investigate allegations of bullying or harassment. The building principal or designee will be responsible for handling all complaints alleging bullying or harassment at the school building level. The superintendent or designee will be responsible for handling all complaints of bullying and harassment at the district administration or board level.

It also is the responsibility of the superintendent, in conjunction with principals, to develop procedures regarding this policy. The superintendent also is responsible for organizing training programs for students, employees, school officers, board directors and volunteers. The training will include how to recognize harassment and what to do in case someone is bullied or harassed. It will also include proven effective harassment prevention strategies. The superintendent will also develop a process for evaluating the effectiveness of the policy in reducing bullying and harassment. The superintendent shall report to the board on the progress of reducing bullying and harassment.

The board will annually publish this policy. The policy may be publicized by the following means:

- Inclusion in the student handbook
- Inclusion in the employee handbook
- Inclusion in the registration materials
- Inclusion on the school or school district's website

And a copy shall be made available to any person at the central administrative office at 304 West Nishna, Shenandoah, IA 51601

Legal References: 20 U.S.C. §§ 1221-1234i (2004).
 29 U.S.C. § 794 (1994).
 42 U.S.C. §§ 2000d-2000d-7 (2004).
 42 U.S.C. §§ 12001 *et. seq.* (2004).

 Senate File 61, 1st Regular Session, 82nd General Assembly, (2007).
 Iowa Code §§ 216.9; 280.3 (2009).
 281 I.A.C. 12.3(6).
 Morse v. Frederick, 127 S.Ct. 2618 (2007)

103.1 E1 ANTI-BULLYING/HARASSMENT COMPLAINT FORM

Name of complainant: _____

Position of complainant: _____

Name of student or employee target: _____

Date of complaint: _____

Name of alleged harasser or bully: _____

Date and place of incident or incidents: _____

Nature of Discrimination or Harassment Alleged (Check all that apply)

<input type="checkbox"/>	Age	<input type="checkbox"/>	Physical Attribute	<input type="checkbox"/>	Sex
<input type="checkbox"/>	Disability	<input type="checkbox"/>	Political Belief	<input type="checkbox"/>	Sexual Orientation
<input type="checkbox"/>	Familial Status	<input type="checkbox"/>	Race/Color	<input type="checkbox"/>	Socio-economic
<input type="checkbox"/>	Marital Status	<input type="checkbox"/>	Religion/Creed	<input type="checkbox"/>	Other – Please Specify:
<input type="checkbox"/>	National Origin/Ethnic Background/Ancestry	<input type="checkbox"/>	Gender or Gender Identity		

Description of misconduct: _____

Name of witnesses (if any): _____

Evidence of harassment or bullying, i.e., letters, photos, etc. (attach evidence if possible):

Any other information: _____

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: _____

Date: _____

104.1E2 ANTI-BULLYING/HARASSMENT WITNESS DISCLOSURE FORM

Name of witness: _____

Position of witness: _____

Date of testimony, interview: _____

Description of incident witnessed: _____

Any other information: _____

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: _____

Date: _____

DISPOSITION OF ANTI-BULLYING/HARASSMENT COMPLAINT FORM

Name of complainant: _____

Name of student or employee target: _____

Grade and building of student or employee: _____

Name and position or grade of alleged perpetrator /respondent: _____

Date of initial complaint: _____

Nature of discrimination or harassment alleged (Check all that apply)

<input type="checkbox"/>	Age	<input type="checkbox"/>	Physical Attribute	<input type="checkbox"/>	Sex
<input type="checkbox"/>	Disability	<input type="checkbox"/>	Political Belief	<input type="checkbox"/>	Sexual Orientation
<input type="checkbox"/>	Familial Status	<input type="checkbox"/>	Race/Color	<input type="checkbox"/>	Socio-economic
<input type="checkbox"/>	Marital Status	<input type="checkbox"/>	Religion/Creed	<input type="checkbox"/>	Other – Please Specify:
<input type="checkbox"/>	National Origin/Ethnic Background/Ancestry	<input type="checkbox"/>	Gender or Gender Identity		

Summary of investigation: _____

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: _____ Date: _____

104.1R1 ANTI-HARASSMENT/BULLYING INVESTIGATION PROCEDURES

Individuals who feel that they have been harassed should:

- Communicate to the bully/harasser that the individual expects the behavior to stop, if the individual is comfortable doing so. If the individual wants assistance communicating with the bully/harasser, the individual should ask a teacher, counselor, principal, or superintendent to help.

- If the harassment does not stop, or the individual does not feel comfortable confronting the harasser, the individual should:
 1. Tell a teacher, counselor, principal or superintendent; and
 2. Write down exactly what happened, keep a copy and give another copy to the teacher, principal or superintendent including:
 - what, when and where it happened;
 - who was involved;
 - exactly what was said or what the harasser did;
 - witnesses to the harassment;
 - what the complainant said or did, either at the time or later;
 - how the complainant felt; and
 - how the bully/harasser responded.

COMPLAINT PROCEDURE

An individual who believes that the individual has been harassed or bullied will notify the building principal or designee for all complaints at the school building level. The superintendent or designee will be responsible for handling all complaints of bullying and harassment at the district administration or board level. The alternate investigator is the Equity Coordinator, Assistant Principal or designee. The investigator may request that the individual complete the Harassment/Bullying Complaint form and turn over evidence of the harassment, including, but not limited to, letters, tapes, or pictures. However, completion of a complaint on the Harassment/Bullying Complaint form is not mandatory for purposes of investigating a complaint. The complainant shall be given a copy of the completed complaint form. Information received during the investigation is kept confidential to the extent possible.

An investigator, with the approval of the principal or the superintendent has the authority to initiate an investigation in the absence of a written complaint.

INVESTIGATION PROCEDURE

Level One

The building principal (or designee), for harassment or bullying occurring at the school building level, and the superintendent (or designee), for harassment or bullying occurring at the district administration or board level, will assign an investigator. The investigator will be designated by the building principal or superintendent and can be a supervisor, a building or district administrator, or a designated level 1 investigator for Chapter 102 complaints. The complainant should be informed of these choices and given the opportunity for input into the choice of investigator assigned to the complaint. Once assigned, the investigator will reasonably and promptly commence the investigation. The investigator will interview the complainant and the

alleged harasser/bully. The alleged harasser/bully may file a written statement in response to the complaint. The investigator may also interview witnesses and consider other evidence as deemed appropriate. Upon completion of the investigation, the investigator will make written findings and conclusions as to each allegation of harassment or bullying and report the findings and conclusions to the principal (or designee), superintendent (or designee) or board president (or designee), depending upon whether the alleged harassment or bullying occurred at the school building or district administration or board level. The investigator will provide a copy of the written findings and conclusions of the investigation to the principal (or designee), superintendent (or designee) or board president (or designee), as appropriate.

Following receipt of the investigator's report, the principal, superintendent, or board president designee, as appropriate, may investigate further, if deemed necessary, and make a determination of any appropriate additional steps, which may include discipline or other remedial action.

Prior to the determination of the appropriate discipline or other remedial action, the principal, superintendent, or designee, as appropriate, may, at his/her discretion, interview the complainant and the alleged harasser/bully.

The principal, superintendent, or designee, as appropriate, will file a written report closing the case and documenting any disciplinary action taken or any other action taken in response to the complaint. The complainant, the alleged harasser/bully and the investigator will receive notice as to the conclusion of the investigation. The principal, superintendent, or designee, as appropriate will maintain a log of information necessary to comply with Iowa Department of Education reporting procedures.

Level Two

If the complaint is not resolved at level one to the satisfaction of the complainant or the alleged harasser/bully, the grievant(s) may appeal the findings to the superintendent or appropriate designee. The filing of the level two complaint must be within fifteen (15) working days from the date of the conclusion of the level one investigation and must be made in writing using the anti-harassment/bullying complaint form stating the nature of the grievance. The grievant may request a meeting concerning the complaint with the superintendent or designee. A parent or guardian may accompany a minor student. The superintendent or designee shall investigate the complaint and attempt to resolve it. A written report from the superintendent or designee regarding action taken will be sent to the involved parties within fifteen (15) working days after receipt of the level two complaint.

POINTS TO REMEMBER IN THE INVESTIGATION

- Evidence uncovered in the investigation is treated as confidential, to the extent possible. Complaints must be taken seriously and investigated.
- No retaliation will be taken against individuals involved in the investigation process. Individuals who retaliate will be subject to discipline as appropriate.
- The totality of the circumstances will be considered in determining whether conduct constitutes harassment or bullying in violation of this policy.
- Students, employees, officers, board directors, and volunteers are expected to fully and fairly cooperate in any investigation.

CONFLICTS

If the designated investigator is the subject of or a witness to the incident or is otherwise personally affected by the complaint procedures related to the incident, an alternate investigator shall investigate the complaint. If the building principal, superintendent, or designee involved in the investigation procedure and resolution of the complaint is the subject of or a witness to the incident or is otherwise personally affected by the complaint procedures related to the incident, an alternate administrator shall serve as a substitute.

This procedure in no way denies the right of a person to file a formal complaint with the Iowa Civil Rights Commission, the Federal Office of Civil Rights for the U.S. Department of Education, the Federal Equal Employment Opportunity Commission, and/or the Iowa Department of Education for mediation or rectification of civil rights grievances, or to seek private counsel for complaints alleging bullying, harassment, or discrimination.

Health Provisions

Employees whose health may be in doubt in the opinion of the administration, shall present additional satisfactory examination results when requested to do so. The expense of any additional examinations if requested by the administration, will rest with the Board of Education.

The Board will provide paid flu shots for employees at a time and site designated by the Board. Employees choosing to get a flu shot other than this will assume the cost.

Insurance

The Board will provide health insurance for eligible employees. The Board contributes to the monthly premium in an amount equivalent to a PPO 1000 plan, toward the cost of insurance coverage for a full-time employee. The employee may apply the payment to single or family coverage. All employees are required to take at least single policy coverage. Disability Insurance and Term Life Insurance (\$10,000) is also provided for all teachers in the district.

The Board provides the above insurance and pays a proportionate amount of the premiums for part-time employees who work a minimum of twenty (20) hours a week. The part-time employee agrees to pay a proportionate amount and must authorize, in writing, a payroll deduction for their portion of the premium. The part-time employee may elect, in writing, to waive or revoke the insurance deductions by a thirty (30) day written notice to the Business Office.

Open Enrollment for insurance is in May.

Leaves of Absence

Jury Duty Leave

An employee required to perform jury duty during his/her working time will be granted a leave for such purpose and will receive the difference in compensation between the employee's normal compensation and the per diem compensation received from such jury duty. Provided, however, that in order for an employee to be eligible, the employee must also:

- Immediately notify his/her supervisor of the receipt of summons for jury duty;
- Be available for work on the next scheduled workday after the period of required jury duty;
- Furnish the employer with proper evidence of the number of days and the amount of

- jury duty pay; and
- Be available for work for the remainder of any day which the employee is not required to perform jury duty.

Emergency Leave

An employee will be granted a maximum of ten (10) days leave per year for illness or death in the immediate family, which is defined as spouse, parents, grandparents, children, grandchildren, father/mother/son/ daughter-in-law, brother, sister, brother/sister-in-law, foster children, foster grandchildren.

Up to two (2) days leave of the ten (10) maximum allowed may be used for serious illness, injury, death or funeral of any person not listed above.

In extenuating circumstances, the Superintendent may extend the ten (10) days fully paid leave. The Superintendent's decision is final and non-grievable.

Professional Leave

Professional leave may be excused for educational purposes at the discretion and approval of the building principal or the immediate supervisor and the Superintendent. If any regular full-time employee wishes to be absent from duty for a brief period to attend a professional meeting, a leave request should be entered into AESOP at least seven (7) days prior to the first (1st) day of anticipated absence. Professional days will be used for the purpose of:

- Visitation to view other instructional techniques or programs; or
- Conferences, workshops, or seminars conducted by colleges, universities, or other educational institutes or organizations.

Personal Leave

At the beginning of the school year, an employee will be granted two (2) days of leave without loss of pay to be used for the employee's personal business at the employee's discretion.

An employee planning to use a day will enter the absence into AESOP two (2) days in advance except in cases of emergency.

No personal days will be allowed during workshops, in-services, or parent-teacher conferences except in cases of emergency. A maximum of three employees may be granted use of personal leave during the first five days or last five days of the school year or immediately before or following any holiday or school recess.

Should an emergency or important family responsibility beyond the employee's control arise, permission is to be obtained from the employee's immediate supervisor. Examples could be: weddings, graduations, court appointments, but would not include vacation extensions.

If the employee chooses not to be reimbursed, unused personal leave will be allowed to accumulate up to 4 days.

Each employee will be reimbursed for a maximum of four (4) personal days not used during a

school year. This reimbursement will be \$100 per day. This reimbursement must be requested in writing. Request must be received in the Central Office on or before June 1st and will be added to the employee's June check with appropriate taxes withheld.

An employee may purchase two (2) additional personal leave days, per year, by paying the current substitute teacher rate plus FICA and IPERS. No more than four (4) personal days will be allowed in a contract year.

Consultant Leave

In cases where school employees wish to serve or are requested to serve as education consultants by other school districts, educational organizations, etc., approval in advance must be obtained from the building principal and Superintendent and are limited to four (4) days per year.

Evidence of any fees, income, or remuneration received by the employee over and above expenses will be presented to the Business Office who will reduce the district's salary to the employee by the amount paid for such services

Discretionary Leave

The Board may, at its discretion, grant a leave of absence to an employee for reasons acceptable to the Board and upon such terms and conditions as may be prescribed by the Board.

Adoptive Leave/Foster Leave

Employees covered by this handbook will be granted a leave of absence at full pay for purposes of adoption/child fostering, not to exceed a total of five (5) days per year.

Maternity Leave

Maternity leave is treated under the applicable sections of sick leave and/or extended leaves.

Educational Improvement

A leave of absence, without pay, for up to one (1) year may be granted to a maximum of two (2) employees for the purpose of engaging in study related to professional responsibilities, at an accredited college or university. All requests for such leaves will be submitted in writing to the Superintendent at least thirty (30) days prior to the deadline for staff reduction as stipulated by Chapter 279, Code of Iowa, in the year preceding the school year in which the period of leave is requested. Leaves will be granted based upon the nature of the educational improvement undertaken and its resulting benefit to the district's educational programs. The Superintendent or his/her designee will reply to such request in writing by the deadline for staff reduction as stipulated by Chapter 279, Code of Iowa.

An employee on leave of absence during the spring semester will notify the Superintendent in writing at least thirty (30) days prior to the deadline for staff reduction as stipulated by Chapter 279, Code of Iowa, in the year of his/her intention to return or not return to the district the following school year. Failure to so notify by this date, will be interpreted to mean the employee does not intend to return, and will serve as a reason to terminate the continuing contract of the teacher on leave.

Public Office

A leave of absence without pay, not to exceed two (2) years, will be granted to a maximum of one (1) employee per year (with the date of the earliest written application to be the determining factor for allowance of the leave) for the purpose of serving in a state or national public office.

Military Leave

Employees who are inducted into the military service of the United States will be granted a leave of absence without pay for the duration of the induction. Upon return from such leave, an employee will be placed in an available position in which he/she is qualified and certified and at the step on the salary schedule determined by actual service and maintain earned sick leave accumulation. Returning employees will be according to the rights set forth in the Uniformed Services Employment and Reemployment Rights Act (USERRA) and the rights provided in the Iowa Military Code. Chapter 29A, Code of Iowa.

Temporary Military Leave

A maximum of thirty (30) school days per school year for persons called into temporary active duty of any unit of the United States Reserves or the State National Guard, provided such obligation cannot be fulfilled on days when school is not in session, will be granted without loss of pay or benefits.

Extended Leave

While on extended leave the employee's interest in the retirement funds, accumulated sick leave, and placement on the salary schedule will be frozen. While no additional benefits will be provided by the employer during the leave period, the employee may purchase such benefits. At the conclusion of the extended leave of absence, the salary of the employee will be the salary stated on the salary schedule for the step and class for which the employee was appointed at the time of the commencement of the leave.

Other extended leaves of absence without pay may, at the discretion of the Board, be granted upon the written request of an employee.

Sick Leave

All licensed staff members will receive (15) days of sick leave each school year as of the first (1st) official day of said school year. Unused sick leave days may accumulate from year to year to a maximum of one hundred twenty (120) days.

An employee absent due to personal illness or injury shall, if requested by the district, furnish to the district such reasonable evidence, as the district may desire confirming the necessity for such absence.

An employee returning to work from a sick leave shall, if requested by the district, furnish to the district such reasonable evidence as the district may desire that the employee is physically and mentally able to return to active employment.

Notification of available sick leave and personal leave is available on the AESOP absence management system and found on an employee's payroll stubs.

Sick Leave Pool

All requests by eligible employees to withdraw days from the sick leave pool will be submitted in writing to the Sick Leave Pool Committee (SLPC) for review. The SLPC will be comprised of 3 SEA appointed teachers (1 from each level: PK-4, 5-8, 9-12), 3 administrators (1 from each level: PK-4, 5-8, 9-12) and the Executive Secretary who will serve as secretary for the SLPC. The SLPC will initially determine if the requesting staff member's illness, injury, or infirmity is extenuating circumstances and whether or not the participant is eligible to use sick leave days from the sick leave pool. Staff members may not withdraw days from the sick leave pool for a normal pregnancy. This decision will be final and is not subject to grievance.

The intent of the sick leave pool is to provide staff members with additional sick leave benefits in case a catastrophic illness or injury has occurred.

To be a member of the sick leave pool, an employee must give one sick day each year from their annual allotment until they have contributed 4 days. When the sick leave pool drops below 300 days, members will be asked to contribute one sick day on consecutive years until the pool has reached 300 days again. The employee must join by the enrollment deadline of September 15 to be eligible. Teachers hired after the start of the school year, will have 4 weeks from their date of hire to enroll. Teachers who have previously been on staff, and have not contributed every year of the Sick Leave Pool's existence, will need to donate the number of days equal to the employee's years of employment during that period, not to exceed five days.

An employee may draw from the sick leave pool when and only when the employee has depleted all of his/her "built-up" sick days and personal days.

Teachers who have contributed 1 day may draw up to a maximum of 20 days. Teachers who have contributed 2-3 days may draw up to a maximum of 40 days. Teachers who have contributed 4 or more days may draw up to a maximum number of days that cannot exceed the number of days left in the sick leave pool or days left in the school year.

Sick Leave Reimbursement

In years where a School Board Incentive Plan is offered, each employee shall be paid \$25 for each unused sick day upon resigning from the district, provided the employee has been under contract with the district for a minimum of six years.

In years where a School Board Incentive Plan is not offered, each employee will be paid \$25 for each unused sick day upon resigning from the district, provided the employee has been under contract with the district for a minimum of six years. After 15 years of consecutive employment with the district, reimbursement will be made at a rate of \$35 for each unused sick day upon resignation. After 25 consecutive years of employment, the rate will increase to \$45 per unused sick day. This payment will be made in July of the next fiscal year.

All Sick Leave Reimbursements are a one-time only payment. All employees who resign and return, must either: not receive sick leave reimbursement again; or pay back any previous reimbursement.

When an employee has exhausted the paid accumulated sick leave benefits and is still unable to

work, he/she will be granted a leave of absence without pay until the end of the current contract year and all insurance benefits will be continuously paid by the Board until the end of the current contract year if the employee has furnished the appropriate administrator with acceptable medical evidence that he/she is unable to return to work.

If an employee seeks and is granted a leave of absence under the provisions of sick leave for a period in excess of sixty (60) working days, said employee will not be credited with a year of teaching nor will the employee be entitled to move forward one (1) step on the salary schedule for the following school year.

Licensure

Employees are responsible for obtaining and maintaining the appropriate licensure with the Board of Educational Examiners for the position they are teaching.

Observations and Evaluations

All teachers can expect to be observed informally and formally by mentor teachers, master teachers, other administrators, and their assigned evaluator. The information obtained by mentor and master teachers is used to provide teachers with peer feedback and is not considered part of the formal evaluation process.

The teacher evaluation process, procedures, and protocols will be reviewed with staff on an annual basis. The evaluation will include a conference between the employee and the evaluator and a copy of each formal evaluation will be filed in the employee's district personnel file. Both parties shall sign and date the formal written evaluation report which indicates that the contents have been discussed and said meeting has taken place. If an employee disagrees with the write evaluation report they can written response that will be included with the evaluation according to the procedures outlined in the evaluation procedures.

Out of District Employment

The district recognizes some certified employees may have other employment out of the district. The general work schedule for the district is published well in advance and work hours are normally constant. It is important employees with more than one employer become familiar with the work schedule and communicate concerns well in advance. Employees work schedules, duties and responsibilities will not be altered by the district to accommodate out of district employment. The employee may be requested to discontinue outside employment if it conflicts with the employee's ability to meet the needs of their assigned job duties.

Requesting a Transfer

A "voluntary transfer" is the movement of an employee to a different building and to another grade level or position within a building. An "involuntary transfer" is the movement of an employee to a different building and to another grade level or position within a building by the Superintendent or the Superintendent's designee.

Voluntary Transfer

Any employee possessing the necessary certification and qualifications may apply for reassignment to another building, and to another position within the building, and all applicants

will be carefully considered. All applications will be submitted electronically on TeachIowa. The granting of such transfer will be based upon the needs of the district as determined by the administration.

Posting of Opportunities to Transfer

Except during the summer vacation, the Board will announce, by emailing all employees, a list of vacancies which occur during the school year and for the following year prior to advertising the vacancies. Employees who desire to apply for the transfer will need to submit their applications as described above, within five (5) school days from the posting. The granting of a transfer will be based upon the need of the school as determined by Administration. When a transfer is filled, all applicants will be notified within a reasonable time thereafter. Internal requests for transfer will be considered on vacancies that occur after May 1 however the administration may proceed with filling the position immediately without waiting for the 5-day notice to expire.

If an employee is transferred, then the employee will not generally be considered a viable option to be considered for a transfer to another building, and to another position within the district for a period of one (1) year. The administration may grant an exception to this rule when it is determined to be in the best interest of the district.

Involuntary Transfer

Involuntary transfer will be made upon the need of the school district as determined by and within the sole discretion of the administration. All such transfers will be made known to the employee involved in the transfer and will be reported to the Board of Directors.

Salary Schedule

Placement on Salary Schedule

Employees will be granted one-year increment or vertical step on the schedule for each year of service until the maximum for their educational classification is reached.

When an employee has completed their fifth (5th) year in the district, and completes the final step in any educational lane, they shall receive a career increment equal to 10 percent (10 %) of the supplemental pay generator base.

Credit for Teaching Experience

Credit up to the eighth (8th) step on the appropriate degree level on the employee salary schedule for teaching experience in an accredited school district may be granted to an employee upon initial employment. The Board may grant placement at a higher step in those special instances when the Board, in its discretion, determines that a higher placement is appropriate.

Teachers completing a master's degree in any educational field will be given credit for advancement on the salary schedule. Any hours past the master's degree for movement must be in the same area the employee is currently teaching. Procedures for advancement will be followed as per board policy.

Method of Payment

Each employee will be paid in twelve (12) equal monthly installments on the twentieth (20th) of

each month. Payment or notification of payment will be received at the teacher's regular school building during the school year and to an address designated by the teacher during the summer months.

Employees who are in their first year of employment with the district may elect to be paid in thirteen installments, with the first installment equal to per diem pay for ten work days. Employees must request this option on or before the first day they report for their non-Schedule II assignment. This early installment will be paid eleven work days from the day they report for their non-Schedule II assignment. The remaining twelve payments will be adjusted to reflect a deduction of the early payment.

When a pay date falls on or during a school holiday, vacation, or weekend, the Central Office will attempt to distribute the checks on the last previous working day.

Extended Contracts

Remuneration for extended contracts are calculated on a pro-rated basis of a teacher's regular teaching salary.

Supplemental Pay

The supplemental pay schedule in effect for the 2018-2019 school year is set forth in Schedule II which are attached to this document.

The supplemental pay for a person employed in a position listed on the Supplemental Pay Schedule is the product of the supplemental pay generator base salary multiplied by a percentage factor assigned to the position. The percentage factor used to calculate the supplemental pay of an employee for the employee's second and each consecutive year of employment in that same position will be increased by one tenth of one percent (.1%) per year up to a maximum increase of one percent (1.0%). Years of service must be consecutive. An employee who has a break in service in a position, or who accepts a different supplemental pay position, will begin at the minimum percentage for that position.

Horizontal Movement

Any employee seeking a horizontal movement on the salary schedule for the next school year will file a letter/email of intent to seek said movement, with the Superintendent or his/her designee prior to **March 1st** of the current school year. An email reminder will be sent out prior to March 1st. In any event, said notice will be filed no later than September 1 of the following school year.

Substitute Teaching During Preparation Time

Teachers may be compensated for teaching during their scheduled preparation time when assigned by an administrator. The compensation rate is fifteen dollars (\$15) per full period, regardless of the length of period.

Ticket-taking

Employees will be paid at a rate of eighteen dollars (\$18) for time increments of three (3) hours or less for taking tickets at extra-curricular events.

Teacher Salary Supplement Funds

Notwithstanding the amount of TSS funds, the amount of \$5,335 is added to each cell generated by the index schedule using a generator base of \$31,680, all being reflected on the attached combined schedule. The parties agree that the Teacher Salary Supplement funds are fully used to fund the combined salary schedule of the district, regardless of the amount added to the indexed schedule. The Supplemental Pay Schedule uses the same generator base as the combined Salary Schedule base.

Shenandoah School District Technology Agreement

Employees must conduct themselves in a manner that does not disrupt from or disrupt the educational process and failure to do so will result in discipline, up to and including, discharge.

Usage of the school district's computer resources is a privilege, not a right, and that use entails responsibility. All information on the school district's computer system is considered a public record. Whether there is an exception to keep some narrow, specific *content* within the information confidential is determined on a case by case basis. Therefore, users of the school district's computer network must not expect, nor does the school district guarantee, privacy for e-mail or use of the school district's computer network including web sites visited. The school district reserves the right to access and view any material stored on school district equipment or any material used in conjunction with the school district's computer network.

Social Networking or Other External Web Sites

For purposes of this policy any web site, other than the school district web site or school-school district sanctioned web sites, are considered external web sites. Employees shall not post confidential or proprietary information, including photographic images, about the school district, its employees, students, agents or others on any external web site without consent of the superintendent. The employee shall adhere to all applicable privacy and confidentiality policies adopted by the school district when on external web sites. Employees shall not use the school district logos, images, iconography, etc. on external web sites. Employees shall not use school district time or property on external sites that are not in direct-relation to the employee's job. Employees, students and volunteers need to realize that the Internet is not a closed system and anything posted on an external site may be viewed by others, all over the world. Employees, students and volunteers who don't want school administrators to know their personal information, should refrain from exposing it on the Internet. Employees, who would like to start a social media site for school district sanctioned activities, should contact the superintendent.

General

The following rules and regulations govern the use of the school district's computer network system, employee access to the Internet, and management of computerized records:

- Employees will be issued a school district e-mail account. Passwords must be changed periodically.
- Each individual in whose name an access account is issued is responsible at all times for its proper use.
- Employees are expected to review their e-mail regularly throughout the day, and shall reply promptly to inquiries with information that the employee can reasonably be expected to provide.

- Communications with parents and/or students must be made on a school district computer, unless in the case of an emergency, and should be saved and the school district will archive the e-mail records according to procedures developed by the Technology Director
- Employees may access the Internet for education-related and/or work-related activities.
- Employees shall refrain from using computer resources for personal use, including access to social networking sites.
- Use of the school district computers and school e-mail address is a public record. Employees cannot have an expectation of privacy in the use of the school district's computers.
- Use of computer resources in ways that violate the acceptable use and conduct regulation, outlined below, will be subject to discipline, up to and including discharge.
- Use of the school district's computer network is a privilege, not a right. Inappropriate use may result in the suspension or revocation of that privilege.
- Off-site access to the school district computer network will be determined by the superintendent in conjunction with appropriate personnel.
- All network users are expected to abide by the generally accepted rules of network etiquette. This includes being polite and using only appropriate language. Abusive language, vulgarities and swear words are all inappropriate.
- Network users identifying a security problem on the school district's network must notify appropriate staff. Any network user identified as a security risk or having a history of violations of school district computer use guidelines may be denied access to the school district's network.

Prohibited Activity and Uses

The following is a list of prohibited activity for all employees concerning use of the school district's computer network. Any violation of these prohibitions may result in discipline, up to and including discharge, or other appropriate penalty, including suspension or revocation of a user's access to the network.

- Using the network for commercial activity, including advertising, or personal gain.
- Infringing on any copyrights or other intellectual property rights, including copying, installing, receiving, transmitting or making available any copyrighted software on the school district computer network. *See Policy 605.7, Use of Information Resources* for more information.
- Using the network to receive, transmit or make available to others obscene, offensive, or sexually explicit material
- Using the network to receive, transmit or make available to others messages that are racist, sexist, and abusive or harassing to others.
- Use of another's account or password.
- Attempting to read, delete, copy or modify the electronic mail (e-mail) of other system users.
- Forging or attempting to forge e-mail messages.
- Engaging in vandalism. Vandalism is defined as any malicious attempt to harm or destroy school district equipment or materials, data of another user of the school district's network or of any of the entities or other networks that are connected to the Internet. This includes, but is not limited to, creating and/or placing a computer virus on the network.

- Using the network to send anonymous messages or files.
- Revealing the personal address, telephone number or other personal information of oneself or another person.
- Intentionally disrupting network traffic or crashing the network and connected systems.
- Installing personal software or using personal disks on the school district's computers and/or network without the permission of the director of technology.
- Using the network in a fashion inconsistent with directions from teachers and other staff and generally accepted network etiquette.

Staff Reduction Procedures

The Board of Education retains the sole and exclusive right to determine the number of staff members required to maintain its program, and the right to determine which program within the district shall be continued or added. In the event the Board of Education determines that there shall be a reduction or elimination of a number of staff members, the following procedures will be followed. The Board of Education retains the right to deviate from the following procedure if it is determined to be in the best interest of the district. Employees hired to replace an employee on a leave of absence may be reduced without reference to this article.

Layoffs will be made within the following categories: K-4, 5-8, and 9-12 (within individual curricular areas).

After the determination to reduce in a particular category, attrition within that category will be used when possible prior to layoffs, if the remaining employees in the category hold BOEE certifications, approvals, and/or endorsements required for the programs to be maintained.

In the event necessary reduction in staff within a designated category cannot be adequately accomplished by attrition, employees within the designated category with emergency or temporary certification will be laid off, unless said certification is required to maintain a specific program, such as Special Education, Title I Reading, etc.

If reduction in staff cannot be accomplished in accordance, the Board of Education will determine which employee is to be terminated according to the criteria of the district. Those criteria will include: length of teaching experience in the Shenandoah Community School District, employee(s) evaluation, breadth of certification endorsements, depth of educational preparation, and involvement of teacher(s) in co-curricular activities.

The notice of termination will be delivered to the employee by registered mail or given to the employee after the close of the employee's work day in accordance with the provisions of Chapter 279, Code of Iowa.

Laid off employees will be recalled to available positions for a period of one (1) year from the date of termination provided they make such a request in writing to the Superintendent within thirty (30) days from the time the laid off employees received notification of termination.

Eligible laid off employees within the categories set forth above will be recalled in the inverse order of lay-off to positions for which they are certified and qualified to teach within the

category laid off and based upon their teaching experience in the laid off category.

Any employee who has been laid off and recalled under the provisions of the above will be placed on the salary schedule at one (1) step above that of the contract year in which terminated providing he/she is not at the maximum in his/her educational lane and will have unused sick leave that had been accrued reinstated.

A recalled employee must notify the Superintendent within five (5) days of receipt and notice of recall desire and availability to return to work. Failure to comply with the above shall result in loss of eligibility of recall.

The school personnel office will be kept informed by the laid off person of the current address, telephone number, email address, and interest in recall.

Substance-Free Workplace Notice to Employees

EMPLOYEES ARE HEREBY NOTIFIED it is a violation of the Substance-Free Workplace policy for an employee to unlawfully manufacture, distribute, dispense, possess, use, or be under the influence of in the workplace any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance or alcohol, as defined in Schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation at 21 C.F.R. 1300.11 through 1300.15 and Iowa Code Chapter 204.

"Workplace" is defined as the site for the performance of work done in the capacity as a employee. This includes school district facilities, other school premises or school district vehicles. Workplace also includes nonschool property if the employee is at any school-sponsored, school-approved or school-related activity, event or function, such as field trips or athletic events where students are under the control of the school district or where the employee is engaged in school business.

Employees who violate the terms of the Substance-Free Workplace policy may be required to successfully participate in a substance abuse treatment program approved by the board. The superintendent retains the discretion to discipline an employee for violation of the Substance-Free Workplace policy. If the employee fails to successfully participate in such a program the employee is subject to discipline up to and including termination.

EMPLOYEES ARE FURTHER NOTIFIED it is a condition of their continued employment that they comply with the above policy of the school district and will notify their supervisor of their conviction of any criminal drug statute for a violation committed in the workplace, no later than five days after the conviction.

Support Staff Employee Handbook

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

SHENANDOAH CSD | 304 W. Nishna Road Shenandoah, IA 51601

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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.

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.
- School staff that are focused and visionary, collaborative and empowered to make knowledgeable decisions.

Theory of Action

If...

- We build a positive school climate, a culture of pride and accountability within the system;
- We build strong student, parent, and community relationships and focus on effective communication with all stakeholders;
- We further develop the capacity of our staff to perform at high levels;
- We hire and recruit committed, dedicated, reliable and accountable professionals to support our system; and
- We design, support and implement programs that will advance our students to compete in a global economy;
- We routinely evaluate programs and commit to making necessary improvements or eliminating ineffective practices; and
- We create and implement a multiyear facility plan that is supported by a sustainable finance plan

Then...

We will accomplish our goal of becoming the Southwest Iowa academic school of choice.

Board Goals

Excellence in Every Endeavor

With a goal of excellence, we are committed to:

- Increasing academic achievement
- Increasing STEM (Science Technology Engineering, Mathematics) Literacy
- Expanding and furthering Career Technical Education and vocational programs
- Developing a comprehensive K-12 activities program
- Maximizing sharing programs for students and operational expenses

Attendance Expectations

The district expects all employees to be present and ready to perform their duties at the start of their duty day and to remain present for their entire duty day, unless they have the prior approval of their supervisor. Employees who exhibit chronic tardiness, or those who fail to call their supervisor or designated representative prior to being tardy, may be subject to progressive discipline up to and including termination of employment.

Employees who will be away from their normal place of work during normal duty hours are expected to report their absences in AESOP. Except in cases of emergency, absences should be requested and approved in advance.

Employees who are absent from work without contact and approval by their supervisor will be considered to have abandoned their position. In such cases, the employee will be notified in writing of this fact and given a timeframe within which they must contact their building principal or direct supervisor. In cases where contact does not occur within the defined time frame, the Board will take action to terminate the employee for voluntary resignation.

Confidentiality

School employees frequently have access to confidential information. It is expected that school employees maintain confidentiality about information learned in the school environment and refrain from discussing matters related to students (student conduct, discipline, or performance) or their families with uninvolved staff and others outside of the work environment.

Drug and Alcohol Testing Program

Employees who operate school vehicles are subject to drug and alcohol testing if a commercial driver's license is required to operate the school vehicle and the school vehicle transports sixteen or more persons including the driver or the school vehicle weighs twenty-six thousand one pounds or more. For purposes of the drug and alcohol testing program, the term "employees" includes applicants who have been offered a position to operate a school vehicle.

The employees operating a school vehicle as described above are subject to pre-employment drug testing and random, reasonable suspicion and post-accident drug and alcohol testing. Employees operating school vehicles shall not perform a safety-sensitive function within four hours of using alcohol. Employees governed by this policy shall be subject to the drug and alcohol testing program beginning the first day they operate or are offered a position to operate school vehicles and continue to be subject to the drug and alcohol testing program as long as they may be required to perform a safety-sensitive function as it is defined in the administrative regulations. Employees with questions about the drug and alcohol testing program may contact the school district contact person, the school nurse located at the K-8 school.

Employees who violate the terms of this policy are subject to discipline up to and including termination. Employees who violate this policy bear the personal and financial responsibility, as a condition of continued employment, to successfully participate in a substance abuse evaluation and a substance abuse treatment program if recommended by the substance abuse professional. Employees who fail to or refuse to successfully participate in a substance abuse evaluation or

recommended substance abuse treatment program may be subject to discipline up to and including termination.

Electronic Google Forms for District Procedures

Please use the online form of this document to access the hyperlinks. Links can also be found on our website <http://www.shencsd.com/vnews/display.v/SEC/District%7CStaff%20Resources>.

AESOP

Need to be absent for any reason and/or need a substitute? Please use AESOP to submit leave requests for approval.

Maintenance Form

Something not working or needs repair? Please use this link to make a maintenance request.

Master Calendar Form

If you need to schedule an event or student activity of any kind, please use this link.

Fundraiser Form

Planning a fundraiser for your activity or club? Please use this link to request permission for a fundraiser.

Out of State Travel Form

Planning a field trip or activity out of state? Please use this link to request permission to take students out of state for a field trip or activity.

Technology Form

If you need any type of technology assistance or purchase, please use this link to make a technology request.

Transportation Form

Please use this link to request permission to use a district vehicle or arrange a bus for a field trip.

Emergency Dismissals

Support staff employees will not be paid for scheduled work time missed due to emergency dismissals such as late starts and early dismissals related to weather. When school is dismissed for the entire work day or shift, the employee that are not required to report to work will not be paid. The employee may be required to extend the work year when students are required to make up the day at the end of the school year.

Support staff employees will not be paid early dismissal time that is prescheduled on the school work calendar that is designated for professional development, unless assigned to attend professional development.

Employee Evaluation

All employees will be evaluated by their supervisor on an annual basis. Employees will meet to discuss their evaluation with their supervisor and will be provided a written copy. Employees must sign a copy of their evaluation acknowledging receipt of the document. The signature does not necessarily constitute that the employee agrees with the content.

Employee Safety

Health and Safety Provisions

The district strives to make reasonable provisions for the health and safety of its employees during the hours of employment. It is important that employees extend their complete cooperation to the district in maintaining district policies, rules and regulations as to health and safety. This includes but is not limited to using proper safety equipment, participating in

required trainings, maintaining a clean work environment, properly storing equipment and chemicals, using equipment for its designated purpose and promptly reporting any unsafe conditions to their immediate supervisor.

Use of Reasonable Force

An employee may, within the scope of his/her employment and pursuant to district policies, administrative regulations, and directives, using no more force than is reasonable and necessary, take appropriate action in self-defense, or to protect district property, or other school employees or students. This statement does not condone any action that is in any respect unlawful or in violation of school policy. All action taken by an employee pursuant to this section shall be promptly reported by the employee to his/her immediate supervisor.

Emergency Situations and Evacuations

Employees are trained to use the A.L.I.C.E. emergency protocol and are expected to know and understand district procedures for emergency evacuations. Staff members have also been trained in CPR so that they can assist in providing life saving measures for students and other staff members as necessary.

In the event that a building of the Shenandoah Community School District is placed under jurisdiction other than its duly appointed and authorized professional staff for the purpose of emergency evacuation, no staff member whose assignment is in that building, shall be required by the Board of Education or the administration of the Shenandoah Community School District to perform any services above and beyond that all students under his/her immediate supervision have been safely evacuated. However, employees may be required to review the areas to which they are assigned for suspicious objects.

Assaults

Whenever an employee has suffered an assault while acting within the scope of his/her employment, the employee shall notify his/her immediate supervisor immediately. The district will provide appropriate assistance to the assaulted employee(s) for needed liaison with the police and other authorities

If, as a result of an unprovoked assault as described above, an employee's clothing and personal effects, subject to the district's insurance policy definition and loss, are torn or destroyed, provided an investigation by the district indicated there was no negligence on the part of the employee, the employee shall be eligible for reimbursement for the damage. Reimbursement by the district for any loss shall be made only if such loss is not covered by the employee's personal insurance. This provision shall apply only to those incidents which occur on school property and while the employee is engaged in school business. A request for reimbursement shall be submitted in writing to the superintendent, shall describe the incident, shall state the amount of reimbursement sought and verification thereof, and shall be subject to approval by the district.

Harassment Prohibited

Harassment and bullying of students, employees, officers, board directors and volunteers are against federal, state and local policy, and are not tolerated by the board. The board is committed to providing all students, employees, officers, board directors and volunteers with a safe and civil

school environment in which all members of the school community are treated with dignity and respect. To that end, the board has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of students, employees, officers, board directors or volunteers or by other students, employees, officers, board directors, or volunteers or by others such as parents, vendors, and persons doing business with the school district, will not be tolerated in the school or school district.

For the purpose of this policy, the term “volunteer” includes, but is not limited to, a person performing a service for the benefit of and at the request of the school district.

The board prohibits harassment, bullying, or hazing of students, employees, officers, board directors and volunteers based on any of the following actual or perceived traits or characteristics: age, color, creed, national origin, race, religion, marital status, sexual orientation, gender, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.

This policy is in effect while students, employees, officers, board directors and volunteers are on property within the jurisdiction of the board; while on school-owned or school-operated vehicles; while attending or engaged in school-sponsored or school approved activities or functions regardless of location; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school or school district.

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures up to, and including, suspension and expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures up to, and including, termination. If, after an investigation, a school officer or board director is found to be in violation of this policy, the officer or director shall be subject to appropriate measures which may include public reprimand or removal from office, in accordance with applicable board policies and procedures and the law. If, after an investigation, a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures up to, and including, exclusion from school grounds.

Harassment and bullying mean any electronic, written, verbal, or physical act or conduct toward a student, employee, officer, board director or volunteer which is based on any actual or perceived trait or characteristic of the individual and which creates an objectively hostile school or work environment that meets one or more of the following conditions:

- Places the student, employee, officer, board director or volunteers in reasonable fear of harm to their person or property;
- Has a substantially detrimental effect on the student’s, employee’s, officer’s, board director’s or volunteer’s physical or mental health;
- Has the effect of substantially interfering with the student’s academic performance or an employee’s, officer’s, board director’s or volunteer’s work performance; or
- Has the effect of substantially interfering with the student’s, employee’s, officer’s, board director’s or volunteer’s ability to participate in or benefit from the services, activities, or privileges provided by a school.

“Electronic” means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. “Electronic” includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, electronic text messaging, or similar technologies.

Harassment and bullying may include, but are not limited to, the following behaviors and circumstances:

- Verbal, nonverbal, physical or written harassment, bullying, hazing, or other victimization that have the effect of causing injury, discomfort, fear, or suffering to the victim;
- Repeated remarks of demeaning nature that have the effect of causing injury, discomfort, fear, or suffering to the victim;
- Implied or explicit threats concerning one’s grades, achievements, property, etc. that have the effect of causing injury, discomfort, fear, or suffering to the victim;
- Demeaning jokes, stories, or activities directed at the victim that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; and/or
- Unreasonable interference with a victim’s performance or creation of an intimidating, offensive, or hostile learning or work environment.

Sexual harassment means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission to the conduct is made either implicitly or explicitly a term or condition of the student’s education or benefits or the individual’s work or employment;
- Submission to or rejection of the conduct by a student or school employee is used as the basis for academic decisions affecting that student or employment decisions affecting the individual; or
- The conduct has the purpose or effect of substantially interfering with the student’s academic performance or individual’s work performance, or creating an intimidating, hostile or offensive education or work environment.

In situations between students and school officials, faculty, staff, or volunteers who have direct contact with students, bullying and harassment may also include the following behaviors:

- Requiring that a student submit to bullying or harassment by another student, either explicitly or implicitly, as a term or condition of the targeted student’s education or participation in school programs or activities; and/or
- Requiring submission to or rejection of such conduct as a basis for decisions affecting the student.

To the extent provided in Iowa Code Section 280.28, any person who promptly, reasonably, and in good faith reports an incident of bullying or harassment under this policy to a school official, shall be immune from civil or criminal liability relating to such report and to the person’s participation in any administrative, judicial, or other proceeding relating to the report.

Retaliation, reprisal, or false accusation against any person because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding is also prohibited. Individuals who knowingly file false harassment complaints and

any person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. A school officer or board director found to have retaliated in violation of this policy shall be subject to measures up to, and including, public reprimand and removal from office, in accordance with applicable board policies and procedures and the law. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds. Other persons found to have retaliated in violation of this policy shall be subject to appropriate measures as determined by the school district.

The school or school district will promptly and reasonably investigate allegations of bullying or harassment. The building principal or designee will be responsible for handling all complaints alleging bullying or harassment at the school building level. The superintendent or designee will be responsible for handling all complaints of bullying and harassment at the district administration or board level.

It also is the responsibility of the superintendent, in conjunction with principals, to develop procedures regarding this policy. The superintendent also is responsible for organizing training programs for students, employees, school officers, board directors and volunteers. The training will include how to recognize harassment and what to do in case someone is bullied or harassed. It will also include proven effective harassment prevention strategies. The superintendent will also develop a process for evaluating the effectiveness of the policy in reducing bullying and harassment. The superintendent shall report to the board on the progress of reducing bullying and harassment.

The board will annually publish this policy. The policy may be publicized by the following means:

- Inclusion in the student handbook
- Inclusion in the employee handbook
- Inclusion in the registration materials
- Inclusion on the school or school district's website

And a copy shall be made available to any person at the central administrative office at 304 West Nishna, Shenandoah, IA 51601

Legal References: 20 U.S.C. §§ 1221-1234i (2004).
 29 U.S.C. § 794 (1994).
 42 U.S.C. §§ 2000d-2000d-7 (2004).
 42 U.S.C. §§ 12001 *et. seq.* (2004).

 Senate File 61, 1st Regular Session, 82nd General Assembly, (2007).
 Iowa Code §§ 216.9; 280.3 (2009).
 281 I.A.C. 12.3(6).
 Morse v. Frederick, 127 S.Ct. 2618 (2007)

103. E1 ANTI-BULLYING/HARASSMENT COMPLAINT FORM

Name of complainant: _____

Position of complainant: _____

Name of student or employee target: _____

Date of complaint: _____

Name of alleged harasser or bully: _____

Date and place of incident or incidents: _____

Nature of Discrimination or Harassment Alleged (Check all that apply)

<input type="checkbox"/>	Age	<input type="checkbox"/>	Physical Attribute	<input type="checkbox"/>	Sex
<input type="checkbox"/>	Disability	<input type="checkbox"/>	Political Belief	<input type="checkbox"/>	Sexual Orientation
<input type="checkbox"/>	Familial Status	<input type="checkbox"/>	Race/Color	<input type="checkbox"/>	Socio-economic
<input type="checkbox"/>	Marital Status	<input type="checkbox"/>	Religion/Creed	<input type="checkbox"/>	Other – Please Specify:
<input type="checkbox"/>	National Origin/Ethnic Background/Ancestry	<input type="checkbox"/>	Gender or Gender Identity		

Description of misconduct: _____

Name of witnesses (if any): _____

Evidence of harassment or bullying, i.e., letters, photos, etc. (attach evidence if possible):

Any other information: _____

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: _____

Date: _____

104.1E2 ANTI-BULLYING/HARASSMENT WITNESS DISCLOSURE FORM

Name of witness: _____

Position of witness: _____

Date of testimony, interview: _____

Description of incident witnessed: _____

Any other information: _____

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: _____

Date: _____

DISPOSITION OF ANTI-BULLYING/HARASSMENT COMPLAINT FORM

Name of complainant: _____

Name of student or employee target: _____

Grade and building of student or employee: _____

Name and position or grade of alleged perpetrator /respondent: _____

Date of initial complaint: _____

Nature of discrimination or harassment alleged (Check all that apply)

<input type="checkbox"/>	Age	<input type="checkbox"/>	Physical Attribute	<input type="checkbox"/>	Sex
<input type="checkbox"/>	Disability	<input type="checkbox"/>	Political Belief	<input type="checkbox"/>	Sexual Orientation
<input type="checkbox"/>	Familial Status	<input type="checkbox"/>	Race/Color	<input type="checkbox"/>	Socio-economic
<input type="checkbox"/>	Marital Status	<input type="checkbox"/>	Religion/Creed	<input type="checkbox"/>	Other – Please Specify:
<input type="checkbox"/>	National Origin/Ethnic Background/Ancestry	<input type="checkbox"/>	Gender or Gender Identity		

Summary of investigation: _____

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: _____ Date: _____

104.1R1 ANTI-HARASSMENT/BULLYING INVESTIGATION PROCEDURES

Individuals who feel that they have been harassed should:

Communicate to the bully/harasser that the individual expects the behavior to stop, if the individual is comfortable doing so. If the individual wants assistance communicating with the bully/harasser, the individual should ask a teacher, counselor, principal, or superintendent to help.

If the harassment does not stop, or the individual does not feel comfortable confronting the harasser, the individual should:

1. Tell a teacher, counselor, principal or superintendent; and
2. Write down exactly what happened, keep a copy and give another copy to the teacher, principal or superintendent including:
 - what, when and where it happened;
 - who was involved;
 - exactly what was said or what the harasser did;
 - witnesses to the harassment;
 - what the complainant said or did, either at the time or later;
 - how the complainant felt; and
 - how the bully/harasser responded.

COMPLAINT PROCEDURE

An individual who believes that the individual has been harassed or bullied will notify the building principal or designee for all complaints at the school building level. The superintendent or designee will be responsible for handling all complaints of bullying and harassment at the district administration or board level. The alternate investigator is the Equity Coordinator, Assistant Principal or designee. The investigator may request that the individual complete the Harassment/Bullying Complaint form and turn over evidence of the harassment, including, but not limited to, letters, tapes, or pictures. However, completion of a complaint on the Harassment/Bullying Complaint form is not mandatory for purposes of investigating a complaint. The complainant shall be given a copy of the completed complaint form. Information received during the investigation is kept confidential to the extent possible.

An investigator, with the approval of the principal or the superintendent has the authority to initiate an investigation in the absence of a written complaint.

INVESTIGATION PROCEDURE

Level One

The building principal (or designee), for harassment or bullying occurring at the school building level, and the superintendent (or designee), for harassment or bullying occurring at the district administration or board level, will assign an investigator. The investigator will be designated by the building principal or superintendent and can be a supervisor, a building or district administrator, or a designated level 1 investigator for Chapter 102 complaints. The complainant should be informed of these choices and given the opportunity for input into the choice of

investigator assigned to the complaint. Once assigned, the investigator will reasonably and promptly commence the investigation. The investigator will interview the complainant and the alleged harasser/bully. The alleged harasser/bully may file a written statement in response to the complaint. The investigator may also interview witnesses and consider other evidence as deemed appropriate. Upon completion of the investigation, the investigator will make written findings and conclusions as to each allegation of harassment or bullying and report the findings and conclusions to the principal (or designee), superintendent (or designee) or board president (or designee), depending upon whether the alleged harassment or bullying occurred at the school building or district administration or board level. The investigator will provide a copy of the written findings and conclusions of the investigation to the principal (or designee), superintendent (or designee) or board president (or designee), as appropriate.

Following receipt of the investigator's report, the principal, superintendent, or board president designee, as appropriate, may investigate further, if deemed necessary, and make a determination of any appropriate additional steps, which may include discipline or other remedial action.

Prior to the determination of the appropriate discipline or other remedial action, the principal, superintendent, or designee, as appropriate, may, at his/her discretion, interview the complainant and the alleged harasser/bully.

The principal, superintendent, or designee, as appropriate, will file a written report closing the case and documenting any disciplinary action taken or any other action taken in response to the complaint. The complainant, the alleged harasser/bully and the investigator will receive notice as to the conclusion of the investigation. The principal, superintendent, or designee, as appropriate will maintain a log of information necessary to comply with Iowa Department of Education reporting procedures.

Level Two

If the complaint is not resolved at level one to the satisfaction of the complainant or the alleged harasser/bully, the grievant(s) may appeal the findings to the superintendent or appropriate designee. The filing of the level two complaint must be within fifteen (15) working days from the date of the conclusion of the level one investigation and must be made in writing using the anti-harassment/bullying complaint form stating the nature of the grievance. The grievant may request a meeting concerning the complaint with the superintendent or designee. A parent or guardian may accompany a minor student. The superintendent or designee shall investigate the complaint and attempt to resolve it. A written report from the superintendent or designee regarding action taken will be sent to the involved parties within fifteen (15) working days after receipt of the level two complaint.

POINTS TO REMEMBER IN THE INVESTIGATION

- Evidence uncovered in the investigation is treated as confidential, to the extent possible. Complaints must be taken seriously and investigated.
- No retaliation will be taken against individuals involved in the investigation process. Individuals who retaliate will be subject to discipline as appropriate.
- The totality of the circumstances will be considered in determining whether conduct constitutes harassment or bullying in violation of this policy.
- Students, employees, officers, board directors, and volunteers are expected to fully

and fairly cooperate in any investigation.

CONFLICTS

If the designated investigator is the subject of or a witness to the incident or is otherwise personally affected by the complaint procedures related to the incident, an alternate investigator shall investigate the complaint. If the building principal, superintendent, or designee involved in the investigation procedure and resolution of the complaint is the subject of or a witness to the incident or is otherwise personally affected by the complaint procedures related to the incident, an alternate administrator shall serve as a substitute.

This procedure in no way denies the right of a person to file a formal complaint with the Iowa Civil Rights Commission, the Federal Office of Civil Rights for the U.S. Department of Education, the Federal Equal Employment Opportunity Commission, and/or the Iowa Department of Education for mediation or rectification of civil rights grievances, or to seek private counsel for complaints alleging bullying, harassment, or discrimination.

Holidays

Board designated paid holidays will be days off without loss of pay for all full time and part time support staff employees, if the day falls within the employee's regular work schedule. If a holiday occurs during times that school is not in session and the employee is not normally scheduled to work, they will not be paid i.e. if the last day of school is scheduled before Memorial Day and the employee is not scheduled to work past the end of the school year, the employee would not be paid for the holiday.

All support staff employees receive holiday pay. Board designated paid holidays for all employees:

Labor Day	New Year's Day
Thanksgiving Day	Good Friday
Christmas Day	Memorial Day

Board designated paid holidays for 11/12-month support staff employees:

Labor Day	Good Friday
Thanksgiving Day	Memorial Day
Friday after Thanksgiving Day	Independence Day
Christmas Day	New Year's Day

Hours of Work

Employees will be notified of their normal work hours by their immediate supervisor. Employees may be asked to extend or reduce their hours for a specified day or time period at the employer's discretion to meet the immediate needs of the district. Employees will be given five (5) days' notice of any permanent change in their normal hours of work.

Principals and department supervisors are responsible for scheduling the hours and work assignments for employees. A reasonable effort will be made to schedule an employee's hours of work in a single block of time. However, the assigned hours may vary according to the needs of

the employer. It is within the right of the employer to schedule employees, substitutes, and temporary workers to meet the needs of the district.

Duty Free Meal Break

Employees who work a single block of time of six hours or more will have an unpaid duty-free meal break of not less than thirty minutes to be arranged with the employee's supervisor. Employees who are assigned a duty during their meal break shall be paid for the duty time.

Injury on the Job

The district strives to maintain a safe and accident free work environment. Employees are expected to use good judgment, follow safety guidelines and procedures, and avoid taking hazardous actions such as but not limited to not using equipment that they have not been trained on, standing on chairs, or inappropriately attempting to lift objects.

It is the responsibility of the employee injured on the job to inform their supervisor and the business office of all injuries (minor and more serious) within twenty-four hours of the occurrence. After the injury has been reported to their supervisor, the employee needs to call EMC Insurance at (844) 322-4668 to file a report. The employee will need to work with the business office to file any Worker's Compensation claims that need to be filed.

Insurance

Employees who are regularly scheduled to work 30 hours or more per week shall be eligible annually to participate in the group health insurance plan. Such regular employees who also wish to purchase insurance coverage for their spouse or dependents may do so by meeting the requirements of the insurer.

Eligible employees who work less than 12 months per year shall receive a prorated contribution to the cost of insurance based upon the portion of a full work year that the employee is employed.

The board currently contributes the monthly premium amount equivalent to a PPO 1000 plan, or a comparable mutually agreed upon plan, toward the cost of insurance coverage for each fulltime, twelve-month employee. The employee may apply the payment to single or family coverage.

An employee who is on an unpaid leave, other than FMLA leave, shall be required to pay the premium to maintain coverage if the leave is more than thirty days long.

Leave Requests

All leave requests must be scheduled using the districts electronic leave request system (AESOP) prior to taking leave. If the leave is the result of an emergency, the employee must directly notify their supervisor of the need to be absent within 1 hour of the employee's scheduled work time or as soon as it is logistically possible to do so. Employees who are absent from work without making appropriate contact and obtaining approval by their supervisor will be considered to have abandoned their position and may be subject to employee discipline up to and including termination.

Bereavement Leave

Up to five (5) days per occurrence, not cumulative, for the death of a member of the immediate family. The immediate family includes child, stepchild or other custodial dependent, spouse, parent, brother, sister, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandchild or grandparent of the employee.

A maximum of two days of bereavement leave will be granted for the death of a close friend or other relative not listed above.

Family Medical Leave Act (FMLA)

Eligible employees of the district are entitled to unpaid family and medical leave to the same extent and subject to the same terms and conditions as set forth in the Family and Medical Leave Act of 1993. Employees must have been continuously employed by the district for a period of 12 months in order to be eligible to use family and medical level benefits under FMLA. An employee who is absent for three consecutive days for personal illness or for the care of a family member are required to complete FMLA forms. These are available in the Business Office.

Illness in the Immediate Family

Employees shall be granted leave of absence at full pay for an illness in the immediate family (spouse, children, mother, father, brother, sister, grandparent, or others of close familial relationship who, with approval of the Superintendent, because of a more unusual family or household arrangement, present a problem of immediate dependence prior to and at the time of said illness) not to exceed a total of five (5) days per year. If needed, one of these days may be used for a circumstance, in the immediate family, that cannot be accomplished outside of the working day. Such days are non-cumulative. An employee may request an additional unpaid leave of absence for up to one year, such request subject to the approval of the Board.

Jury Duty

The Board will allow classified employees to be excused for jury duty unless extraordinary circumstances exist. The Superintendent has the discretion to determine when extraordinary circumstances exist.

Jury duty leave may be paid or unpaid. If jury duty is paid leave, the employee must pay the school district the money he/she received for being on the jury.

When the employee is dismissed from jury duty, the employee shall report to their supervisor. The employee shall be required to perform the employee's duties remaining to be completed that day.

Military Service

The Board recognizes classified employees may be called to participate in the armed forces, including the National Guard. If a classified employee is called to serve in the armed forces, the employee shall have a leave of absence for military service until the military service is completed.

The leave shall be without loss of status or efficiency rating, and without loss of pay during the

first thirty calendar days of the leave.

Personal Leave

At the beginning of the school year, each non-certified employee shall be granted two (2) days of leave without loss of pay to be used for the employee's personal business at the employee's discretion. A day is defined to be the employee's normal working day. For example, if you normally work 4 hours per day, one personal day of 4 hours is intended.

An employee planning to use a leave day shall notify his/her supervisor three (3) days in advance except in cases of emergency.

No personal leave day will be allowed the work day immediately preceding or immediately following any holiday, paid vacation, school recess, during the first or last weeks of the school year, or non-contract days such as teacher's workshops, in-services or parent-teacher conferences, except in cases of emergency. Should an emergency arise during the above days, permission is to be obtained from the employee's immediate supervisor.

Only one employee per job classification may be absent for a personal leave day at a time and will be granted on a first come-first serve basis. Exceptions may be made at the supervisor's discretion. Consideration will be given to the nature of the request, availability of a suitable substitute, and the impact on the overall work and learning environment. The decision is final and not subject to further grievance.

One personal leave day can be carried over to the next school year. Personal leave days shall not accumulate to more than 3 days in one year.

Each employee shall be reimbursed for a maximum of two (2) personal days not used during a school year. This reimbursement will be \$50 per day. A written request must be received in the Business Office on or before June 1st of the current school year. This reimbursement will be added to the employee's June check with appropriate taxes withheld.

Political Leave

The Board may provide a leave of absence to classified employees to run for elective public office. The Superintendent shall grant a classified employee a leave of absence to campaign as a candidate for an elective public office as unpaid leave.

The employee will be allowed one period of leave to run for the elective public office, and the leave may commence any time within thirty days of a contested primary, special, or general election and continue until the day following the election.

The request for leave must be in writing to the Superintendent at least thirty days prior to the starting date of the requested leave. The Board may deny the request for leave if the leave of absence would cause a substantial disruption in the work place or it is deemed in the best of interest of the district to do so.

Professional Leave

Professional leave may be granted to classified employees for the purpose of attending meetings and conferences directly related to their assignments. This request should be made using AESOP and the supporting documentation provided to the employee's direct supervisor.

It shall be within the direct supervisor's discretion to grant professional leave. The leave may be denied on the day before or after a vacation or holiday, on special days when services are needed, when it would cause undue interruption of the education program and school district operation, or for other reasons deemed relevant by the supervisor.

Sick leave (for personal use only)

Employees may access sick leave for their personal illness. Sick leave may not be used for family members or for any other reason. Evidence may be required to confirm the employee's illness, the need of illness leave, the ability to return to work and the capability to perform the duties required. Abuse of sick leave will result in employee discipline up to and including termination of employment.

Sick leave applies as follows:

1 st year	10 days
2 nd year	11 days
3 rd year	12 days
4 th year	13 days
5 th year	14 days
Subsequent years	15 days

Unused sick leave is cumulative to 120 days.

An employee injured or disabled on the job may be eligible to receive a weekly benefit under the Iowa Workers' Compensation Law. If an employee receives Workers' Compensation benefits, the employee's accumulated sick leave will be reduced proportionate to the amount the Worker's Compensation benefits are to the employee's regular salary. At such time, the employee may also elect to have the Workers' Compensation benefits supplemented from the district by using either sick leave, vacation leave, and/or earned compensatory time. If supplemental payments are elected, leave time will be reduced by one full day for each day of absence. When all leave time is exhausted, supplemental payments will cease.

An employee shall be paid \$20 for each unused sick day upon resigning or retiring from the district, provided the employee has been under contract with the district for a minimum of 10 consecutive years and the employee is resigning or retiring in good standing. This payment, not to exceed 100 days, shall be made in July of the next fiscal year. This item would become effective with the 2006-2007 school year and will not be retroactive.

Unpaid Leave

Unpaid leave, not to exceed 5 per school year, may be used to excuse an involuntary absence not provided for in other leave policies. Unpaid leave for employees must be submitted on AESOP

and authorized by the Superintendent/ or designee. Whenever possible, employees shall make a written request (email is acceptable) for unpaid leave ten days prior to the beginning date of the requested leave. If the leave is granted, the deductions in salary shall be made unless they are waived specifically by the Superintendent.

The Superintendent shall have complete discretion to grant or deny the requested unpaid leave or the number of days allowed. In making this determination, the Superintendent shall consider the effect of the employee's absence on the education program and school district operation, the financial condition of the school district, length of service, previous record of absence, the reason for the requested absence and other factors the Superintendent believes are relevant in making this determination.

If unpaid leave is granted, the duration of the leave period shall be coordinated with the scheduling of the education program whenever possible to minimize the disruption of the education program and school district operations.

While on unpaid leaves, the employee's interest in the retirement funds, accumulative sick leave, seniority, and salary shall be frozen.

Vacation Leave

Full-time, 11/12-month support staff employees will earn vacation days as follows:

- During consecutive years 1 through 8: 10 days of vacation
- After 8 consecutive years: 15 days of vacation

All vacations are subject to approval of the Superintendent through the appropriate administrator or supervisor. All employees shall have the equal opportunity to take earned vacation days throughout the entire year. Vacation time is non-cumulative. When a vacation includes a paid holiday, the paid holiday will be paid and not counted as vacation. The work year is defined as the 12 months from July 1 of one year through June 30 of the following year.

Licensure

Employees who require a special license or other certification shall keep them current at their own expense. Licensing requirements needed for a position will be considered met if the employee meets the requirements established by law and by the Iowa Department of Education for the position.

Out of District Employment

The district recognizes some classified employees may have other employment out of the district. The general work schedule for the district is published well in advance and work hours are normally constant. It is important employees with more than one employer become familiar with the work schedule and communicate concerns well in advance. Employees work schedules, duties and responsibilities will not be altered by the district to accommodate out of district employment. The employee may be requested to discontinue outside employment if it conflicts with the employee's ability to meet the needs of their assigned job duties.

Overtime

Any employee subject to the overtime provisions of the Fair Labor Standards Act of 1938, as amended, and who is required to work in excess of 40 hours in any established work week, shall be compensated for the hours in excess of 40 at the rate of one and one-half (1-1/2) times the regular rate of pay for the service performed.

Employees are required to have their immediate supervisor's approval prior to working hours that will result in overtime pay.

Pay Differential

Custodians working a night shift beginning at or after 2:00 p.m. will receive a \$1.00 per hour pay differential.

Level II and Level III Teacher Associates will receive \$.15 per hour pay differential.

Associates with Para Certification or a minimum of an Associate Degree in an education related field will receive a \$.15 per hour pay differential.

Pay Schedule

Hours worked will be paid on the 20th of the month following the month in which the work was performed unless the pay date falls on or during a school holiday, vacation, or weekend. In such instance, the Business Office will attempt to distribute payment on the last previous working day. Direct deposit is the district preferred method of payment. Employees will need to notify the Business Office if a paper check is necessary at the point of hire.

Probationary Status

New employees will be subject to a 60-day probationary period. An employee may be terminated for any reason during this probationary period.

Physical Exams

Good health is important to job performance. Employees whose physical or mental health may be in doubt in the opinion of the administration, shall present additional satisfactory examination results when requested to do so. The expense of any additional examinations, if requested by the administration, shall rest with the Board of Education.

Bus drivers shall present evidence of good health prior to employment and every other year in the form of a physical examination report unless otherwise required by law or medical opinion.

If bus drivers go to a Shenandoah Medical Center Clinic for their required physical, the district will pay the Shenandoah Medical Center Clinic directly. If bus drivers go somewhere other than a Shenandoah Medical Center Clinic for their required physical, bus drivers covered by school insurance must turn the cost of the physical into insurance. After the payment process by the insurance company, the district will pay up to a maximum of \$50.00 on the balance of the physical directly to the doctor or medical clinic or, in some cases, to the employee. A bus driver that is not covered by school insurance will be reimbursed a maximum of \$50.00 toward the physical.

Influenza vaccinations are available each fall for all employees at no cost to the employee.

Professional Attire

Employees are respectfully asked to dress appropriately and professionally. It is understood various work assignments in the system require employees to dress in different attire. Please consult with your direct supervisor if you have questions as to what is considered appropriate. Friday is considered jeans/spirit day. Staff participating in jeans/spirit day will pay \$1 per Friday for the Jeans Fund. Staff choosing to wear jeans on Friday, must also wear **Shenandoah gear**. The last Friday of the month is a free “jeans” day.

Reduction in Force

The Board of Education retains the sole and exclusive right to determine the number of staff members to employ. If the Board determines that there shall be a reduction in the number of staff members, the Board will act upon the recommendation of the superintendent and administrative team to make such decisions. Consideration will be given to but not limited to an employee’s past evaluations, attendance, experience, qualifications, training, licensing and other identified factors deemed appropriate to the given situation.

Resignation

Support staff employees who wish to resign during the school work year will give the board notice of their intent to resign and final date of employment and cancel their employment within 10 work days prior to their last working day. A signed notice of the intent to resign will be in writing (email is acceptable) to the superintendent.

Reporting for Duty on Emergency Dismissals

Supervisors may require some support staff employees to report for duty on days and remain at work when school is dismissed in order to meet the immediate needs of the district such as snow removal, assistance with displaced students, and other related situations. In most situations this type of action is not necessary and is only enacted when prudent; yet, all employees should be prepared to assist as needed and have alternate plans made for personal needs such as child and dependent adult care.

Required Training

Employees will be paid to attend required or mandatory training at their hourly rate of pay.

Safety Procedures- Special Education Safety Plans

Fire Evacuation-Physically Handicapped Students

The following procedure will be used for the evacuation of physically handicapped students who are unable to use stairs or unable to be quickly and safely moved from the building:

The teacher/teacher associate will assist the disabled student to an “area of safe refuge” behind fire doors. One staff member will be identified to stay with each physically disabled student. The building principal will notify the fire department of the location of the “areas of safe refuge”

where physically disabled students may be found. One staff member will be responsible to notify the fire department.

Hearing Impaired Students

The following procedure will be used for the evacuation of hearing impaired students:

Although the building alarm system is equipped with light strobes – the teacher/teacher associate of a hearing-impaired student will make eye contact with the student and communicate the nature of the emergency. An assigned staff member will assist the hearing-impaired student to exit the building using the proper exit route.

Visually Impaired Students

The following procedure will be used for the evacuation of visually impaired students:

The teacher/teacher associate will assist the visually impaired student to exit the building using the proper exit route.

Tornado Precautions - Physically Handicapped Students

The following procedure will be used for the evacuation of physically handicapped students who are unable to use stairs or unable to be quickly and safely moved to designated areas of safety:

The teacher/teacher associate will assist the disabled student to an “area of safe refuge.” Identified staff member(s) will assist each student to the appropriate tornado shelter area.

Tornado Precautions - Hearing Impaired Students

The following procedure will be used for moving hearing-impaired students to tornado shelter areas:

The teacher of a hearing-impaired student will make eye contact with the student and communicate the nature of the emergency. The teacher/teacher associate will assist the hearing-impaired student to the appropriate tornado shelter area.

Tornado Precautions - Visually Impaired Students

The following procedure will be used for the evacuation of visually impaired students to tornado shelter areas:

The teacher/teacher associate will assist the visually impaired student to the appropriate tornado shelter area.

Gas Leak Evacuation – Physically Handicapped Students

The following procedure will be used for the evacuation of physically handicapped students who are unable to use the stairs or unable to be quickly and safely moved to designated area of safety:

The teacher/teacher associate will assist the physically disabled students to an “area of safe refuge” away from the building. The teacher/teacher associate will stay with each physically disabled student.

The building principal will notify the fire department of the location of the “areas of safe refuge” where physically disabled students may be found. The local fire and police departments will be notified.

Gas Leak Evacuation – Hearing Impaired Students

The following procedure will be used for the evacuation of hearing impaired students:

The teacher/teacher associate of a hearing-impaired student will make eye contact with the student and communicate the nature of the emergency. The teacher/teacher associate will assist the hearing-impaired student to exit the building using the proper exit route. The local fire and police departments will be notified.

Gas Leak Evacuation – Visually Impaired Students

The following procedure will be used for the evacuation of visually impaired students:

The teacher/teacher associate will assist the visually impaired student to exit the building using the proper exit route. The local fire and police departments will be notified.

Intruder Alert – Physically Handicapped Students

The following procedure will be used for the movement of physically handicapped students who are unable to quickly and safely move to designated area of safety within the classroom:

Physically disabled students will be moved to an “area of safe refuge” within the classroom. One staff member will be identified to stay with each physically disabled student.

Intruder Alert – Hearing Impaired Students

The following procedure will be used for the movement of hearing impaired students:

The teacher/teacher associate of a hearing-impaired student will make eye contact with the student and communicate the nature of the emergency. One staff member will assist the hearing-impaired student to an “area of safe refuge” within the classroom.

Intruder Alert – Visually Impaired Students

The following procedure will be used for the movement of visually impaired students:

The teacher/teacher associate will assist the visually impaired student to an “area of safe refuge” within the classroom.

Staff/ Student Relationships

All employees are responsible for conducting themselves in an appropriate manner and holding high ethical standards when interacting with students. All relationships must be professional in nature and must not suggest any form of romantic relationship that is real or perceived by the student or others. Grooming a romantic relationship or dating a student of any age is not acceptable and is subject to employee discipline including immediate termination of employment. Do not allow a student to spend excessive time or give obsessive attention to you. If you are having difficulty with a student please contact your supervisor immediately to ask for

assistance.

Substance-Free Workplace

EMPLOYEES ARE HEREBY NOTIFIED it is a violation of the Substance-Free Workplace policy for an employee to unlawfully manufacture, distribute, dispense, possess, use, or be under the influence of in the workplace any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance or alcohol, as defined in Schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation at 21 C.F.R. 1300.11 through 1300.15 and Iowa Code Chapter 204.

"Workplace" is defined as the site for the performance of work done in the capacity as a employee. This includes school district facilities, other school premises or school district vehicles. Workplace also includes non-school property if the employee is at any school-sponsored, school-approved or school-related activity, event or function, such as field trips or athletic events where students are under the control of the school district or where the employee is engaged in school business.

Employees who violate the terms of the Substance-Free Workplace policy may be required to successfully participate in a substance abuse treatment program approved by the board. The superintendent retains the discretion to discipline an employee for violation of the Substance-Free Workplace policy. If the employee fails to successfully participate in such a program the employee is subject to discipline up to and including termination.

EMPLOYEES ARE FURTHER NOTIFIED it is a condition of their continued employment that they comply with the above policy of the school district and will notify their supervisor of their conviction of any criminal drug statute for a violation committed in the workplace, no later than five days after the conviction.

Transfer of Assignment

Employees are eligible to request a transfer to any vacancy within the system they are qualified to work. A transfer may also be initiated by the supervisor or principal and approved by the superintendent, or by the superintendent.

When there is a vacancy within the system, a notice of the vacancy will be emailed to the staff and/or posted at least five (5) days at the Business Office, at the Bus Barn and in each school. Employees interested in applying for the vacancy shall submit their request for consideration in accordance with the notice of vacancy. Vacancies occurring May 1st or after will be posted but may be filled prior to the five days.

The superintendent will consider the following in making final work assignments that are in the best interest of the district:

- Principal and supervisor recommendation;
- Employee adaptability, attendance, interest, longevity, skill, training, and work habits;
- Equal Opportunity Employment and Affirmative Action Policies;
- Immediate and long term needs of the district

Employees may be involuntarily transferred by the superintendent to fill a vacant position as determined by the needs of the district. Involuntary transfers shall be made known in writing to the employee involved.

Time Clock

Employees are required to use the time clock management software to record their work hours. All work hours (including overtime and compensation time) must be accurately recorded in the system for the employee to be paid. Employees must verify their time sheets by the specified day or time using the time clock management software. Failure to do so may delay payment for service performed.

Misuse of the time clock system includes but is not limited to: refusing to use the system, clocking in for another employee, asking another person to clock in for the employee, inappropriately altering hours, or intentionally damaging the system. Misuse of the time clock is grounds for termination of employment.

Use of District Technology

Employees must conduct themselves in a manner that does not disrupt from or disrupt the educational process and failure to do so will result in discipline, up to and including, discharge. Usage of the school district's computer resources is a privilege, not a right, and that use entails responsibility. All information on the school district's computer system is considered a public record. Whether there is an exception to keep some narrow, specific content within the information confidential is determined on a case by case basis. Therefore, users of the school district's computer network must not expect, nor does the school district guarantee, privacy for e-mail or use of the school district's computer network including websites visited. The school district reserves the right to access and view any material stored on school district equipment or any material used in conjunction with the school district's computer network.

Social Networking or Other External Websites

For purposes of this policy any website, other than the school district website or school-school district sanctioned websites, are considered external websites. Employees shall not post confidential or proprietary information, including photographic images, about the school district, its employees, students, agents or others on any external website without consent of the superintendent. The employee shall adhere to all applicable privacy and confidentiality policies adopted by the school district when on external websites. Employees shall not use the school district logos, images, iconography, etc. on external websites. Employees shall not use school district time or property on external sites that are not in direct-relation to the employee's job. Employees, students and volunteers need to realize that the Internet is not a closed system and anything posted on an external site may be viewed by others, all over the world. Employees, students and volunteers who don't want school administrators to know their personal information, should refrain from exposing it on the Internet. Employees, who would like to start a social media site for school district sanctioned activities, should contact the superintendent.

General

The following rules and regulations govern the use of the school district's computer network system, employee access to the Internet, and management of computerized records:

- Employees will be issued a school district e-mail account. Passwords must be changed periodically.
- Each individual in whose name an access account is issued is responsible at all times for its proper use.
- Employees are expected to review their e-mail regularly throughout the day, and shall reply promptly to inquiries with information that the employee can reasonably be expected to provide.
- Communications with parents and/or students must be made on a school district computer, unless in the case of an emergency, and should be saved and the school district will archive the e-mail records according to procedures developed by the Technology Director
- Employees may access the Internet for education-related and/or work-related activities.
- Employees shall refrain from using computer resources for personal use, including access to social networking sites.
- Use of the school district computers and school e-mail address is a public record. Employees cannot have an expectation of privacy in the use of the school district's computers.
- Use of computer resources in ways that violate the acceptable use and conduct regulation, outlined below, will be subject to discipline, up to and including discharge.
- Use of the school district's computer network is a privilege, not a right. Inappropriate use may result in the suspension or revocation of that privilege.
- Off-site access to the school district computer network will be determined by the superintendent in conjunction with appropriate personnel.
- All network users are expected to abide by the generally accepted rules of network etiquette. This includes being polite and using only appropriate language. Abusive language, vulgarities and swear words are all inappropriate.
- Network users identifying a security problem on the school district's network must notify appropriate staff. Any network user identified as a security risk or having a history of violations of school district computer use guidelines may be denied access to the school district's network.

Prohibited Activity and Uses

The following is a list of prohibited activity for all employees concerning use of the school district's computer network. Any violation of these prohibitions may result in discipline, up to and including discharge, or other appropriate penalty, including suspension or revocation of a user's access to the network.

- Using the network for commercial activity, including advertising, or personal gain.
- Infringing on any copyrights or other intellectual property rights, including copying, installing, receiving, transmitting or making available any copyrighted software on the school district computer network. See Policy 605.7, Use of Information Resources for more information.
- Using the network to receive, transmit or make available to others obscene, offensive, or sexually explicit material

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- Using the network to receive, transmit or make available to others messages that are racist, sexist, and abusive or harassing to others.
 - Use of another's account or password.
 - Attempting to read, delete, copy or modify the electronic mail (e-mail) of other system users.
 - Forging or attempting to forge e-mail messages.
 - Engaging in vandalism. Vandalism is defined as any malicious attempt to harm or destroy school district equipment or materials, data of another user of the school district's network or of any of the entities or other networks that are connected to the Internet. This includes, but is not limited to, creating and/or placing a computer virus on the network.
 - Using the network to send anonymous messages or files.
 - Revealing the personal address, telephone number or other personal information of oneself or another person.
 - Intentionally disrupting network traffic or crashing the network and connected systems.
 - Installing personal software or using personal disks on the school district's computers and/or network without the permission of the director of technology.
 - Using the network in a fashion inconsistent with directions from teachers and other staff and generally accepted network etiquette.

Employees that violate the technology policy standards, regulations or the law, may be subject to employee discipline up to and including termination.

**Shenandoah Community
School District**

Coaching Handbook

2018 - 2019

**Home of the Mustangs and
Fillies**

Shenandoah Community School District
Coaching Manual
2018-2019

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Purpose:

IAC 281—12.6(1) states that each board shall sponsor a student activity program sufficiently broad and balanced to offer opportunities for all pupils to participate. The program shall be supervised by qualified professional staff and shall be designed to meet the needs and interests and challenge the abilities of all pupils consistent with their individual stages of development; contribute to the physical, mental, athletic, civic, social, moral, and emotional growth of all pupils; offer opportunities for both individual and group activities; be integrated with the instructional program; and provide balance so a limited number of activities will not be perpetuated at the expense of others.

Coaches Code of Conduct:

The function of a coach is to educate students through participation in interscholastic competition. An interscholastic program should be designed to enhance academic achievement and should never interfere with opportunities for academic success. Each student should be treated with the utmost respect, and his or her welfare should be considered in decisions by the coach at all times. Accordingly, the following guidelines for coaches have been adopted by the NFHS Board of Directors.

- The coach shall be aware that he or she has a tremendous influence, for either good or ill, on the education of the student and, thus, shall never place the value of winning above the value of instilling the highest ideals of character.
- The coach shall uphold the honor and dignity of the profession. In all personal contact with students, officials, athletic directors, school administrators, the state high school athletic association, the media, and the public, the coach shall strive to set an example of the highest ethical and moral conduct.
- The coach shall take an active role in the prevention of drug, alcohol and tobacco abuse.
- The coach shall avoid the use of alcohol and tobacco products when in contact with players.
- The coach shall promote the entire interscholastic program of the school and direct his or her program in harmony with the total school program.
- The coach shall master the contest rules and shall teach them to his or her team members. The coach shall not seek an advantage by circumvention of the spirit or letter of the rules.
- The coach shall exert his or her influence to enhance sportsmanship by spectators, both directly and by working closely with cheerleaders, pep club sponsors, booster clubs, and administrators.
- The coach shall respect and support contest officials. The coach shall not indulge in conduct which would incite players or spectators against the officials. Public criticism of officials or players is unethical.
- The coach should meet and exchange cordial greetings with the opposing coach to set the correct tone for the event before and after the contest.
- The coach shall not exert pressure on faculty members to give student special consideration.
- The coach shall not scout opponents by any means other than those adopted by the league and/or state high school athletic association.

Camps and Clinics:

Guidance: District-sponsored Camps/Clinics

Camp/clinic fees should be based on actual costs anticipated and established to at least break even. Excess funds (profit), if any, should be retained by the district in an Enterprise Fund if it is a regular event (on-going or repeated periodically), or in the General Fund if it is not a regular event (a one-time event). Excess funds should not be remitted or retained by the sports camp/clinic coaching staff.

A district's board should approve any salaries/wages along with granting approval to hold the sports camp/clinic. Revenue from fees collected should be deposited and recorded in the appropriate fund. All sports camp/clinic related expenses would require prior approval (purchase order), and payments would be processed through the normal disbursement process. Salaries for district personnel should be negotiated in advance, with the salary payments processed through the district's normal payroll process and be subject to withholdings. Wages would be reported on the district employee's W-2. Nonemployees (sports camp/clinic staff not otherwise employed by the district) would become employees for the sports camp/clinic and be paid through payroll.

General Guidance: Privately-sponsored Camps/Clinics

Using District Facilities: The contract between the sports camp/clinic facilitator and a district should address facility and equipment use and rental fees, insurance, and other costs of conducting the sports camp/clinic. The sports camp/clinic facilitator would need to rent the equipment and facility at fair rental value pursuant to sections 297.9 and 297.10 of the Code of Iowa and district policy. The sports camp/clinic facilitator would need to provide a certificate of insurance for liability coverage. If a district is collecting registration fees, or paying any expenses from fees collected for a privately sponsored sports camp/clinic, it would be accounted for in an Agency Fund on behalf of the private sponsor. A district may not pay any expenses prior to having cash on hand from fees collected for the organizer. Rental fees and reimbursement of other district costs are receipted into the General Fund.

Coach Defined:

"Coach" means an individual, with coaching endorsement or authorization as required by Iowa law, employed by a school district under the provisions of an extracurricular athletic contract or employed by a nonpublic school in a position responsible for an extracurricular athletic activity. "Coach" also includes an individual who instructs, diagnoses, prescribes, evaluates, assists, or directs student learning of an interscholastic athletic endeavor on a voluntary basis on behalf of a school or school district

A volunteer coach is an unpaid person who holds a coaching authorization or a coaching endorsement and who is acting under the direction of an employed coach and who has the knowledge and approval of the school administration.

Student Activity Fund:

A student activity fund must be established in any school district that is receiving money from student-related activities such as admissions, activity fees, student dues, student fundraising events, or other student-related co-curricular or extracurricular activities. Moneys in this fund shall be used to support only the co-curricular program defined in Department of Education rules in the Iowa Administrative Code. Iowa Code section 298A.8. Student Activity funds are public funds under the direction and control of the board of directors.

Coaching Responsibilities:

Head Coach

1. Orient the staff as to direction of your program and particular coaching techniques.
2. Consult with your staff and develop or establish responsibilities in line with policies of the department.
3. Establish practice schedules, programs of development and additional training rules within stated limits of the program.
4. Recruit and train student trainers and equipment managers.
5. See that equipment and facilities are properly used.
6. File an inventory report at the beginning of the season.
7. File a year end report with the athletic director at the session's conclusion--inventory, participation and awards list.
8. Submit to the athletic director at the start of each season a complete team roster and team rules.
9. Be responsible for the conduct of your team members in locker rooms, practice sessions and game situations.
10. Continue to improve your coaching knowledge by reading articles, subscribing to current literature and attending all I.H.S.A.A. and I.G.H.S.A.U. rules meetings.
11. Develop and implement your individual coaching philosophies to your assistant coaches, your players and the public.
12. Promote and support the entire extracurricular program of the Shenandoah School system.
13. Assist the administration in development and implementation of practices and policies to improve the extracurricular activities.
14. Assume responsibility of academic eligibility - check on athletes.
15. Assume responsibility of athlete's physical examination prior to start of the season.
16. Training rules will be provided to the athletic director prior to the beginning the season.
17. Complete evaluation forms for assistant and middle school coaches associated with your program.
18. Turn in your Hawkeye Ten All Conference list as soon as you return from the meeting. Do not hold on to these!!!!
19. Report all scores immediately to the proper media sources. See additional sites near appendix.

Assistant Coach

1. Carry out programs within the framework established by Board Policy, Administrative procedure and head coach's directives.
2. Assist the head coach in supervision of athletes, care of equipment and development of total program.
3. Continue to improve coaching knowledge and skills by attending rules meetings, reading current articles and subscribing to literature related to your activity.
4. Assist with all miscellaneous duties as assigned by head coach or athletic director.
5. Promote and support the entire extracurricular program of the Shenandoah System.

Pre-Season Responsibilities:

Physical Examinations

All athletes must have a physical that is signed by both their physician and parent or guardian on file before they can practice or participate in any sport.

1. Physical forms are available in the office.
2. Each head coach is responsible for checking the athletes in the sport to assure that physicals have been complete.

Insurance

Shenandoah School Policy requires that all athletes have school insurance coverage or have a form on file in the athletic director's office, signed by the athlete's parents or guardian, indicating that they do not wish to participate in a school provided plan.

1. The regular student insurance covers all athletes except football and wrestling.
2. Head coaches assume the responsibility of assuring that the athlete has either insurance or the waiver form filed.

Use of Dietary Supplements, Anabolic-Androgenic Steroids, and other Performance Enhancing Substances:

Coaches, teachers, district employees, and volunteers shall not recommend, promote, endorse, or encourage any specific product or performance enhancing substance to student-athletes.

Coaches, teachers, district employees, and volunteers should adhere to the position statement published by the National Federation of State High School Associations.

http://www.nfhs.org/media/1018447/nfhs_position_statement_apeds_april_2017.pdf

Any coach, teacher, district employee, or volunteer who ignores the known or observed use of illegal supplements, illegal steroids, or other illegal performance enhancing substances, encourages the use of such substances, or markets or sells such substances to student athletes (including indirect distribution through a third party) shall be subject to disciplinary action in accordance with established District procedures and policies.

Coaches may engage in conversations with students or parent(s)/guardian(s) about the safety or well-being of a student-athlete. Students with questions regarding any dietary supplement, steroid, or performance enhancing substance should be advised to speak with their parent(s) or guardian(s), or health care professional. Any product containing a dietary supplement is taken at the student-athlete's own risk.

Locker Assignments and Locks:

The physical education instructors have control of the locker rooms and locks. Coaches must work through the P.E. instructors for athletic locker assignments. Much cooperation on the part of coaches is needed to make this situation operate smoothly.

Selection of Officials:

The selection of game officials will be the responsibility of the athletic director. Coaches are urged to make suggestions and recommendations as to the effectiveness of officials. Only registered, approved officials will be used for contests.

Scheduling:

Scheduling will be done by the athletic director, in cooperation with the high school and middle school principals. Coaches will have input as to recommendations for scheduling.

- Shenandoah Schools shall adhere to scheduling guidelines of the I.H.S.A.A., the I.G.H.S.A.U., the Hawkeye Ten Board of Control, and the Shenandoah Board of Education.

Publicity:

Our athletic programs will prosper through a sound publicity program. Each head coach will plan, install and maintain a publicity campaign to enhance their sport.

Make information readily available to the media. Please call or email contest results to newspaper, radio, and rSchool immediately after each contest. Contact information is included on page 25 of this handbook.

Responsibilities During The Season:

Facilities

Because more than one team uses the same facility much cooperation will be needed.

1. Vacate the area at the designated time.
2. Leave the area in good order -- picked up and neat.
3. To eliminate facility conflicts all scheduling must be reported to the athletic director.
4. Outside groups will be using the facilities. For your information, rental costs for the gymnasium are \$100.00 for commercial purposes and \$60.00 for non-commercial use in addition to custodial fees at \$15.00 per hour.

Equipment

1. All coaches will assume responsibility of equipment and facility use during their season by their teams.
2. Instruct athletes and managers as to proper treatment of equipment.
3. All equipment handouts must be clearly numbered and accurately recorded.
4. Any athlete responsible for losing, taking or destroying equipment will be expected to pay for the replacement of said equipment.
5. All coaches have a responsibility to issue and check frequently the equipment in regards to safety.
6. If a student is seen wearing school equipment that he/she should not have access to, immediately pick it up, if possible. If you cannot collect the equipment, notify the athletic director.

Injuries:

Athletes who are injured during an athletic activity will be given immediate first aid by the coaching staff. If additional attention is required, a medical doctor or emergency personnel will be contacted.

1. Report all injuries to proper administration, and complete accident/injury report. So that insurance claims can be accurately handled.
2. Use sound judgment in regard to playing an athlete who may have an injury.
3. Be aware that failure to follow a doctor's recommendation may lead to a liability suit.

Practice Sessions:

Practice time is valuable. Plan and organize your practice sessions to obtain the maximum benefit for your team.

1. Beginning dates for most seasons have been established by the IHSAA/IGHSAU. We shall strictly adhere to these dates.
2. Expect your athletes to be at all practice sessions. Once we allow an exception it will be difficult to demand 100% attendance.
3. Practice sessions held during school vacations must be scheduled and arranged for through the administration.

Wednesday & Sunday Activity Restrictions:

The general rule shall be that all school sponsored activities, practices, rehearsals, contests, etc., are not to be scheduled on Wednesday evening or on Sunday.

1. Sunday practices and rehearsals may be approved if the scheduled activity is to occur on the following day, or because of special circumstances. (ie: Football playoffs, etc.)
2. Sunday practices, rehearsals, etc., are to be voluntary.
3. Approved Sunday activities are limited between the hours of 1:00 and 5:00 p.m. and are not to exceed one and a half hour in length.
4. All Wednesday school activities are to be concluded by 6:30 p.m.
5. Any unusual circumstances and exceptions deemed necessary are to be approved by an administrator.

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.

A. Superintendent closes school all day: In the event that school has been canceled, all practices/meetings will be canceled. In the event, a high school team has a scheduled contest the immediate day following a school closing, the approval of a volunteer practice will be considered.

B. Superintendent dismisses school early or notifies of a late start: If schools are dismissed early, there will be no after-school practice/meetings. If school is delayed, there will be no before-school practice/meetings.

Contracted Contests:

1. 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.
2. 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, the athletic director shall be responsible for rescheduling the canceled events and activities.

Team Dress:

Team dress will be left to the discretion of each coach. The appearance of the team is a direct reflection on the Shenandoah Community School District. It will be assumed that cleanliness and neatness is always the order of the day.

Team Conduct:

Coaches and athletes should understand that they carry the reputation and good name of our school to the community and beyond, and that our actions are judged! Encourage good sportsmanship! Do not allow the use of profanity!

Team Rosters:

When the season begins a complete team roster must be submitted to the athletic director's secretary. This roster should be continually updated.

Transportation:

Teams will be transported to and from contests by school bus or school-provided transportation.

1. Athletes will ride to and from athletic contests in the assigned team vehicle.
2. Students may return from a contest with their parents if the student has provided written permission ahead of time or if the parent personally provides a written request to the coach/sponsor following the contest. The contestant may only return with his parents - not a friend's parents.
3. There may be special circumstances that arise in which a participant may be granted permission to deviate from the travel regulations. These occurrences will be judged on individual merit and kept to a minimum by the administration.
4. The administration will make the decision to allow special travel arrangements. In the event that an administrator is not present the varsity head coach may allow a student only to ride home from a contest with his/her parent.
5. All head coaches should establish bus departure times for their season and submit to the athletic director. The bus times will all be consolidated and forwarded to the Transportation Director.
6. The coach is responsible for the conduct of team members riding in team vehicles. At least one coach must ride the team bus to and from all contests.
7. Cheerleaders will be transported on the team bus to out of town games unless prior arrangements have been made with the athletic director.

Supervision:

Athletes will be supervised at all times during practice sessions, game sessions, in the team vehicle, and in the locker rooms.

1. At least one coach must be present whenever athletes are in the area.
2. Coaches shall be the first to arrive and the last to leave. Board Policy 508.4 states that there shall be an employee or a person designated by the school district available to supervise the school building while students wait at the school building after a school activity.
3. Coaches must be present in the locker room to supervise.
4. The security of the facility is the coach's responsibility. Be sure you are the last to leave, lights are out and all doors are locked. You may be called to secure the building after hours if you were the last to leave and building doors are found unlocked.

5. Locker checks should be made at frequent intervals by the head coach to check on the cleanliness of equipment and gear, extra school equipment, and to see that the lockers are locked. The locks should be locked at all times.
6. By Board Policy 508.4, you are required to supervise the building while students wait at the school building after a school activity.

Training Room:

Major injuries to athletes should be examined and treated by a medical doctor. Rehabilitation of injuries requires special attention and cooperation among all coaches, staff members and P.E. personnel.

School Attendance on Contest Days:

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. If the activity is on a non-school day, attendance on the day of school preceding the activity will determine eligibility for participation.

Activity Bus Rules:

Students

1. Enter and leave only by the regular front loading door.
2. Arms and head are not to be extended out the windows.
3. Students may be required to clean up any unusual mess on bus.
4. Students will return on same bus they rode on unless excused for special reason by chaperone.
5. Nothing is to be thrown from windows of bus.
6. All windows of bus will be closed before disembarking on conclusion of trip.

Chaperones and/or Coaches

1. Check loading of buses to equalize the number of student on each bus.
2. Determine if any unusual mess has been created on the bus. If it has, ask students to assist in cleaning up.
3. Enforce rules listed for students.
4. If a trip is discontinued due to weather, the chaperone or coach will be responsible or arranging accommodations for students.
5. Ensure student behavior does not interfere with the operation of the bus by the driver.
6. Consider sitting in one of the last three rows of seats for better overall management.

Request for Leave (SCSD Staff):

Anytime a substitute is needed to cover your classes while you are absent from the classroom for an activity, you are required to submit a leave in AESOP as soon as possible to ensure adequate coverage of classes.

Responsibilities At The End Of Season:

Awards

1. Awards and certificates will be issued to all who have earned the recognition as determined by the coaching staff.
2. Awards will be presented by coaches during the sports banquets whenever possible.

3. Coaches are responsible for determining who receives awards, getting that information to the athletic director's secretary so awards can be prepared in a timely fashion, and then presenting the awards.
4. Awards are purchased by middle school and high school offices and may be obtained from these offices.
5. Head coaches need to get the Hawkeye Ten All Conference list to the athletic directors secretary in the office as soon as they return from their H-10 Coaches meeting. Please do not hold on to it. Sports involved would be volleyball, girls' and boys' basketball, baseball and softball.
6. All award guidelines set by the IHSAA and IGHS AU need to be followed.
7. At the beginning of the season, head coaches are to inform participants of the requirements to earn recognition (letters, certificates, etc.)

Year End Report

At the end of the season the coach in charge will submit to the athletic director a year-end report that includes:

1. Season's records and scores.
2. Opponents' game scores.
3. Team members and award winners.
4. Team and individual honors received.
5. Equipment inventory.
6. Equipment and budget requests.
7. Recommendations for next year.

These reports will be consolidated into materials used for budget planning, equipment purchases, and record keeping purposes.

Budget and Finance

At the conclusion of each sports season, the coach shall make a complete inventory of equipment in his/her custody, store the equipment that is in good repair, make arrangements for repair of equipment as needed and prepare a request for all equipment and supplies needed for the next season.

1. Equipment requests should include item description, manufacturer, cost, and preferred supplier.
2. From this inventory list and equipment request the budget for the sport will be established.
3. The total athletic budget will reflect the needs of each sport as well as the total needs of the school.
4. Each coach is expected to assist with budget formulation and to adhere to budget limitations or requirements.

Purchase Orders:

Items purchased by individual members of the coaching staff for their respective sports must be approved by the athletic director before ordering and you must have a signed purchase order. The purchase order number will be available through the A.D.'s office.

1. Plan your purchases in advance.
2. The athletic director will approve your purchases after budget check on expenditures.
3. All equipment purchased using of a purchase order number will greatly reduce the possibility of deficit spending.

4. Coaches must sign any sales slips from local vendors when purchasing athletic equipment, and return receipt to A.D.'s Office. Students are not allowed to make purchases or sign for purchases made with district funds.
5. Vendor's have been informed if you do not have a P.O., no merchandise can be taken from the store.

Eligibility Rules:

The Board of Directors 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, 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 the board's 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 extracurricular activities. Student's grading period will run biweekly from Wednesday to Wednesday. Any student receiving two or more "F's" will become ineligible for the next biweekly period. The ineligibility period will run from Monday through Sunday. Coaches will be notified, and the student will not be able to participate during that biweekly period. Students must attend practices/workouts during this ineligibility period, but they will not be able to ride the bus to out-of-town games or participate in games. The travel guideline may be waived if agreed to by student, coach/sponsor/director and administrator.

High School Academic Eligibility:

36.15(2) Scholarship rules

- a. All contestants must be enrolled and in good standing in a school that is a member or associate member in good standing of the organization sponsoring the event.
- b. All contestants must be under 20 years of age.
- c. All contestants shall be enrolled students of the school in good standing. They shall receive credit in at least four subjects, each of one period or "hour" or the equivalent thereof, at all times. To qualify under this rule, a "subject" must meet the requirements of 281 – Chapter 12. Coursework taken from a postsecondary institution and for which a school district or accredited nonpublic school grants academic credit toward high school graduation shall be used in determining eligibility. No student shall be denied eligibility if the student's school program deviates from the traditional two-semester school year.

- 1) Each contestant shall be passing all coursework for which credit is given and shall be making adequate progress toward graduation requirements at the end of each grading period. Grading period, graduation requirements, and any interim periods of ineligibility are determined by local policy. For purposes of this subrule, "grading period" shall mean the period of time at the end of which a student in grades 9 through 12 receives a final grade and course credit is awarded for passing grades. For students in grades 7 and 8, "grading period" shall mean the period of time at the end of which a student receives a final grade.
 - 2) If at the end of any grading period a contestant is given a failing grade in any course for which credit is awarded, the contestant is ineligible to dress for and compete in the next occurring interscholastic athletic contests and competitions in which the contestant is a contestant for 30 consecutive calendar days.
- d. A student with a disability who has an individualized education program shall not be denied eligibility on the basis of scholarship if the student is making adequate progress, as determined by school officials, towards the goals and objectives on the student's individualized education program.
 - e. A student who meets all other qualifications may be eligible to participate in interscholastic athletics for a maximum of eight consecutive semesters upon entering the ninth grade for the first time. However, a student who engages in athletics during the summer following eighth grade is also eligible to compete during the summer following twelfth grade. Extenuating circumstances, such as health, may be the basis for an appeal to the executive board which may extend the eligibility of a student when the executive board finds that the interests of the student and interscholastic athletics will be benefited.
 - f. All member schools shall provide appropriate interventions and necessary academic supports for students who fail or who are at risk to fail, and shall report to the department regarding those interventions on the comprehensive school improvement plan.
 - g. A student is academically eligible upon entering the ninth grade.
 - h. A student is not eligible to participate in an interscholastic sport if the student has, in that same sport, participated in a contest with or against, or trained with, a National Collegiate Athletic Association (NCAA), National Junior College Athletic Association (NJCAA), National Association of Intercollegiate Athletics (NAIA), or other collegiate governing organization's sanctioned team. A student may not participate with or against high school graduates if the graduates represent a collegiate institution or if the event is sanctioned or sponsored by a collegiate institution. Nothing in this subrule, shall preclude a student from participating in a one-time tryout with or against members of a college team with permission from the member school's administration and the respective collegiate institution's athletic administration.
 - i. No student shall be eligible to participate in any given interscholastic sport if the student has engaged in that sport professionally.
 - j. The superintendent of schools, with the approval of the board of education, may give permission to a dropout student to participate in athletics upon return to school if the student is otherwise eligible under these rules.
 - k. Remediation of a failing grade by way of summer school or other means shall not affect the student's ineligibility. All failing grades shall be reported to any school to which the student transfers.

A student's eligibility to perform will be determined biweekly and by grades that students receive at the end of each semester. (The key word here is PERFORM, as students will still be able to take part in practices, workouts, and rehearsals.) This means that every student will start the year as an eligible participant in any activity, unless you have failed a class the proceeding

semester. When the term "preceding semester" is used, it means the semester immediately preceding the semester in which the student desires to participate in extracurricular activities. Eligibility determined at the end of the school year extends into the summer months.

Biweekly Eligibility:

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

"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, 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 the following:

- 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.

Activities	Number of Contests/Performances ¹			
	1st offense 33 1/3%	2nd offense 66 2/3%	3rd offense 100%	All other 12 mos.
Academic Competition	1	3	4	12 mos.
Band ²	5	11	16	12 mos.
Baseball	8	16	24	12 mos.
Basketball	7	14	21	12 mos.
Bowling	4	8	12	12 mos.
Cheerleading ³	3-7	7-14	9-21	12 mos.
Class Officers(listed in days)	60	120	180	12 mos.

Club/Organizations	1	3	4	12 mos.
Cross Country	3	6	9	12 mos.
Drama (Plays/Musical)	1	3	4	12 mos.
Flag Team (if non-band)	3	6	9	12 mos.
FFA ²	5	11	16	12 mos.
Football	3	6	9	12 mos.
Golf	4	8	12	12 mos.
National Honor Society	(Subject to NHS Bylaws)			
Royalty	1	3	4	12 mos.
Softball	8	16	24	12 mos.
Speech	4	8	12	12 mos.
Student Council (listed in days)	60	120	180	12 mos.
Tennis	4	8	12	12 mos.
Track	4	8	12	12 mos.
Vocal ²	5	11	16	12 mos.
Volleyball	5	9	14	12 mos.
Wrestling	5	10	15	12 mos.

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

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

³ Cheerleading ineligibility is equal to a sport cheered.

Example of activities to be missed for a student in multiple activities. Ineligible student is in vocal music and girls basketball - penalty (with no reduction) 5 (vocal) + 7 (girls basketball) = 12 events divided by 2 activities would equal 6 activities. Student would miss the next 6 activities (could be 2 vocal events/4 basketball games). Rounding off 0.5 to 1.49 = 1, 1.5 to 2.49 = 2, etc.

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.

An ineligible student shall attend all practices or rehearsals but may not “suit up” or perform/participate. The travel guideline may be waived if agreed to by student, coach and administrator.

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:

- 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);
- 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.;
- 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 evaluating 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 will be in closed session unless the student's parent (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. 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.

State and Conference Affiliations:

Shenandoah High School and Middle School are members of the Iowa High School Athletic Association, the Iowa High School Girls' Athletic Union and the Hawkeye Ten Athletic Conference and by virtue of this membership agree to adhere rigidly to all rules and regulations established by these bodies.

Use of Keys:

School keys are issued from the principal/A.D. office for each particular building.

1. Never permit students to use your keys.
2. The use of school keys is a responsibility that must not be abused.

Clinic Attendance:

Head coaches are allowed to attend one Professional Development opportunity in their particular sport every year. This could include a coaches' clinic or the state convention in that sport.

1. Yearly attendance will allow new innovations and trends to be absorbed.
2. Head coaches should use discretion as to use of money and staff participation.
3. Clinics must be approved prior to leave date.
4. Leaves are subject to the principal's and superintendent's approval and the availability of a substitute if the clinic is during the time school is in session.

State Tournament Attendance:

Coaches will be reimbursed for attending state meets only as a participating coach, unless special arrangements are made.

1. If team plays, the team and coach attend.
2. Coaches may attend a state meet at their own expense providing leave is approved by the administration. School transportation may be used.

Method of Reimbursement:

Expenses incurred by coaches will be reimbursed by the Activity Account upon approval of the athletic director, and confirmation with Central Office.

1. Registration for clinics will be prepaid by purchase order or credit card.
2. Travel expenses of \$.565 per mile, meal expense of \$6.00 per meal will be reimbursed to the coach after the event and after the necessary forms have been completed. School transportation is to be used if available.
3. In most cases, when prior approval has been arranged, lodging expenses may be billed to the high school.

Extra Duty Assignments:

School personnel including coaches will have the opportunity to assume extra duty assignments such as running the clock, keeping score and taking tickets at extracurricular events. Pay for extracurricular assignments will be \$18.00 per event.

Safety Obligations:

The coach has an obligation to insure that practice facilities and school equipment are as clean and safe as possible.

1. Remove possible hazards on the practice sites or see that the situation is rectified.
2. We must protect the athlete from injury due to hazards that could be eliminated.

Conflict of Seasons - Use of Athletes:

A total effort must be made to avoid conflicts between sports and other extracurricular activities in regard to participation by students.

1. The start and conclusion of each season is clearly indicated in the athletic regulations.
2. Do not infringe upon another coach's season.
3. Do not try to influence a participant to drop out of other sports to concentrate on one sport or activity.
4. Avoid recruitment battles - the participant loses - the coach loses - the school loses.
5. The sport in season has priority on practice time, facility use and transportation requests.
6. No athlete may quit a sport in season to participate in another sport or to participate in a pre-season program to prepare for an upcoming sport unless allowed by the in-season coach.
7. Every attempt has been made to eliminate schedule conflicts during the established season; however, conflicts will occur and these conflicts must be resolved on the concept of what is the best for all involved.

NON-SCHOOL TEAM PARTICIPATION RULE 36.15(7) (FOR REFERENCE):

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. The 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.

Coaching Endorsement and Authorization Requirements:

Only individuals with a teaching certificate may secure a coaching endorsement. With a coaching endorsement, you may serve as a varsity head coach or assistant coach in all sports.

Individuals who do not have a teaching certificate may be issued an authorization. The coaching authorization is basically for individuals who are not licensed teachers; however licensed teachers may still choose to be issued the authorization. Any individual who holds an authorization is authorized to be a head or assistant coach at the varsity, junior varsity or junior high school level.

Renewals:

1. Coaching endorsement: Renewed when teaching certificate is renewed.

2. Coaching authorization: Valid for 5 years; renewal by attending 5 IHSAA/IGHSAU sport rules meetings, clinics, or workshops; or 2-4-year institution courses.

Summer Camps & Clinics and Coaching Contacts Out of Season:

This rule is in chapter 36, as are all rules governing eligibility of secondary students for competition in interscholastic athletics. The chapter 36 rules are adopted by the State Board of Education, and may be found on-line at

<https://www.legis.iowa.gov/docs/ACO/IAC/LINC/12-10-2014.Rule.281.36.15.pdf>.

36.15(6)

a. School personnel, whether employed or volunteers, of a member or associate member school shall not coach that school's student athletes during the school year in a sport for which the school personnel are currently under contract or are volunteers, outside the period from the official first day of practice through the finals of tournament play. Nor shall volunteer or compensated coaching personnel require students to participate in any activities outside the season of that coach's sport as a condition of participation in the coach's sport during its season.

b. A summer team or individual camp or clinic held at a member or associate member school facility shall not conflict with sports in season. Summertime coaching activities shall not conflict with sports in season.

c. Penalty. A school whose volunteer or compensated coaching personnel violate this rule is ineligible to participate in a governing organization-sponsored event in that sport for one year with the violator(s) coaching.

Out-of-Season Contact

Meetings outside of the season: Per 281 IAC 36.14(5), this is a determination made by the governing association. The determination of the associations is that each coaching staff is allowed one preseason team meeting during the school year, outside of the season.

During the summer (June 1 through the 1st day of fall practices):

Contact between coaches and students is permitted at any time with two restrictions:

(1) An out-of-season coach may not have contact with a student who is participating in softball or baseball if the contact results in the student missing a softball or baseball practice or game;

(2) A coach may not require students to participate in any activity during the summertime.

Participation will not be considered voluntary in the following examples:

a. Attendance is taken at the activity (for example, weightlifting);

b. Participation is a condition of lettering, making the varsity team, etc.

c. Participation is otherwise rewarded by means such as having one's name printed on the back of one's jersey.

A coach may conduct his/her own camp or clinic, but the following restrictions apply:

(1) If the coach uses the facilities of his/her employer, the school MUST charge actual costs to the coach, and the charge must be in accordance with local board policies for school facility rental.

(2) Attendance/admission costs paid by the attendees must be paid to the coach, NOT to the school. The camp or clinic is NOT a school-sponsored activity!

School transportation may be used for summertime activities as long as the transportation is properly leased and the school does not absorb any of the actual costs of the transportation.

School uniforms and equipment may not be used for non-school activities. A former school jersey purchased by a student may be worn.

During the school year: High school coaches (grades 9 - 12) may not have any contact with high school students outside the season. High school coaches may have contact with students in grades 7 - 8 at any time and middle school coaches may have contact with high school students.

If a high school coach is present in a facility in which his/her students are participating out-of-season (camps, non-school team practice, Sunday or nighttime open gyms, etc.), the coach violates the contact rule regardless of whether the coach is directly working with his/her students in this setting. Nothing prevents a coach from being a spectator at a regularly scheduled competition which is open to the general public.

Coaches may supervise, but not instruct or participate at open gyms. By definition, open gyms occur immediately before or after school. A coach's presence at an "open gym" held at any other time, such as weekends, holidays, after the "supper hour" on a school night, etc., during the school year constitutes a contact violation.

Transportation of students to camps, non-school competitions, etc. by a coach is considered contact and is not permitted. School uniforms and equipment may not be used for non-school activities. A former school jersey purchased by a student may be worn.

FAQ:

Practice or competing with students: During the school year, outside the sport season, can a coach practice or compete with or against his/her students in the sport(s) s/he coaches? No. Practicing or competing with or against students on a coach's team constitutes coaching.

Students working clinics: Pursuant to rules, during the school year, outside the sport season, each student may work at a one-time, one-day clinic for elementary/middle school students run by his/her coach without the coach violating the coaching contact rule.

Directing other individuals: If a coach is "directing" student-athlete learning through another person, "prescribing" who should play at what position, and/or "evaluating" and determining who needs to work on certain skills, then the person is coaching.

***** Statement of Intent *****

It is the intent and purpose of the rules limiting coach-athlete contact in the summer months to eliminate direct or indirect coercion on students to participate in a camp or clinic of a sport not in season, or on a non-school team in that sport; to eliminate summer conflicts for students between attending a camp or clinic in a sport not in season and participating on a school team of a sport in season; and to ensure, to the extent possible, that all student athletic competition is on a level playing field.

A coach's intent (or lack of intent) to violate the spirit of the rules is as important as a "letter of the law" violation.

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. SCHOOL PERSONNEL shall be assigned to supervise when students are participating in open gym in the hours immediately before or after school, Times other than what is mentioned will be supervised by a school employee or someone 21 years or older and approved by the activities director. Open gyms are subject to the following restrictions:

1. Open gym on Sunday will be from 1:00-5:00 p.m.
2. The supervisor shall not engage in any type of coaching or participation during supervision.
3. Attendance by students is voluntary.
4. Volunteer or paid coaches may not directly or indirectly require the attendance of students or require the performance of activities by students prior to the legal practice period for that coach's sport.
5. Open gym shall not be called or posted for specific sports.
6. An open gym notice shall be posted on the general student information bulletin board and shall be signed or initialed by a school administrator other than the coach supervising the open gym.

Sexual Abuse and Harassment:

The school district does not tolerate harassment or sexual abuse. Anyone who is physically or sexually abused or harassed should notify parents, teacher, principal, or another employee. The Iowa Department of Education has established a two-step procedure for investigating allegations. The procedure requires the school district to designate an independent investigator to look into the allegations. Shenandoah Community School district has designated Ms. Linda Laughlin (246-4727) as its Level I investigator. Ms. Laughlin may also be contacted directly.

Physical abuse is a non-accidental physical injury that leaves a mark at least 24 hours after the incident.

Sexual abuse includes, but is not limited to, sexual acts, 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 either implicitly or explicitly a term or condition.

Shenandoah Team Travel Guidelines:

Prior to leaving for an activity, the following information will be submitted to the Activities Director when requested:

1. A complete list of those traveling with the team to the activity.
2. Complete details of transportation arrangement, to include a detailed itinerary.

During the trip the following guidelines will be followed:

1. Students will be supervised at all times during the trip.
2. All reading and listening materials and personal clothing will be appropriate for Shenandoah High School students on a school sponsored activity.

3. Language and behavior during the trip will be appropriate.

If the trip requires an overnight stay, the following will be included with the above guidelines:

1. Room assignments will be made, posted, followed, and presented to the Activities Director prior to the trip.
2. Outgoing long distance phone availability and access to the adult or movie channels will be eliminated by the hotel/motel office prior to the check-in.
3. An evening curfew and bedtime will be set and announced and at least one bed check will be made each evening.
4. All students will be sponsored at all times. The students will not be unsupervised in the place of lodging at any time.
5. At checkout, all rooms will be checked by a sponsor for damage or articles left behind.
6. If the team or individual is eliminated from competition and travel back to Shenandoah can be completed by 12:00 midnight; we will not pay for lodging for that evening. Dangerous road conditions would offer an exception.
7. Only coaches or assigned sponsors are permitted to drive a school vehicle.
8. All school vehicles should be returned to the school transportation center as soon as possible.

At no time will a student be released to a parent to travel from an event unless the parent, personally signs the release form found on page 27. These forms need to be available at all away events.

Fundraising Request Form:

- A.) Fundraisers need prior approval of the principal/athletic director and Board of Education.
- B.) Fundraisers should be placed on the Master Calendar through the Activities Director.
- C.) When money is collected, receipts are mandatory.
- D.) As soon as money is collected, it should be immediately turned into the building secretary and receipted.
- E.) Door to door sales is the least preferred type of activity
- F.) Clarify with a salesman your profit percentage, who handles shipping costs, if prizes/incentives are offered who pays for them, etc.

Athletic Coaches Evaluation Information:

The primary purpose of an evaluation program is to improve the teaching-learning process. By observation of practice sessions, game situations and coaching techniques used, the administrator can offer the guidance and help that permits a coach to examine his/her own progress and work toward greater coaching effectiveness.

The Evaluation Process Should Reflect The Following Points:

1. The evaluation process should provide an opportunity for the coach and administrator to emphasize, review and clarify responsibilities and expectations.
2. The evaluation process should provide for the opportunity to promote the exchange of ideas and concepts.
3. The evaluation process should provide for the encouragement of positive professional growth.
4. The evaluation process requires a cooperative effort between the evaluator and coach.

5. The evaluation process should not be an end product but should be continuous throughout the school year.
6. The evaluation process should encourage and promote continuous self-evaluation by the staff being evaluated.
7. The evaluation process should assist in determining weak areas and in follow-up activities to strengthen these areas.

The Stages Of The Evaluation Process Shall Include:

1. Observation of the coach in, but not limited to, practice sessions, game situations, athlete interaction and responsibilities as outlined above.
2. Completion of the evaluation form by the coach.
3. Completion of the evaluation form by the evaluator.
4. An informal conference between evaluator and coach to discuss evaluation and any needed recommendations.
5. Opportunity for coach to file, in writing, any disagreements with evaluation.
6. Follow-up as needed according to the evaluation recommendations.
7. The evaluation will be filed in the coach's permanent record.

In addition to the formal evaluation, frequent conferences of an informal nature will be held concerning the improvement of the coach's techniques and overall coaching effectiveness.

School, Media & Athletic Contact Information

Shenandoah Schools Athletic Department

Important Phone Numbers

Bus Barn 712-246-2815

Aaron Burdorf..... 515-520-7640

Jason Shaffer..... 712-215-5531

Media Information:

KMA: 246-5270

Fax: 246-5275

Shenandoah Valley News: 246-3097

Fax: 246-3099

The Daily Nonpareil: 712-328-1811

Fax: 712-325-5776

Omaha World Herald: 800-284-6397

Fax: 402-344-3343

Des Moines Register: 515-284-8311

KETV: 800-279-5388

H-10 Sporting Reporting

KMA

dmartin@kmaland.com

sports@kmaland.com

712-246-5270- KMA

Valley News

660-833-6357 –Cell

bryan.clark@valleynewstoday.com

IGHSAU

IAHSAA

Harley Schieffer (H-10 website)

www.Hawkeyeten.org

harleyschieffer@gmail.com

Parent-Athlete Release Form

I, the undersigned parent, accept the responsibility for transporting my child home from the following contest.

CONTEST _____ DATE _____

ATHLETE

PARENT SIGNATURE

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

11. _____

12. _____

13. _____

14. _____

15. _____

MEAL CHARGES

In accordance with state and federal law, Shenandoah Community School District adopts the following policy to ensure school district employees, families, and students have a shared understanding of expectations regarding meal charges. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day, prevent the overt identification of students with insufficient funds to pay for school meals, and maintain the financial integrity of the nonprofit school nutrition program.

Payment of Meals: Students have use of a meal account. A student shall not be allowed to purchase or charge meals or a la carte items when funds are not available in the account. Deposits into lunch accounts may be made online or at the school office.

Students will be provided an ~~alternate~~ **reimbursable** meal if they do not have funds available or a have a negative balance from a previous purchase in their account. Students who are eligible for free lunch will be provided a reimbursable meal regardless of the account balance. ~~but will not be allowed to purchase additional a la carte items.~~ Students with outstanding meal charge debt shall be allowed to **purchase a la carte items and or a different meal option** if the student pays for the meal when it is received.

Employees may use a meal account, but may not charge against this account. An employee shall not be allowed to charge meals or a la carte items.

Negative Account Balances

The school district will make reasonable efforts to notify families when meal account balances are low or at a zero balance. Additionally, the school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. The school district will coordinate communications with families to resolve the matter of unpaid charges. Negative balances of more than \$5.00, not paid prior to June 30th will be turned over to the business office for collection. Options may include: collection agencies, small claims court, or any other legal method permitted by law.

Communication of the Policy

The policy and supporting information regarding meal charges shall be provided in writing to:

- All households at or before the start of each school year;
- Students and families who transfer into the school district , at time of transfer and
- All staff responsible for enforcing any aspect of the policy.

Records of how and when the policy and supporting information was communicate to household and staff will be retained.

The superintendent may develop an administrative process to implement this policy.

WELLNESS POLICY

I. Purpose and Goals

The Shenandoah Community School District promotes healthy students by supporting wellness, good nutrition and regular physical activity as a part of the total learning environment. By facilitating learning through the support and promotion of good nutrition and physical activity, schools contribute to the basic health status of students. Improved health optimizes student performance potential.

The school district will develop, implement, monitor, and, as necessary review school nutrition and physical activity policies with the input from a local wellness policy committee.

II. Nutritional Quality of Foods and Beverages Sold and Served on Campus

Meals served through the National School Lunch and Breakfast Programs will:

- be appealing and attractive to children and be served in clean and pleasant settings;
- meet, at a minimum, nutrition requirements established by local, state, and federal law
- offer a variety of fruits and vegetables;
- serve only low-fat (1%) and fat-free milk and nutritionally-equivalent non-dairy alternatives (as defined by USDA); and
- ensure that half of the served grains are whole grain.

Breakfast. To ensure that all children have breakfast, either at home or at school, in order to meet their nutritional needs and enhance their ability to learn, schools will:

- operate the School Breakfast Program to the extent possible.
- arrange bus schedules and utilize methods to serve school breakfasts that encourage participation.
- notify parents and students of the availability of the School Breakfast Program.
- encourage parents to provide a healthy breakfast for their children.

Free and Reduced-Priced Meals. Schools will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced-price school meals. Toward this end, schools will utilize electronic identification and payment systems to promote the availability of school meals to all students.

Summer Food Service Program. Schools in which more than 50% of students are eligible for free or reduced-priced school meals may sponsor the Summer Food Service Program for at least six weeks between the last day of the academic school year and the first day of the following school year, and preferably throughout the entire summer vacation.

Meal Times and Scheduling. Adequate time to eat in a pleasant dining environment should be provided. Drinking fountains will be available for students to get water at meals and throughout the day. A short snack-free recess for elementary is encouraged to be scheduled sometime before lunch so children will come to lunch less distracted and ready to eat.

Approved 4-10-06

Reviewed 7-00-15

Revised _____

School personnel will assist all students in developing the healthy practice of washing hands before eating. School personnel will schedule enough time so students do not have to spend too much time waiting in line.

Schools should not schedule tutoring, pep rallies, assemblies, club/organization meetings and other activities during lunch times.

Schools will encourage socializing among students and between students and adults. Adults will properly supervise dining rooms and serve as role models to students by demonstrating proper conduct and using creative, innovative methods to keep noise levels appropriate.

Qualifications of School Food Service Staff. Qualified nutrition professionals will administer the school meal programs. As part of the school district's responsibility to operate a food service program, the school district will provide continuing professional development for all nutrition professionals in schools.

Staff development programs should include appropriate certification and/or training programs for child nutrition directors, school nutrition managers, and cafeteria workers, according to their levels of responsibility.

Sharing of Food and Beverages. The school district discourages students from sharing their foods or beverages with one another during meal or snack times, given concerns about allergies and other restrictions on some children's diets. The district does support the use of a shared table for prepacked foods that are available through the cafeteria and can be monitored.

Foods and Beverages Sold Individually. The Shenandoah Community School District believes that the health of our children is of utmost importance to the future of our society. Therefore, we wish to improve the health of our school children by promoting healthy food and beverage choices by replacing non-nutritious foods and beverages with more nutritious choices in school vending machines. Bottled water and other items that meet the five percent or more nutrition value rule recommended for school vending will be allowed in student accessible school vending machines. Vending machines, other than milk and juice, will not be operational for student use during school hours at the PK8 building. Vending machines, other than milk and juice, will be operational for student use at the high school building according to the federal guidelines for school breakfast and lunch.

Fundraising Activities. To support children's health and school nutrition-education efforts, it is recommended that school fundraising activities will not involve food or will use only foods that meet nutritional standards. Schools will encourage fundraising activities that promote physical activity.

Snacks. Snacks served during the school day or in after-school care or enrichment programs will make a positive contribution to children's diets and health.

Celebrations. Schools should evaluate their celebrations practices that involve food during the school day. Parents will be encouraged to provide healthy food choice options to students.

WELLNESS POLICY

Rewards. The school district will not use foods or beverages, especially those that do not meet the nutrition standards for foods and beverages, as rewards for academic performance of good behavior, and will not withhold food or beverages (including food served through meals) as a punishment.

School Sponsored Events. It is recommended that food and beverages offered or sold at school-sponsored events outside the school day meet the nutrition standards for meals.

III. Nutrition and Physical Activity Promotion and Food Marketing

Nutrition Education and Promotion. Shenandoah Community School District aims to teach, encourage, and support healthy eating by students. Students will receive nutrition education ~~that is interactive and teaches the skills they need to adopt healthy eating habits.~~ **and engage in nutrition promotion that is as part of a comprehensive, standards-based program designed to provide students with the knowledge and skills necessary to promote and protect their health.** Teachers are encouraged to integrate nutrition education into core curriculum areas such as math, science, social studies, and language arts as applicable. **The District will promote the meal program in connection with other nutrition-related community services.** Students will be encouraged to start each day with a healthy breakfast.

Communications with Parents. The school district will support parents' efforts to provide a healthy diet and daily physical activity for their children. The school district will send home nutrition information, post nutrition tips on school websites, and provide nutrient analyses of school menus. Schools should encourage parents to pack healthy lunches and snacks and to refrain from including beverages and foods that do not meet nutritional standards. The school district will provide parents a list of recommended foods ideas for celebrations, parties, rewards, and fundraising activities.

Food Marketing In Schools. The school district will be consistent with nutrition education and health promotion. The school district will promote healthy foods, including fruits, vegetables, whole grains, and low-fat dairy products; and market activities that promote healthful behaviors.

IV. Physical Activity Goals

Physical activity will be integrated across curricula and throughout the school day. Movement can be made a part of science, math, social studies and language arts.

Physical education includes the instruction of individual activities as well as competitive and non-competitive team sports to encourage life-long physical activity. The school will provide a physical and social environment that encourages safe and enjoyable activity for all students, including those who are not athletically gifted.

Physical education courses will be taught by a state-certified physical education instructor in an environment where students learn, practice and are assessed on developmentally appropriate motor skills, social skills and knowledge. Classes shall have a student/teacher

WELLNESS POLICY

ratio similar to other classes. Time allotted for physical activity will be consistent with research, national and state standards.

The school will provide a daily recess period for PK-8 students, which is not used as a punishment or a reward. Consider planning recess before lunch since research indicates that physical activity prior to lunch can increase the nutrient intake and reduce food waste. Physical activity participation will take into consideration the “balancing equation” of food intake and physical activity.

V. Monitoring and Policy Review

Monitoring. Principals as the leaders of their school environment are expected to ensure compliance with all federal, state and local regulations pertaining to the sale of food and beverages. They will be responsible for monitoring the content of food and beverages in vending machines to ensure that only acceptable items are available for sale to students. If they determine that non-compliant items are in the vending machines, they will take corrective action.

Policy Review. The superintendent will ensure compliance with established district-wide nutrition and physical activity wellness policies.

In each school, the principal will ensure compliance with those policies and will report on the school’s compliance to the superintendent.

School food service staff will ensure compliance with nutrition policies within the school food service areas and will report on this matter to the superintendent. Food service will report on the most recent USDA School Meals Initiative (SMI) review findings and any resulting changes.

The superintendent will develop a summary report every three years on school district-wide compliance with the school district’s established wellness policies, based on input from the schools within the school district. The report will be provided to the school board, school wellness committees, parent/teacher organizations, principals and health services personnel in the school district.

Assessments will be every five years to help review policy compliance, assess progress, and determine areas in need of improvement. As part of that review, the school district will review the nutrition and physical activity policies; provision of an environment that supports healthy eating and physical activity; and nutrition and physical education policies and program elements. The district will, as necessary, revise the wellness policies and develop work plans to facilitate their implementation.

Legal Reference: Richard B. Russell National School Lunch Act, 42 U.S.C. 1751 *et seq.* (2005)
Child Nutrition Act of 1966, 42 U.S.C. 1771 *et seq.*,

Cross Reference: 504.8 Student Activity Program
710 School Food Services

Recommendation for IASB Legislative Priorities

STANDARDS AND ACCOUNTABILITY (RESOLUTION 2)

Supports continued progress in the development of rigorous content standards and benchmarks that reflect the real-world knowledge and skills students need to graduate from high school prepared for college or to enter the workforce, including the following state actions:

- Provide and fund technical assistance to help school districts fully implement the Iowa Core Content Standards which define what students should know and be able to do in math, science, English language arts, social studies, and 21st Century skills in areas such as financial and technological literacy.
- Adopt high-quality summative and formative assessments, aligned to the skills students should know and be able to do to succeed globally and locally.
- Support research-based professional development that provides educators with training, support and time to work together so that they can successfully teach a rigorous curriculum to all students. Ensure that curriculum decisions about how to teach remain in the hands of local schools and teachers.
- Include and fund all the components of successful standards systems: assessments aligned to high expectations, improved and aligned instruction and quality professional development.

IASB supports development of model content standards, recommended assessments and professional development supports in additional content areas but opposes expanding accountability, reporting and accreditation requirements in these areas.

MENTAL HEALTH (RESOLUTION 7)

Supports increased statewide access to and funding for mental health services for children.

SPECIAL EDUCATION – STATE (RESOLUTION 8)

Supports predictable and timely state funding to serve students receiving special education services at a level that reflects the actual cost including educational programming and health care costs.

SCHOOL FUNDING POLICY (RESOLUTION 19)

Supports a school foundation formula that:

- Provides sufficient and timely funding to meet education goals;
- Equalizes per pupil funding;
- Provides a funding mechanism for transportation costs that reduces the pressure on the general fund and addresses inequities between school districts;
- Includes factors based on changes in demographics including socio-economic status, remedial programming, and enrollment challenges;
- Incorporates categorical funding in the formula within three years; and
- Includes a mix of property taxes and state aid.

SUPPLEMENTAL STATE AID (RESOLUTION 20)

Supports setting supplemental state aid:

- For FY 2019, by January 31, 2018;
- For FY 2020 and future budget years, at least 14 months prior to the certification of the school's district budgets; and

- At a rate that sufficiently supports local districts' efforts to plan, create and sustain world-class schools

Supports a formula driven method for establishing the supplemental state aid growth rate if it is not set within the statutory requirements.

SAVE (SECURE AN ADVANCED VISION FOR EDUCATION (RESOLUTION 27))

Supports repeal of the December 31, 2029 sunset on the statewide penny sales tax for school infrastructure.

Supports preserving the integrity of the statewide penny sales tax for school infrastructure including the tax equity provisions in the following manner:

- No diversions or expansions of allowable uses prior to the current 2029 sunset date;
- Continued growth in the per pupil amount beyond the 2029 sunset date.

Instructional Support Levy

What is an Instructional Support Levy (ISL)?

The ISL is a levy available to schools to increase the spending authority of the General Fund, which is the primary fund that supports teaching and learning for our students. It can be supported through a minimal addition to the local property levy rate and through income surtax. The ISL cannot be totally funded with income surtax. The levy can be established by board resolution for 5 years or approved by the voters for up to 10 years. If passed, the spending authority allows the district to continue to offer a comprehensive program to students. The Shenandoah Community School District's leadership has been managing levies in an effort to maintain a reasonable tax rate while delivering excellent teaching, appropriate staff levels, strong programming and expanded learning opportunities for our students.

Why does the Shenandoah Community School District need the Instructional Support Levy (ISL)?

Simply put, the SCSD could not continue to offer the current level of programming for students without additional spending authority. The current ISL levy is a combination of 6% property tax and 4% income surtax. The ISL generates between \$500,000 and \$600,000 for the district, to be used for books, supplies, staffing needs and programming support, for the past 20 years.

How can the district say that a levy will not increase the tax levy rate?

The ISL represents approximately .067 percent of the \$15.001 per \$1000 of assessed valuation of our current tax rate. The ISL has been part of our total school tax rate for the past 20 years. The rates in the last 10 years have ranged from \$14.75 to \$16.80, with the last 2 years being the lowest at \$14.750 and \$15.001. Through strong fiscal management and the effective use of resources, we feel this rate allows the district to generate the funding needed to deliver quality programming for your students.

Do other districts have an Instructional Support Levy?

Yes, nearly all do. At last check, only 3 out of 333 school districts in the state did not have the ISL, with 96% (319 out of 333) having the maximum 10 percent.

Is this a "Blank Check" for the district?

No. The school board approves the entire school levy each and every year through our budgeting process. The Instructional Support Levy is no different. Implementation of the ISL will not relax accountability; in fact, it is a flexible tool that will be continually monitored. It should be noted that the district does not control all of the factors that influence the overall levy rate as state funding and annual property valuations play a major role.

What will ISL be used for?

The additional spending authority generated by an ISL will be used for all current General Fund purposes. Spending authority generated by the ISL will support current teaching and learning, current and new programming, and help the district during limited funding years, help to limit reductions in services offered to students, parents, and the community.

What is the procedure for a board to participate by board resolution?

- a. Put the proposal to implement the instructional support program including the funding method in the form of a board resolution.
- b. Publish the notice of the time and place for a public hearing on the resolution not less than ten days nor more than twenty days before the hearing in a newspaper of general circulation in the district.
- c. Take action at the public hearing or later, but no later than thirty days after the date of the hearing, to (1) adopt a resolution to participate in the instructional support program for a period not exceeding five years, or (2) direct the county commissioner of elections to submit the question of participation in the program for a period not exceeding ten years to the registered voters of the district at an election on a date specified in Iowa Code 39.2(4)(c).
- d. If the question was not submitted to the voters, but the resolution was adopted by the board, the board shall participate in the program unless within 28 days after the board takes action on the resolution a petition is submitted to the board secretary with the required number of signatures requesting that the question be submitted to the voters. At the expiration of the 28-day period, if no petition is received, the board shall certify its action to the Department of Management.

What is income surtax?

A surtax is a tax on a tax. The surtax is imposed on the income tax liability after tax credits on the Iowa Individual Income Tax returns of taxpayers residing within the district on the last day of the tax year. The surtax is not imposed on other income tax returns such as fiduciary or corporation income tax returns.

Why is ISL being discussed now?

The ISL expires on June 30, 2019. If the board intends to continue participation with budget year 2019-2020, the board must certify to the Department of Management no later than April 15, 2019. The outcome of the board's decision plays a major role in determining the direction of the district, as well as have a direct impact on students.