

Shenandoah Community School District Board of Directors
 Shenandoah Administrative Board Room
 September 11, 2023 – 5:00 p.m.
 Regular Meeting

Board Agenda

1. Call to Order
2. Roll Call and Determination of Quorum
3. Mission Statement: Read by Director Rogers
 - a. *The Shenandoah Community School District, in partnership with families and the community, will provide each student an educational environment that maximizes his or her potential to become responsible, successful citizens and lifelong learners in an ever-changing world.*
4. Welcome to Audience
5. Public Forum
6. Administrative Report
 - a. Implementation of New Policies
7. Consent Agenda
 - a. Minutes
 - b. Treasurer’s Report
 - i. Account Balances
 - ii. Unspent Authorized Budget Report
 - iii. Accounts Payable

c. Personnel Requests:

Contracts:

Clare Conley	MS FFA	\$6,428
William Flowers	MS Robotics	\$1,225
Julia Hartmann	PT Food Service	\$14.97/hr
Noah Johnson	K8 Associate Level II/III	\$15.39/hr
Jordan Nutall	HS Robotics	\$1,225
Olivia Plowman	Elementary Art – 2 nd Semester	BA/Step 1
Chris Staley	Bus Driver	\$16.42/hr, \$43.15/rt
	Maintenance	\$16.00/hr
Crystal Wittmer	IGNITE Art Content Specialist	\$6,240
Adam Wright	MS Football	\$2,859

Resignations:

Anita Baker	Elem Secretary/District Registrar	effective 9.15.23
Janet Dukes	PS Associate	effective 9.19.23
Kristin Edwards	Food Service Director	effective 9.29.23
Susan Opal	JK-8 Associate	effective 8.14.23

Termination:

Jackie Ziemer	JK-8 Associate	Job Abandonment
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Transfers:

Kristian Vance	JK-8 Associate to Elementary Secretary
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Modifications:

Level I to Level II/III Associates (\$.15/hour increase):

Amanda Albers	Alexsandra Sturm	Kyle Wallace
Ashley Dumler	Morgan Toler	Darlene Wright
Risa Graham	Lucinda Van Fosson	

Level II/III to Level I Associates (\$.15/hr decrease):

Janet Dukes	Holly Olson
Jordyn Lembrick	Amber Taylor
John (Bill) Novinger	

Volunteer Coaches 2023-24:

Kimberly Bjorkland	Speech
Duane Schierkolk	Speech
Angie Trowbridge	Speech

d. Fundraising Requests:

*on attached sheet

e. Early Graduation Requests (December 2023 – pending all requirements are met):

Jonah Chandler	Shayna Cochran	Brayden Dexter	Cennlie Griffin
Genevive Jones	Zander Jordan	Abigail Kutzli	Rylee Lasley
Laney Manrose	Brooke Meyer	Hendrix Palmer	Mandi Rausch
Kyleigh Shaw			

8. Action Items

a. Approve Bid for New Walk-in Freezer for K-8 with Eickemeyer Refrigeration (low bid)

- i. Eickemeyer Refrigeration - \$40,414.11
- ii. Dovel Refrigeration - \$48,682.47

b. Approve HVAC Preventative Maintenance Proposals with Rasmussen Mechanical

- i. JK-8 - \$5,140
- ii. Admin - \$1,020
- iii. HS - \$7,963

c. Approve Licensing Representation Agreement with K12 Licensing, LLC for Shenandoah Apparel Sales

d. Approve Second Reading of Policies:

- i. 104 – Anti-Bullying/Anti-Harassment Policy
- ii. 104.R1 - Anti-Bullying/Anti-Harassment Investigation Procedures
- iii. 213 – Public Participation in Board Meetings
- iv. 402.02 - Child Abuse Reporting
- v. 402.05 - Required Professional Development for Employees
- vi. 408.01 - Licensed Employee Professional Development
- vii. 503.07 - Student Disclosure of Identity
- viii. 503.07E1 - Report of Student Disclosure of Identity
- ix. 503.07E2 - Request to Update Student Identity
- x. 505.04 - Testing Program
- xi. 505.05 - Graduation Requirements
- xii. 507.02 - Administration of Medication to Students
- xiii. 507.02E1 - Authorization – Asthma, Airway Constricting, or Respiratory Distress Medication Self-Administration Consent Form
- xiv. 507.02E2 - Parental Authorization and Release for the Administration of Medication or Special Health Services to Students

- xv. 507.02E3 - Parental Authorization and Release Form for the Independent Self Carry and Administration of Prescribed Medication or Independent Delivery of Health Services by the Student
- xvi. 507.02E4 - Parental Authorization and Release Form for the Administration of Voluntary School Stock Over-The-Counter Medication to Students
- xvii. 601.01 - School Calendar
- xviii. 603.05 - Health Education
- xix. 605.03E5 - Request to Prohibit a Student from Accessing Specific Instructional and Library Materials
- xx. 605.05 - School Library
- xxi. 605.07R1 - Use of Information Resources Regulation
- xxii. 607.02 - Student Health Services
- xxiii. 607.02R1 - Student Health Services Regulation
- xxiv. 804.05 - Stock Prescription Medication Supply
- xxv. 804.05E1 - Parental Authorization and Release Form for the Administration of a Voluntary School Supply of Stock Medication for Life Threatening Incidents

9. Closed Session

Motion – I move that we hold a closed session as authorized by section 21.5(1)(i) of the open meetings law to evaluate the professional competency of an individual whose appointment, hiring, performance, or discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session.

Return to Open Session with Possible Action

10. Informational Items:

Next Regular Meeting –October 9, 2023 at 5:00 p.m.

11. Adjournment

Shenandoah Community School District
Minutes of the Regular Meeting of the Board of Directors – August 14, 2023
Administration Board Room

Call to Order:

Board President Jean Fichter called the meeting to order at 5:00 pm.

Roll Call:

Roll Call was answered by Directors Jean Fichter, Jeff Hiser, Benne Rogers, Adam Van Der Vliet and Clint Wooten. Also present were Superintendent Dr. Kerri Nelson, School Business Official William Barrett and Board Secretary Lisa Holmes.

Mission Statement:

The SCSD Mission Statement was read by Director Hiser.

Welcome to Audience:

President Fichter welcomed everyone to the meeting.

Open Forum:

President Fichter read the rules for speaking during the open forum. Star Ann Kloberdanz expressed concern as to why Financial Literacy was being removed from policy 505.05 – Graduation Requirements as one of the policy changes proposed for discussion and approval later in the meeting. Dr. Nelson responded that the policy changes are due to changes in Iowa Code and the requirement was removed by the Department of Education. The district will continue to offer the class as an elective.

Administrative Reports:

Emergency Operations Plan Update: Dr. Nelson gave a brief overview to the board. Most parts are not subject to public disclosure and therefore cannot be discussed in an open meeting.

Consent Agenda:

Approve the consent agenda to include previous minutes, the financial accounts, the payment of bills, fundraising requests and out of state travel requests. Personnel Requests: Contracts: Kent Schubert, HS Associate - \$15.39/hr; Robert Addy, Andrew Campbell, Denise Green, Brett Roberts and Chris Staley, Substitute Bus Drivers. Resignations: Renee Harvey, JK-8 Associate and Christina Hemenway, HS Associate. Transfers – Courtney Govig, JK8 Associate to PS Associate; Morgan Sickman, PS Associate to JK8 Associate. Motion to approve by Director Van Der Vliet, second by Director Rogers. Ayes – Rogers, Van Der Vliet, Wooten, Fichter. Nays – Hiser. Motion carried 4-1.

Action Items:

Approve Increasing Adult Lunch Price to \$4.85:

Motion to approve by Director Van Der Vliet, second by Director Wooten. Motion carried unanimously.

Approve Southwest Iowa Apex Consortium Agreement with Glenwood CSD:

Motion to approve by Director Van Der Vliet, second by Director Rogers. Motion carried unanimously.

Approve Educational Services Contract with Southwestern Community College for Auto Repair Technology:

This agreement applies only to IGNITE students in that service region. Motion to approve by Director Van Der Vliet, second by Director Wooten. Motion carried unanimously.

Approve Emergency Operations Plan:

Motion to approve by Director Van Der Vliet, second by Director Rogers. Motion carried unanimously.

Discussion and Approval of First Reading of Policies 104 – Anti-Bullying/Anti-Harassment Policy; 104.R1 - Anti-Bullying/Anti-Harassment Investigation Procedures; 213 – Public Participation in Board Meetings; 402.02 - Child Abuse Reporting; 402.05 - Required Professional Development for Employees; 408.01 - Licensed Employee Professional Development; 503.07 - Student Disclosure of Identity; 503.07E1 - Report of Student Disclosure of Identity; 503.07E2 - Request to Update Student Identity; 505.04 - Testing Program; 505.05 - Graduation Requirements; 507.02 - Administration of Medication to Students; 507.02E1 - Authorization – Asthma, Airway Constricting, or Respiratory Distress Medication Self-Administration Consent Form; 507.02E2 - Parental Authorization and Release for the Administration of Medication or Special Health Services to Students; 507.02E3 - Parental Authorization and Release Form for the Independent Self Carry and Administration of Prescribed Medication or Independent Delivery of Health Services by the Student; 507.02E4 - Parental Authorization and Release Form for the Administration of Voluntary School Stock Over-The-Counter Medication to Students; 601.01 - School Calendar; 603.05 - Health Education; 605.03E5 - Request to Prohibit a Student from Accessing Specific Instructional and Library Materials; 605.05 - School Library; 605.07R1 - Use of Information Resources Regulation; 607.02 - Student Health Services; 607.02R1 - Student Health Services Regulation; 804.05 - Stock Prescription Medication Supply; 804.05E1 - Parental Authorization and Release Form for the Administration of a Voluntary School Supply of Stock Medication for Life Threatening Incidents:

Motion to approve by Director Van Der Vliet, second by Director Rogers. Motion carried unanimously.

Approve Purchase of Two Chevy Suburbans for \$58,295 each from Doug Meyer Chevrolet:

Motion to approve by Director Van Der Vliet, second by Director Wooten. Motion carried unanimously.

Informational Items:

Next Regular Meeting – September 11, 2023 at 5:00 pm

Adjournment:

Motion by Director Van Der Vliet, second by Director Rogers to adjourn the meeting at 5:31 pm. Motion carried unanimously.

Board Secretary

Board President

SHENANDOAH COMMUNITY SCHOOL			
UNSPENT AUTHORIZED BUDGET CALCULATION			
2023-2024			
	REGULAR PROGRAM DISTRICT COST	\$8,019,041.00	
+	REGULAR PROGRAM BUDGET ADJUSTMENT	\$0.00	
+	SUPPLEMENTARY WEIGHTING DISTRICT COST	\$92,735.00	
+	SPECIAL ED DISTRICT COST	\$989,420.00	
+	TEACHER SALARY SUMMPLEMENT DISTRICT COST	\$720,506.00	
+	PROF DEV SUPPLEMENT DISTRICT COST	\$78,352.00	
+	EARLY INTERVENTION SUPPL DISTRICT COST	\$91,240.00	
+	TEACHER LEADERSHIP SUPP DISTRICT COST	\$387,067.00	
+	AEA SPECIAL ED SUPPORT	\$394,012.00	
+	AEA SPECIAL ED SUPPORT ADJUSTMENT	\$0.00	
+	AEA MEDIA SERVICES	\$65,838.00	
+	AEA EDUCATIONAL SERVICES	\$72,785.00	
+	AEA SHARING DISTRICT COST	\$825.00	
+	AEA TEACHER SALARY SUPPL DISTRICT COST	\$40,458.00	
+	AEA PROF DEV SUPPL DISTRICT COST	\$4,366.00	
+	DROPOUT ALLOWABLE GROWTH	\$288,077.00	Required Local Match \$96,026
+	SBRC ALLOWABLE GROWTH OTHER #1	\$0.00	Inc. Enrollmnt, OE Out, and LEP
+	SBRC ALLOWABLE GROWTH OTHER #2	\$0.00	LEP
+	SPECIAL ED DEFICIT ALLOWABLE GROWTH	\$0.00	Estimated
-	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	\$0.00	
-	AEA PRORATA REDUCTION	\$72,256.00	503,028.00
=	MAXIMUM DISTRICT COST	\$11,172,466.00	10,780,175.00 392,291.00
+	PRESCHOOL FOUNDATION AID	\$133,613.00	
+	INSTRUCTIONAL SUPPORT AUTHORITY	\$597,418.00	
+	ED IMPROVEMENT AUTHORITY	\$0.00	
+	OTHER MISCELLANEOUS INCOME	\$2,950,000.00	Estimate on Budget Worksheet
+	UNSPENT AUTH BUDGET - PREVIOUS YEAR	\$3,667,710.00	Est.
=	MAXIMUM AUTHORIZED BUDGET	\$18,521,207.00	
-	EXPENDITURES	\$967,672.30	5.22%
=	UNSPENT AUTHORIZED BUDGET	\$17,553,534.70	
	EXPENDITURES	FY2024	FY2023 Actuals
	JULY	\$155,815.98	\$181,999.04
	AUGUST	\$811,856.32	\$389,847.59
	SEPTEMBER	\$0.00	\$1,581,703.72
	OCTOBER	\$0.00	\$1,173,788.51
	NOVEMBER	\$0.00	\$1,043,857.23
	DECEMBER	\$0.00	\$1,041,531.82
	JANUARY	\$0.00	\$1,088,547.24
	FEBRUARY	\$0.00	\$1,161,047.84
	MARCH	\$0.00	\$1,269,836.25
	APRIL	\$0.00	\$1,204,439.25
	MAY	\$0.00	\$1,297,665.65
	JUNE	\$0.00	\$3,285,083.89
	TOTAL	\$967,672.30	\$14,719,348.03

**SHENANDOAH COMMUNITY SCHOOL
CALCULATION OF MISCELLANEOUS INCOME
2023-2024**

	STATE AID/ SRCIPVR (CNI) Source Codes 3111, 3112 3801, 3803	TLC/4 YR STATE AID/TSS/ EARLY INTER/PD/ TRANS EQ. Source Codes 3116, 3117, 3119 3204, 3216, 3342, 3376	SPED DEFICIT SUPPLEMENTAL STATE AID Source Code 3113	AEA FLOWTHROUGH Source Code 3214	PROPERTY TAX Source Codes 1110-1119	INSTRUCTIONAL SUPPORT THRU INCOME SURTAXES Source Code 1134	EXCISE TAXES UTILITY REPL. Source Codes 1170-1179	** MISC REVENUE	TOTAL REVENUE (Includes Flowthrough)	
JUL	-	-	-	-	-	-	-	12,534.98	12,534.98	7,847.11
AUG	-	-	-	-	14,187.00	-	-	18,437.10	32,624.10	48,493.76
SEP	-	-	-	-	-	-	-	-	-	1,994,778.30
OCT	-	-	-	-	-	-	-	-	-	2,022,793.00
NOV	-	-	-	-	-	-	-	-	-	860,752.47
DEC	-	-	-	-	-	-	-	-	-	1,117,775.44
JAN	-	-	-	-	-	-	-	-	-	880,325.70
FEB	-	-	-	-	-	-	-	-	-	1,103,360.86
MAR	-	-	-	-	-	-	-	-	-	1,145,290.29
APR	-	-	-	-	-	-	-	-	-	1,985,822.79
MAY	-	-	-	-	-	-	-	-	-	956,284.42
JUN	-	-	-	-	-	-	-	-	-	2,049,740.55
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ 14,187.00	\$ -	\$ -	\$ 30,972.08	\$ 45,159.08	\$14,173,264.69

Function Part 1	Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM	A/ P Outstanding	P/ O Outstanding	Unencumbered Balance
6000 6000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
40 DEBT SERVICE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
61 SCHOOL NUTRITION FUND								
2000 2000	0.00	5,159.00	5,159.00	0.00	(5,159.00)	0.00	33.74	(5,192.74)
3000 3000	0.00	23,389.92	31,403.28	0.00	(31,403.28)	0.00	32,249.48	(63,652.76)
6000 6000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
61 SCHOOL NUTRITION FUND	0.00	28,548.92	36,562.28	0.00	(36,562.28)	0.00	32,283.22	(68,845.50)
62 CHILDCARE FUND								
1000 INSTRUCTION	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
62 CHILDCARE FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
81 TRUST FUNDS NON EXPENDABLE								
1000 INSTRUCTION	0.00	750.00	3,250.00	0.00	(3,250.00)	250.00	0.00	(3,500.00)
6000 6000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
81 TRUST FUNDS NON EXPENDABLE	0.00	750.00	3,250.00	0.00	(3,250.00)	250.00	0.00	(3,500.00)
91 AGENCY FUND								
1000 INSTRUCTION	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2000 2000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
91 AGENCY FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Grand Total:	0.00	1,119,518.59	1,833,305.95	0.00	(1,833,305.95)	107,154.99	230,957.49	(2,171,418.43)

MONTHLY BOARD VENDOR BILLS

Vendor Name	Invoice Detail Amount	Invoice Detail Description
Checking Account ID 10	Fund Number 10	GENERAL FUND
ACTION ED	840.00	HS SUPPLIES
AHLERS & COONEY PC	946.00	LEGAL
ALLDATA	975.00	HS AUTO TECH SUPPLIES
AMBER OLSON	125.76	STUDENT TRANSPORTATION-PARENT
BA MARKETING & PUBLICITY, LLC	2,423.96	ADVERTISING
BARBARA FARWELL	119.21	ESL TRAVEL
BEDFORD, FREEMAN & WORTH HIGH SCHOOL	14.87	TAG TECH RELATED SOFTWARE / CURRICUI
BROWN'S REPAIR & AUTO PARTS, INC.	1,155.59	TRANSPORTATION REPAIR
CABINETS BY STAC	3,138.18	MAINTENANCE/GROUNDS GENERAL SUPPLIES
CDW GOVERNMENT	1,898.98	TECHNOLOGY COORDINATOR RELATED SOFTW
CENEX FLEET FUELING	1,596.27	FUEL
CENTURYLINK	624.07	TELEPHONE
CHAT MOBILITY	208.23	TELEPHONE
CITY OF SHENANDOAH	7,572.64	WATER-SEWER
CLARINDA CHAMBER	150.00	MS BAND ENTRY & REGISTRATION FEES
CORNING RENTAL	651.65	MAINTENANCE RENTAL OF EQUIPMENT
COUNTY LINE DESIGN	2,083.00	DISTRICT WIDE SUPPLIES
CROWLEY CONSTRUCTION	500.00	GROUNDS REPAIR SERVICES
CULLIGAN WATER	425.97	MAINTENANCE RENTAL OF EQUIPMENT
CURRICULUM ASSOCIATES	216.25	MS SPED LVL I SUPPLIES
DELTAMATH SOLUTIONS, INC.	600.00	HS GENERAL ED SOFTWARE
DEPARTMENT OF ADMINISTRATIVE SERVICE	650.00	TSA ADMINISTRATION FEES
EAST MILLS COMMUNITY SCHOOL DISTRICT	3,788.03	OPEN ENROLLMENT
EGAN SUPPLY	2,735.65	CUSTODIAL SUPPLIES
ELEVATE ROOFING	2,013.98	MAINTENANCE BUILDING REPAIR SERVICES
ESSEX CSD	248,006.76	OPEN ENROLLMENT
FAREWAY STORES	67.65	HS GENERAL ED SUPPLIES
FLINN SCIENTIFIC	545.38	HS GENERAL ED SUPPLIES
GOBILDA	1,814.60	MS TITLE IV SUPPLIES
GORDON GREEN	50.00	BUS DRIVER PHYSICALS
GREEN HILLS AEA	300.00	SUPERINTENDENT DUES
HAMBURG COMMUNITY SCHOOL DISTRICT	200.00	REIMBURSEMENT
HARTMAN PUBLISHING	404.08	HS GENERAL ED TEXTBOOKS
HD PRO INSTITUTIONAL	32.48	CUSTODIAL SUPPLIES
IAMO COMMUNICATIONS	30.00	NETWORK SUPPORT INTERNET ACCESS
IASBO	245.00	NON INSTRUCTION STAFF WORKSHOP/CONF
IOWA HIGH SCHOOL MUSIC ASSOCIATION	292.00	HS BAND STUDENT ENTRY & REGISTRATION
IOWA WESTERN COMMUNITY COLLEGE	100.00	NON INSTRUCTION STAFF WORKSHOP/CONF
JB PARTS & SUPPLY	291.40	TRANSPORTATION SUPPLIES
JKAY PHOTO AND DESIGN	671.00	DISTRICT WIDE SUPPLIES
JOHN GOWING PLUMBING AND HEATING	175.00	MAINTENANCE BUILDING REPAIR SERVICES
JOHNSON CONTROLS	3,545.57	OTHER PURCHASED PROPERTY SERVICES
JOSH O'NEIL DESIGNS	10,875.00	MAINTENANCE BUILDING REPAIR SERVICES
KAJITANI EDUCATION	8,500.00	STAFF DEVELOPMENT CONTRACTED
KEVIN KUSH PUBLIC SPEAKING INC.	3,621.00	EQ PROF DEV STAFF WORKSHOP TRAINER
LABSTER INC.	6,826.50	HS GENERAL ED TEXTBOOKS
LAWN WORLD	1,440.00	GROUNDS REPAIR SERVICES
LEARNING WITHOUT TEARS	164.34	EARLY READERS WORKBOOKS
LEPORTE ELECTRIC	1,447.48	MAINTENANCE BUILDING REPAIR SERVICES
MID-AMERICAN RESEARCH CHEMICAL	1,183.18	CUSTODIAL SUPPLIES
MIDAMERICAN ENERGY	22,945.37	UTILITIES-ELECTRICITY
MILLER BUILDING	180.63	MAINTENANCE SUPPLIES
NCS PEARSON	315.00	EL SPED LVL I TECHNOLOGY SOFTWARE
PAGE COUNTY LANDFILL ASSOCIATION	250.00	MAINTENANCE GARBAGE COLLECTION
PLANBOOKEDU	19.00	ELEM PD GENERAL SUPPLIES
PLUNKETT'S PEST CONTROL	613.84	MAINTENANCE PEST CONTROL CONTRACTED
REV ROBOTICS	1,972.45	MS TITLE IV SUPPLIES
RIVERSIDE INSIGHTS	1,830.00	TAG TESTING
ROCSTOP CARDTROL	630.13	TRANSPORTATION DIESEL
ROLLING HILLS SALES & SERVICE	9.58	MAINTENANCE PARTS
SAVVAS LEARNING COMPANY LLC	31,925.36	HS GENERAL ED SUPPLIES
SCHOOL BUS SALES	154.14	TRANSPORTATION REPAIR PARTS
SHENANDOAH SANITATION	1,507.97	MAINTENANCE GARBAGE COLLECTION
SIGNS & SHINES	335.00	MAINTENANCE SUPPLIES
STANTON COMMUNITY SCHOOL DISTRICT	148.26	OPEN ENROLLMENT
STAPLES ADVANTAGE	185.68	MAINTENANCE BUILDING SUPPLIES

STEVE JOEL		101.53	EQ PROF DEV STAFF WORKSHOP TRAINER
STEVE WEISS MUSIC INC.		377.85	HS BAND SUPPLIES
SWIBA - MIDDLE SCHOOL		25.00	MS BAND STAFF DUES
SWIFT SERVICES LLC		574.90	NETWORK SUPPORT INTERNET ACCESS
TEACH TOWN, INC		1,794.00	INSTRUCTIONAL SUPPLIES
TIME FOR KIDS		110.00	MS GENERAL ED SUPPLIES
TONYA THOMPSON		13.50	BUS DRIVER CDL PAID BY DISTRICT
TRUCK CENTER COMPANIES		4,168.94	VEHICLE REPAIR SERVICES
US CELLULAR		478.39	NETWORK SUPPORT INTERNET ACCESS
US POSTAL SERVICE		310.00	POSTAGE
VETTER EQUIPMENT CO		50.35	EQUIPMENT REPAIR
VOYAGER SOPRIS LEARNING		379.50	MS SPED LVL I SUPPLIES
WALLIN PLUMBING & HEATING		7,086.38	MAINTENANCE BUILDING REPAIR SERVICES
Fund Number 10		<u>404,774.46</u>	
Checking Account ID 10	Fund Number 22		MANAGEMENT FUND
SU INSURANCE COMPANY		31,293.75	BREAKDOWN INSURANCE
Fund Number 22		<u>31,293.75</u>	
Checking Account ID 10	Fund Number 33		SAVE (SECURE AN ADVANCED VISION FOR ED.
CARL A. NELSON & CO		5,000.00	EL JK-8 WINDOWS CONSTRUCTION PROJECT
PREMIER FE		1,486.77	FURNITURE & FIXTURES
TRUCK EQUIPMENT INC.		24,462.00	MAINT. EQUIPMENT
WILSON GROUP INC., THE		135,694.20	JK-8 WINDOWS CONSTRUCTION PROJECT
Fund Number 33		<u>166,642.97</u>	
Checking Account ID 10	Fund Number 36		PHYSICAL PLANT & EQUIPMENT
BLUPOINTE DRS		750.00	TECH RELATED SOFTWARE
CDW GOVERNMENT		4,688.88	COMPUTERS
FOLLETT SCHOOL SOLUTIONS INC		4,436.56	ELEM LIBRARY SOFTWARE
KIDWELL INC.		8,000.00	OTHER EQUIPMENT
MIDAMERICAN ENERGY		9.22	STUDENT HOUSING PROJECT
MILLER BUILDING		477.69	STUDENT HOUSING PROJECT
POWERSCHOOL GROUP LLC		1,706.88	TECH RELATED SOFTWARE
WALLIN PLUMBING & HEATING		1,280.26	STUDENT HOUSING PROJECT
WELLS FARGO FINANCIAL LEASING		2,472.02	COPIER LEASE
XAP		675.00	SYSTEM OPERATIONS SOFTWARE
Fund Number 36		<u>24,496.51</u>	
Checking Account ID 10	Fund Number 61		SCHOOL NUTRITION FUND
ANDERSON ERICKSON DAIRY		1,391.17	MILK
FAREWAY STORES		238.65	FOOD/SUPPLIES
HEARTLAND PAYMENT SYSTEMS INC		5,159.00	SNF SOFTWARE UPDATES
HEARTLAND SCHOOL SOLUTIONS		495.00	SOFTWARE SERVICE
KIM LEININGER		58.60	REIMBURSEMENT
MARTIN BROS DIST		35,151.42	FOOD/SUPPLIES
Fund Number 61		<u>42,493.84</u>	
Checking Account ID 10		<u>669,701.53</u>	
Checking Account ID 40	Fund Number 21		ACTIVITY FUND
AMY MCCLINTOCK		120.00	GENERAL ATHLETICS OFFICIAL
BRYAN (ANDY) REGAN		90.00	GENERAL ATHLETICS OFFICIAL
CHRIS DEMARQUE		140.00	GENERAL ATHLETICS OFFICIAL
CINDY WILLIAMS		340.00	GENERAL ATHLETICS OFFICIAL
CLARINDA CHAMBER		225.00	REGISTRATION/MARCHING MUSTANGS
CLARINDA HS		245.00	ENTRY FEE TO ANOTHER SCHOOL
COUNTY LINE DESIGN		1,200.00	SUPPLIES/FFA
CRAIG GARDNER		44.00	GENERAL ATHLETIC WORKERS
DALE SANDQUIST		44.00	GENERAL ATHLETIC WORKERS
DENNY HOWARD		22.00	GENERAL ATHLETICS WORKER
FAREWAY STORES		1,958.29	MUSTANG FIELD CONCESSION SUPPLIES
GLENWOOD HIGH SCHOOL		115.00	ENTRY FEE TO ANOTHER SCHOOL
GREG ESTERLING		140.00	GENERAL ATHLETICS OFFICIAL
GREG PULLIAM		90.00	GENERAL ATHLETICS OFFICIAL
HAWKEYE 10 CONFERENCE		500.00	DUES/GENERAL ATHLETICS
HEALY AWARDS, INC.		46.47	SUPPLIES/GENERAL ATHLETICS
IOWA FCCLA		25.00	REGISTRATION/FCCLA
IOWA HIGH SCHOOL MUSIC ASSOCIATION		200.00	DUES/MARCHING MUSTANGS
IOWA HIGH SCHOOL SPEECH ASSOCIATION		75.00	REGISTRATION/SHS SPEECH CLUB
JASON BERNARD		140.00	GENERAL ATHLETICS OFFICIAL
JEFF VOHS		140.00	GENERAL ATHLETICS OFFICIAL
JIM DOYLE		120.00	GENERAL ATHLETICS OFFICIAL
MAIN STREET DESIGNS		204.00	SUPPLIES/GENERAL ATHLETICS
MATBOSS		599.00	SUPPLIES/GENERAL ATHLETICS
MICHAEL PETERS		700.00	SUPPLIES/MARCHING MUSTANGS

MIKE STANLEY		120.00	GENERAL ATHLETICS OFFICIAL
MT AYR CSD		120.00	ENTRY FEE TO ANOTHER SCHOOL
OSBORN, CURTIS		100.00	MS GENERAL ATHLETICS OFFICIAL
PORTA PHONE		493.26	SUPPLIES/SHEN FOOTBALL
PRESTON ROBBIE MACE		90.00	GENERAL ATHLETICS OFFICIAL
PRIMA DISTRIBUTION, INC.		1,475.00	EQUIPMENT
R. KEVIN WHITEHILL		100.00	MS GENERAL ATHLETICS OFFICIAL
RAY WOOD		50.00	GENERAL ATHLETICS OFFICIAL
RIVERSIDE HIGH SCHOOL		110.00	ENTRY FEE TO ANOTHER SCHOOL
RSCHOOLTODAY		562.50	SUPPLIES/GENERAL ATHLETICS
SCOTT HALVERSON		140.00	GENERAL ATHLETICS OFFICIAL
SHARI FOOTE		22.00	GENERAL ATHLETIC WORKERS
TOM OLSON		90.00	GENERAL ATHLETICS OFFICIAL
Fund Number 21		<u>10,995.52</u>	
Checking Account ID 40	Fund Number 81		TRUST FUNDS NON EXPENDABLE
PAIGE GLEASON AND IOWA STATE		250.00	SCHOLARSHIPS/I&C WILSON/ROLSCREEN
TYSEN SHAW AND IWCC		250.00	SCHOLARSHIPS/I&C WILSON
Fund Number 81		<u>500.00</u>	
Checking Account ID 40		<u>11,495.52</u>	

First Name	Last Name	Organization	Start Date	End Date	Name of Fundraiser	What specific funds will be used for	Percentage of profit	Population
Amy	Toye	Speech	9/23/2023	9/23/2023	Basket Raffle	Royalties, props, sets, costumes, entry fees, travel expenses	100%	Staff or General Public
Amy	Toye	Speech	10/1/2023	10/31/2023	T-Shirt Sales	Miscellaneous Speech expenses	10% or less	Students
Amy	Toye	Speech	1/20/2024	1/20/2024	District Large Group Contest (concessions, IHSSA payment, sponsorships, gate money)	Contest hosting expenses, royalties, props, sets, entry fees, travel expenses	75% (approximation)	Staff or General Public

Eickemeyer Refrigeration, Inc.
 2906 150th St.
 Clarinda, IA 51632 US
 712-303-0132
 eickemeyerrefrigeration@gmail.com
 m

Estimate 1062



ADDRESS	SHIP TO
SHENANDOAH COMMUNITY SCHOOLS	SHENANDOAH COMMUNITY SCHOOLS
FOODSERVICE DEPT.	FOODSERVICE DEPT.
601 DR. CREIGHTON CIRCLE	601 DR. CREIGHTON CIRCLE
SHENANDOAH, IA.	SHENANDOAH, IA.
SHENANDOAH, IA 51601	SHENANDOAH, IA 51601

DATE 07/17/2023	TOTAL \$40,414.11
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ACTIVITY	QTY	RATE	AMOUNT
WALK-IN FREEZER OUTDOOR 24' X 8' X 7'.6" - 4" WITH RAIN ROOF	1	36,694.11	36,694.11T
LABOR LABOR AND MATERIALS TO INSTALL THE NEW WALK IN FREEZER ON THE CONCRETE PAD	1	3,720.00	3,720.00T

DOES NOT INCLUDE ELECTRICAL WORK

PRICE IS GOOD FOR 30 DAYS

SUBTOTAL	40,414.11
TAX	0.00

TOTAL \$40,414.11

THANK YOU.

Accepted By

Accepted Date



Quotation

401 Delaware St. Quincy, IL 62301 800.521.2665 217.228.2424 www.uscooler.com

Quote No 620362 Rev 0

Quote Date 7/11/2023
Revision Date 7/11/2023

Page 1 of 4

Quoted to Eickemeyer Refrigeration
2906 150th St
Clarinda IA 51632
USA
Chris Eickemeyer
712-542-4295 Fax 712-542-4295

Job Reference School
Terms To Be Determined
FOB Factory
Location Outdoor

For Office Use Only	28206
	213

Quoted by Clinton Rueb (314) 435-3511

Qty	Description
-----	-------------

- 1 Rain roof, single membrane polyester polyvinyl chloride roof system with connectors. White Material. (usc 643) Actual length: 26'-0" Actual width: 9'-0"; Freestanding
TermBar:70 Plate:25 Screw:165 Caulk:0
- 1 Walk-In Freezer: 24'-0" X 8'-0" X 7'-6" - 4" extruded polystyrene, stucco embossed galvalume 26 gauge exterior, stucco embossed galvalume 26 gauge interior, nsf approved.
- 1 Floor: 24'-0" X 8'-0" - 4" extruded insulation, 22 gauge stainless steel interior, stucco embossed galvalume 26 gauge exterior
U.S. Cooler floors are not designed for the use of Forklifts, Pallet Jacks, or Hard Wheeled Carts. Damage caused by this usage will void the panel warranty
- 1 Door, 34 in. X 76 in.; low temp outside, with floor, threshold, drip cap and screws, hinge right centered On left width wall , with U.S. Cooler Logo
***** Includes *****
1 x Vert-Ergo handle
1 x LED light
1 x LED thermometer switch
1 x door closure
2 x adjustable spring-loaded hinges
- 1 Pressure relief (usc 9644)(installed)

Quotation

401 Delaware St. Quincy, IL 62301 800.521.2665 217.228.2424 www.uscooler.com

Quote No 620362 Rev 0

Quote Date 7/11/2023
Revision Date 7/11/2023

Page 2 of 4

Qty	Description
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1	Refrigeration
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1	Refrigeration	1 x Condensing Unit
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- Manufacturer: Russell
- Description: Pre-assembled Remote Low Temp R448A Air Cooled Outdoor Condensing Unit

1	Refrigeration	1 x Condensing Unit	Outdoor Condensing Unit
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- Model: RFO400L4SEANT
- Dimensions: 43 7/8" X 33" X 38"
- Compressor: 4 hp, Scroll
- Extras: Liquid line Filter Drier, Sight Glass - Included
- Electrical: 208-230/3Phase/60Hz RLA: 11.9 MOPD: 40 MCA: 32.2
- Conditions: BTUH: 12450 Room Temp: -10°F Cond Ambient: 100°F

- Sizing Room: 11794 BTUH Needed for 24'-0" X 8'-0" X 7'-6"
- Sizing Product: 1440Lbs of Misc Product Entering at 20°F
- Warranty:

Parts: 1-year Standard Manufacturer (Optional extended parts warranties available)

Labor: Not Included (Optional labor warranties available)

2	Evaporator (Unit Cooler)
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- Manufacturer: Russell
- Description: Pre-assembled Electric Defrost Low Profile Coil
- Model: RL8E048DDARE
- Dimensions: 27 1/8" X 15 1/2" X 18 1/8" Fans: 1
- Extras: EcoNet® Controls - Mounted
- Electrical: 208-230/1Phase/60Hz Fan Amps: 0.5 Defrost Amps:

4.9

- Warranty:

Parts: 1-year Standard Manufacturer

Labor: Not Included (Optional labor warranties available)

~~Price - \$378.31~~ Per Unit is for Refrigeration equipment listed above. Included in total price.

1 year compressor only warranty for 3 1/2 HP - 4 HP systems.

Warranties cannot be cancelled or refunded once they are purchased.

Price - \$378.31 Per Unit. Included in total price.

1 year refrigeration labor warranty for 3 1/2 HP - 4 HP systems.

Warranties cannot be cancelled or refunded once purchased.

Price - \$458.41 Per Unit. Included in total price.

2. The assembly, packaging, and handling - 4' x 8'6" x 7' flat stack skid ltl.

Dovel

REFRIGERATION



1600 N BROADWAY
 Red Oak, IA 51566
 (712) 623-9614
 dovel2022@hotmail.com

Estimate

ESTIMATE#	1021773479
DATE	06/14/2023
PO#	

CUSTOMER
SHENANDOAH SCHOOLS 3177434 304 West Nishna Road Shenandoah IA 51601 (712) 246-3773

SERVICE LOCATION
SHENANDOAH SCHOOLS 3177434 304 West Nishna Road Shenandoah IA 51601 (712) 246-3773

DESCRIPTION	OUTDOOR WALK IN FREEZER WILL NEED TO HAVE AN ELECTRICIAN
--------------------	-------------------------------------------------------------

Estimate			
Description	Qty	Rate	Total
CCH0045LBACZA0000 CONDENSING UNIT,	1.00	6,331.10	6,331.10
CEL0130BS6EEAB0200 EVAPORATOR COIL	1.00	3,700.00	3,700.00
WALK IN FREEZER	1.00	32,712.57	32,712.57
R448A REFRIGERANT	1.00	600.00	600.00
INSTALLATION INSTALLATION	1.00	4,440.00	4,440.00
Materials	1.00	898.80	898.80

CUSTOMER MESSAGE

Estimate Total: \$48,682.47



MECHANICAL MAINTENANCE

IT'S HOW YOU SAVE MONEY

REDUCE YOUR OPERATING COSTS

REGAIN CONTROL OF YOUR EQUIPMENT

MORE TIME TO FOCUS ON YOUR BUSINESS

Prepared For:

Rob Addy SHENANDOAH
COMM SCHOOL DIST
ADMIN BLDG
304 W NISHNA ROAD
SHENANDOAH, IA - 51601

IMPORTANT CONTACTS

Rob Addy,

At Rasmussen Mechanical Services, we are dedicated to understand your business and its goals. Through your support, we have built a maintenance agreement to provide your facility with safe, responsive, and cost efficient solutions.

This program gives you the power back to manage your business!

To the right, is your list of important contacts. Refer to the How I can help section to learn how each contact can be of service in the most responsive fashion.

I am personally thankful for the opportunity to be of service,

Dave Bodenstedt

Account Manager

Name: Dave Bodenstedt

How I Can Help: I am your main point of contact. You can reach out to me whenever you would like. I can assist you in determining additional services, repairs, and customer support.

Phone: 402-679-3006

Email: dave.bodenstedt@rasmech.com

Dispatcher

Name: Mike Brazeal

How I Can Help: I am your service dispatcher. I can help with service schedules, invoices, and work order history.

Phone: 712-323-0541

Email: mike.brazeal@rasmech.com



PROGRAM OVERVIEW

Scope of Work

The scope of this Agreement includes **Boiler** preventative maintenance coverage on all listed equipment in semi-annual visits and as listed per tasking sheets. Each visit includes heating preventative maintenance as seasonal conditions require. Work has been quoted and shall be performed during normal business hours M-F 7-4.

Visit one (fall) will consist of tasks related to Boiler PM. A CSD-1 safety report and inspection as well as a burner tune-up and combustion analysis will also be performed on this trip for the boilers. We will make client aware of equipment issues when performing our PM's, so they can be addressed internally or scheduled to be repaired on a T&M basis.

Visit two (spring) will consist of tasks related to Boiler shutdown. We will make client aware of equipment issues when performing our PM's, so they can be addressed internally or scheduled to be repaired on a T&M basis.

Please note if any school location PM is declined, all proposals for Admin/preschool, K8, & High School are subject to requote due to having to recalculate travel time and estimated mileage.

NO Pump PM's has been quoted per Rob.

COVERED EQUIPMENT

Below is the list of equipment covered under the Agreement Terms of this Proposal.

NAME	TYPE	MFG NAME	MODEL	SERIAL
Admin - Boiler 1	Boiler	LES	HF3-60	07F-4532
Admin - Boiler Burner 1	Burner	Webster	JB1G-03- RM7898A-M.12- UL/CSD1	U99519A-01

MAINTENANCE PROGRAM

The following Maintenance Program will be applied to the **Boiler(s)** listed equipment below.

Admin - Boiler 1

- CSD1 (<250HP) / NFPA-85 (>250HP) Safety Report Submission (Annual)
 - Test Forced Circulation
 - Test Water Temperature
- Test Fuel Safety Shutoff Valve, Main
 - Test Pilot Safety Shutoff Valve
 - Test Flame Safeguard, Primary
 - Test Low Fire Start Switch
- Test / Verify Main Gas Regulator
- Test Regulated Outlet Pressure
 - Verify Screen Clean
- Test Low-Water Fuel Cutoff
 - Verify Low-Water Fuel Cutoff M/R
- Test High Water Temperature Limit M/R
- Test Fuel Safety Shutoff Valve, Secondary
 - Test Purge Air Flow Switch
 - Test Flame Detector, Scanner
- Test / Verify Safety Relief Valve #1
- Test Unregulated Inlet Pressure
 - Test Manifold, High Fire
- Boiler shut down in the spring

MAINTENANCE PROGRAM

The following Maintenance Program will be applied to the **Burner(s)** listed equipment below.

Admin - Boiler Burner 1

- Combustion Analysis / Burner Tuning - Report Submission (Annual)
 - Adjust Gas input if needed
- Record Gas Input & Output Pressures per fire setting
 - Record CO₂ Volume percentage per fire setting
 - Record CO PPMN per fire setting
 - Record Flue Gas Temp per fire setting
- Verify operation status of safety devices
 - Adjust Air Damper
- Record Manifold Pressure WC per fire setting
- Record O₂ Volume percentage per fire setting
 - Record Efficiency % per fire setting
- Record Ambient Air Temp per fire setting

PROGRAM OVERVIEW

Agreement Terms

This Agreement is to commence on 2023-09-01 and continue for a term of 1 year. Contract is set to expire on 2024-08-31. Payments are to be made on Annual intervals. Seller's Terms and Conditions can be found at <https://www.rasmech.com/terms>.

**Please note, this agreement does not include any sales and/or use tax.*

Program Investment

Year One

ONE THOUSAND, TWENTY DOLLARS.....\$1,020.00

For Approval

Print Name

Signature for Approval

Date Accepted

Purchase Order # (If applicable)

A black and white photograph of two men in industrial attire. Both are wearing white hard hats and high-visibility safety vests. The man on the left is wearing glasses and a dark shirt under his vest. The man on the right is wearing a white shirt and a dark tie under his vest. They are both looking at a tablet held by the man on the right. The background is a plain, light color.

MECHANICAL MAINTENANCE

IT'S HOW YOU SAVE MONEY

REDUCE YOUR OPERATING COSTS

REGAIN CONTROL OF YOUR EQUIPMENT

MORE TIME TO FOCUS ON YOUR BUSINESS

Prepared For:

Rob Addy
SHENANDOAH COMM
SCHOOL DIST
HIGH SCHOOL
1000 MUSTANG DR
SHENANDOAH, IA - 51601

IMPORTANT CONTACTS

Rob Addy,

At Rasmussen Mechanical Services, we are dedicated to understand your business and its goals. Through your support, we have built a maintenance agreement to provide your facility with safe, responsive, and cost efficient solutions.

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I am personally thankful for the opportunity to be of service,

Dave Bodenstedt

Account Manager

Name: Dave Bodenstedt

How I Can Help: I am your main point of contact. You can reach out to me whenever you would like. I can assist you in determining additional services, repairs, and customer support.

Phone: 402-679-3006

Email: dave.bodenstedt@rasmech.com

Dispatcher

Name: Mike Brazeal

How I Can Help: I am your service dispatcher. I can help with service schedules, invoices, and work order history.

Phone: 712-323-0541

Email: mike.brazeal@rasmech.com



PROGRAM OVERVIEW

Scope of Work

The scope of this Agreement includes **Chiller, Boiler, DOAS, Makeup Air Unit (MAU), Glycol Feeder System**, preventative maintenance coverage on all listed equipment in semi-annual visits and as listed per tasking sheets. Each visit includes heating and/or cooling preventative maintenance as seasonal conditions require. Filters, coil cleanings, and annual belt changes for related equipment is included in the contract amount. Work has been quoted and shall be performed during normal business hours M-F 7-4.

Visit one (fall) will consist of tasks related to Heating season for the Chiller, Boiler, DOAS, MAU, & Glycol Feeder System PM's. A CSD-1 safety report and inspection as well as a burner tune-up and combustion analysis will also be performed on this trip for the boilers. We will make client aware of equipment issues when performing our PM's, so they can be addressed internally or scheduled to be repaired on a T&M basis.

***Please note:** boiler PM requires the following kits for the 2023 heating season. (Prices below included in proposal total)*

Array Boiler Maintenance Kit 20156537 \$463.00 per boiler

Condensate Rock \$172.00 for both boilers

Visit two (spring) will consist of tasks related to Cooling season for the Chiller and DOAS PM's. We will make client aware of equipment issues when performing our PM's, so they can be addressed internally or scheduled to be repaired on a T&M basis.

Please note if any school location PM is declined, all proposals for Admin/preschool, K8, & High School are subject to requote due to having to recalculate travel time and estimated mileage.

NO Gym / Auditorium RTU's & Pump PM's have been quoted per Rob.

COVERED EQUIPMENT

Below is the list of equipment covered under the Agreement Terms of this Proposal.

NAME	TYPE	MFG NAME	MODEL	SERIAL
High Sch - ACCH-1 - Chiller	Chiller - Scroll	Daikin	AGZ120EDSEM N00	STNU200700107
High Sch - Boiler B-1	Boiler	Riello	AR 3000	FC290002440
High Sch - Boiler B-2	Boiler	Riello	AR 3000	FC09P000626
High Sch - DOAS- 1	Dedicated Outdoor Air System	Valent	VPRP-110-10C- 20I-A-1DC	16544040
High Sch - FCS - Makeup Air Unit - MAU 1	Makeup Air Unit	Valent	VX-112-7.5D-1	16546519
High Sch - Glycol Feed System 1	Feedwater Tank	JL Wingert	TBD	-
High Sch - Shop Makeup Air Unit	Makeup Air Unit	Greenheck	DGX-120-H32- DB	14828156 16L

MAINTENANCE PROGRAM

The following Maintenance Program will be applied to the **Chiller - Scroll(s)** listed equipment below.

High Sch - ACCH-1 - Chiller

- Check the pump operation and vent all air from the system
- Check all exposed brazed joints for evidence of leaks.
 - Check all valve stem packing for leaks.
- Check all connections and all refrigerant threaded connectors.
 - Check all control wiring by pulling on the wire at connections and tighten all screw connections. Check plug-in relays for proper seating and to insure retaining clips are installed.
 - Verify chiller water flow rate
 - Check Compressor Oil Level (each circuit)
 - Check Rotation of condenser fans.
 - Check compressor suction pressures (each circuit)
 - Check compressor superheat (each circuit)
 - Measure volts/amps of compressor 1
 - Measure volts/amps of compressor 3 (if applicable)
 - Measure volts/amps of condenser fan motor 1
 - Measure volts/amps of condenser fan motor 3 (if applicable)
 - Check contactor(s)
 - Fall PM
- Leave electrical power to the unit on, so the compressor crankcase heaters will keep the liquid refrigerant out of the compressor oil.
- Check water treatment and proper glycol percent, if used
- Check that all refrigerant valves are either opened or closed as required for proper operation of the chiller.
- Check all refrigerant lines to insure that they will not vibrate against each other or against other chiller components and are properly supported.
 - Look for any signs of refrigerant leaks around the condenser coils.
- Check at the power block or disconnect for the proper voltage and proper voltage between phases before starting the unit
 - Set the chilled water setpoint to the required temperature.
 - Check refrigerant sight glass for flashing
 - Check the liquid line sight glasses
 - Check compressor discharge pressures (each circuit)
 - Check compressor subcool (each circuit)
 - Measure volts/amps of compressor 2 (if applicable)
 - Measure volts/amps of compressor 4 (if applicable)
 - Measure volts/amps of condenser fan motor 2 (if applicable)
 - Measure volts/amps of condenser fan motor 4 (if applicable)
 - Record Chiller Liquid Line Temp
- If chilled water system is not drained, maintain power to the evaporator heater to prevent freezing. Maintain heat tracing on the chilled water lines.

MAINTENANCE PROGRAM

The following Maintenance Program will be applied to the **Boiler(s)** listed equipment below.

High Sch - Boiler B-1	High Sch - Boiler B-2
----------------------------------	----------------------------------

- | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none">• Procure Array Boiler Maintenance Kit 20156537 and install parts<ul style="list-style-type: none">• Check the pressure of the hydraulic system• Check air piping and verify if leaks are present<ul style="list-style-type: none">• Verify the condensate discharge system• Inspect and test the reset button of low water cut off<ul style="list-style-type: none">• Combustion test and analysis<ul style="list-style-type: none">• Check ignition electrode• Clean condensate discharge<ul style="list-style-type: none">• Check control parameters• Check wiring and connections• Verify the flame stability and signal strength<ul style="list-style-type: none">• Verify proper water quality per O&M• Shut off the boiler for spring season | <ul style="list-style-type: none">• Utilize cleaning kit to clean heat exchangers; advise when cleaning fluid is needed• Check vent piping and verify if leaks are present<ul style="list-style-type: none">• Check relief valves• Test low water cut off• Check all piping (gas and water) for leaks• Verify condition of flue and air system (including Venturi and fan)• Clean the combustion chamber (including the burner tube)• Safety block check, modulation range check, gas valve closing after burner stop<ul style="list-style-type: none">• Check for gas piping leak• Verify startup• Inspect the burner gasket• Change condensate rock |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

MAINTENANCE PROGRAM

The following Maintenance Program will be applied to the **Dedicated Outdoor Air System(s)** listed equipment below.

High Sch - DOAS- 1

- Check door seals, tighten handles as needed
 - Clean coils
- Check the drain trap for any sediment
- Check all damper linkages to make sure they are operating smoothly
 - Clean the damper rod bushings
- Tighten Blower fan wheel, bolts, and set screws.
- Tighten motor mounting bolts and blower/motor assembly support bolts
- Inspect the filters and clean or change as needed
 - Measure volts/amps of condenser fan motor 1
- Check compressor suction pressures (each circuit) (spring)
- Check compressor superheat (each circuit) (spring)
- With the unit running, check and record the: ambient temperature (semi)
 - Check combustion fan (fall)
- Inspect flue, draft diverter and clean air screen (fall)
- Check the condition of gaskets around doors
 - Clean Drain Pans
- Return the trap to operating position before the cooling season starts
- Check that the damper blade seals are in good condition
- Clean the inside of the unit with disinfectant to prevent dirt buildup microorganism growth
 - Clean dirt from the Blower wheel
- Inspect and clean the flat plate heat exchanger
 - Measure volts/amps of compressor 1
 - Check contactor(s)
- Check compressor discharge pressures (each circuit) (spring)
- Check compressor subcool (each circuit) (spring)
 - Inspect burner assembly / clean (fall)
- Check ignition system for proper operation (fall)
 - Check and clean pilot assembly (fall)

MAINTENANCE PROGRAM

The following Maintenance Program will be applied to the Makeup Air Unit(s) listed equipment below.

High Sch - Shop Makeup Air Unit

- Examine and Clean Burners, Igniters, and Flame Rods
 - Check starters and contact surfaces
 - Check all safety controls
- Lube motors/bearings where applicable
 - Check motor supports
 - Check unusual noises/vibrations
- Check Filters advise if cleaning is needed
- Check power supply operation
- Check operating temperatures
- Check all operating controls
- Check fan wheels - clean as required
- Check and clean outside air intakes
- Check and clean pilot assembly
- Verify louver operation. Clean / lube as needed

MAINTENANCE PROGRAM

The following Maintenance Program will be applied to the **Makeup Air Unit(s)** listed equipment below.

High Sch - FCS - Makeup Air Unit - MAU 1

- Check door seals, tighten handles as needed
 - Clean coils
- Check the drain trap for any sediment
- Check all damper linkages to make sure they are operating smoothly
 - Clean the damper rod bushings
- Tighten Blower fan wheel, bolts, and set screws.
- Tighten motor mounting bolts and blower/motor assembly support bolts
 - Lubricate blower motor if applicable
 - Measure volts/amps of compressor 1
 - Check contactor(s)
- Check compressor discharge pressures (each circuit) (spring)
- Check compressor subcool (each circuit) (spring)
 - Inspect burner assembly / clean (fall)
- Check ignition system for proper operation (fall)
 - Check and clean pilot assembly (fall)
- Check the condition of gaskets around doors
 - Clean Drain Pans
- Return the trap to operating position before the cooling season starts
- Check that the damper blade seals are in good condition
- Clean the inside of the unit with disinfectant to prevent dirt buildup microorganism growth
 - Clean dirt from the Blower wheel
- Check rubber isolators (if applicable) for deterioration.
- Inspect the filters and clean or change as needed
 - Measure volts/amps of condenser fan motor 1
- Check compressor suction pressures (each circuit) (spring)
- Check compressor superheat (each circuit) (spring)
- With the unit running, check and record the: ambient temperature (semi)
 - Check combustion fan (fall)
- Inspect flue, draft diverter and clean air screen (fall)

MAINTENANCE PROGRAM

The following Maintenance Program will be applied to the **Feedwater Tank(s)** listed equipment below.

High Sch - Glycol Feed System 1

- Check the pressure of the hydraulic system
- Check pump for proper operation
- Check for wear on the pressure switch contacts
- Check the piping and tubing to insure proper discharge of the glycol solution
- Check pump/motor for noises or leaks
- Check adjustment seal on Brass Pressure Relief Valve

PROGRAM OVERVIEW

Agreement Terms

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**Please note, this agreement does not include any sales and/or use tax.*

Program Investment

Year One

SEVEN THOUSAND, NINE HUNDRED SIXTY-THREE DOLLARS.....\$7,963.00

For Approval

Print Name

Signature for Approval

Date Accepted

Purchase Order # (If applicable)



MECHANICAL MAINTENANCE

IT'S HOW YOU SAVE MONEY

REDUCE YOUR OPERATING COSTS

REGAIN CONTROL OF YOUR EQUIPMENT

MORE TIME TO FOCUS ON YOUR BUSINESS

Prepared For:

Rob Addy
SHENANDOAH COMM
SCHOOL DIST
K-8
601 DR CREIGHTON CIR
SHENANDOAH, IA - 51601

IMPORTANT CONTACTS

Rob Addy,

At Rasmussen Mechanical Services, we are dedicated to understand your business and its goals. Through your support, we have built a maintenance agreement to provide your facility with safe, responsive, and cost efficient solutions.

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I am personally thankful for the opportunity to be of service,

Dave Bodenstedt

Account Manager

Name: Dave Bodenstedt

How I Can Help: I am your main point of contact. You can reach out to me whenever you would like. I can assist you in determining additional services, repairs, and customer support.

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Email: dave.bodenstedt@rasmech.com

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Name: Mike Brazeal

How I Can Help: I am your service dispatcher. I can help with service schedules, invoices, and work order history.

Phone: 712-323-0541

Email: mike.brazeal@rasmech.com



PROGRAM OVERVIEW

Scope of Work

The scope of this Agreement includes **Cooling Tower, Boiler, Heat Exchanger, and Water Heater** preventative maintenance coverage on all listed equipment in semi-annual visits and as listed per tasking sheets. Each visit includes heating and/or cooling preventative maintenance as seasonal conditions require. Work has been quoted and shall be performed during normal business hours M-F 7-4.

Visit one (fall) will consist of tasks related to Heating season for the Cooling Tower, Boiler, & Water Heater. A CSD-1 safety report and inspection as well as a burner tune-up and combustion analysis will also be performed on this trip for the boilers. We will make client aware of equipment issues when performing our PM's, so they can be addressed internally or scheduled to be repaired on a T&M basis.

Visit two (spring) will consist of tasks related to Cooling season for the Cooling Tower, Heat Exchanger, and Boiler-shutdown. We will make client aware of equipment issues when performing our PM's, so they can be addressed internally or scheduled to be repaired on a T&M basis.

Please note if any school location PM is declined, all proposals for Admin/preschool, K8, & High School are subject to requote due to having to recalculate travel time and estimated mileage.

NO Pump PM's per Rob.

COVERED EQUIPMENT

Below is the list of equipment covered under the Agreement Terms of this Proposal.

NAME	TYPE	MFG NAME	MODEL	SERIAL
K8 - Boiler 1	Boiler	Bryan	AB250-W-FDG	87472
K8 - Boiler 2	Boiler	Bryan	AB250-W-FDG	87488
K8 - Boiler Burner 1	Burner	Gordon Piatt	SR8.1-G-10	NA
K8 - Boiler Burner 2	Burner	Gordon Piatt	SR8.1-G-10	NA
K8 - Heat Exchanger	Heat Exchanger	Tranter	UFX-42-5-HP- 171	93312
K8 - Water Heater	Hot Water Heater	PVI	1000 P 600A-TP	0801104804
K8 - Water Heater Burner 3	Burner	PVI	BG400	276640
K8 Cooling Tower 1	Cooling Tower	BAC	TBD	-

MAINTENANCE PROGRAM

The following Maintenance Program will be applied to the **Boiler(s)** listed equipment below.

K8 - Boiler 1

- Make visual inspection of gauges, monitors, and indicators
- Check low draft, fan, air pressure and damper position interlocks of power burner
- Inspect flue gas passages and the exterior surfaces of the boiler tubes
 - Check boiler pressure vessel and piping
 - Test Low-Water Fuel Cutoff
 - Verify Low-Water Fuel Cutoff M/R
 - Test Forced Circulation
 - Test Fuel Safety Shutoff Valve, Main
 - Test Pilot Safety Shutoff Valve
 - Test High Gas Pressure M/R
 - Test Purge Air Flow Switch
 - Test Flame Detector, Scanner
 - Test / Verify Safety Relief Valve #1
 - Test Unregulated Inlet Pressure
 - Test Manifold, High Fire
 - Test Combustion Air Intake
 - Boiler shut down in the spring

K8 - Boiler 2

- Make visual check of instrument and equipment settings against factory recommended specifications
 - Perform leakage tests on pilot and main gas
- Clean any accumulation of soot or debris from flue gas passages and exterior boiler tube surfaces
- CSD1 (<250HP) / NFPA-85 (>250HP) Safety Report Submission (Annual)
 - Test Forced Circulation
 - Test Water Temperature
- Test High Water Temperature Limit M/R
- Test Fuel Safety Shutoff Valve, Secondary
 - Test / Verify Combustion Air Switch
 - Test / Verify Low Gas Pressure M/R
 - Test Flame Safeguard, Primary
 - Test Low Fire Start Switch
 - Test / Verify Main Gas Regulator
 - Test Regulated Outlet Pressure
 - Test Intake Air Louver, Proof
 - Verify Screen Clean

MAINTENANCE PROGRAM

The following Maintenance Program will be applied to the **Burner(s)** listed equipment below.

K8 - Boiler Burner 1

- Combustion Analysis / Burner Tuning - Report Submission (Annual)
 - Adjust Gas input if needed
- Record Gas Input & Output Pressures per fire setting
- Record CO2 Volume percentage per fire setting
 - Record CO PPMN per fire setting
- Record Flue Gas Temp per fire setting

K8 - Boiler Burner 2

K8 - Water Heater Burner 3

- Verify operation status of safety devices
 - Adjust Air Damper
- Record Manifold Pressure WC per fire setting
- Record O2 Volume percentage per fire setting
 - Record Efficiency % per fire setting
- Record Ambient Air Temp per fire setting

MAINTENANCE PROGRAM

The following Maintenance Program will be applied to the **Hot Water Heater(s)** listed equipment below.

K8 - Water Heater

- Operational inspection after burner tuning
- Perform CSD1 and provide report

MAINTENANCE PROGRAM

The following Maintenance Program will be applied to the **Heat Exchanger(s)** listed equipment below.

K8 - Heat Exchanger

- Visually check for leaks.
- Tighten all mechanical connections.
- Verify pressure gauge and thermometer accuracy
- Check and clean strainers if present.
- Check operating safety devices
- Clean exterior surfaces as needed.
- Verify operation of Sump Tank

MAINTENANCE PROGRAM

The following Maintenance Program will be applied to the **Cooling Tower(s)** listed equipment below.

K8 Cooling Tower 1

- Inspect General Condition of Unit
 - Clean Sump Strainer
 - Inspect Heat Transfer Section
- Check and Adjust Fan Belt Tension
- Check Motor Voltage and Current
 - Lubricate Fan Motor Bearings
- Check Sump tank and makeup water valve
 - Check Operation of Make-Up Valve
- Check Fan for Rotation Without Obstruction
- Clean Debris from Unit
- Check and Adjust Sump Water Level
 - Inspect and clean Spray Nozzles
 - Check Fan Bearing Locking Collars
 - Lubricate Fan Shaft Bearings
- Check Fan and Pump Motor for Proper Rotation
 - Check Tower Loop control
- Check Unit for Unusual Noise or Vibration

PROGRAM OVERVIEW

Agreement Terms

This Agreement is to commence on 2023-09-01 and continue for a term of 1 year. Contract is set to expire on 2024-08-31. Payments are to be made on Annual intervals. Seller's Terms and Conditions can be found at <https://www.rasmech.com/terms>.

**Please note, this agreement does not include any sales and/or use tax.*

Program Investment

Year One

FIVE THOUSAND, ONE HUNDRED FORTY DOLLARS.....\$5,140.00

For Approval

Print Name

Signature for Approval

Date Accepted

Purchase Order # (If applicable)



LICENSING REPRESENTATION AGREEMENT

This agreement (“Agreement”) is by and between _____ (“School”), with its principal office located at _____, and K12 Licensing, LLC (“K12”), of 201 S. Capitol Ave, Suite 610, Indianapolis, IN 46225. For good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, School and K12 agree as follows:

1. Definitions.

- 1.1. “Licensed Marks” shall mean the School’s name, nicknames, mascots, logos, designs, graphics, and other source-identifying indicia.
- 1.2. “Licensee” shall mean a third-party entity to whom a license has been granted to use one or more Licensed Marks.
- 1.3. “Products” shall mean all merchandise utilizing School’s Licensed Marks.
- 1.4. “Retail Placement” shall mean the distribution channels, including but not limited to, large mass retailers, grocery and drug stores, sporting goods stores and online retailers where the Products are sold.
- 1.5. “Revenues” shall mean all royalty income resulting from the sale of Products bearing the Licensed Marks approved by School during the term of this Agreement, which is paid to K12 by Licensees. Revenues do not include deductions made for commissions, freight, uncollectible accounts, costs incurred in the manufacture, sale, advertisement, or distribution of the Products, or any indirect or overhead expense.

2. Grant. School appoints K12 as its exclusive product licensing representative to enter into license agreements on School’s behalf and to authorize Licensees approved by K12 to use School’s Licensed Marks on or in connection with Products and the promotion of such Products, and to authorize the Retail Placement for the sale of such Products. This Agreement supersedes all other agreements School may have entered regarding use of its Licensed Marks, and all third parties seeking to use the Licensed Marks to produce, distribute, or sell Products through any retail distribution channel must be licensed through K12.

3. Approval. K12 agrees that it will only permit the use of the Licensed Marks as approved by School and shall seek School’s approval of Retail Placement prior to any Licensee’s distribution or sale of Products. K12 will submit to School for its approval all Retail Placement Proposals, designs for Products, and other items incorporating the Licensed Marks to School for its approval electronically (“Submissions”). Recognizing the time constraints of production schedules, School will have five (5) days from its receipt of a Submission to approve or disapprove said Submission, and if approved, the Submission will be deemed as accepted to serve as an example of quality for that item. If School fails to notify K12 of its decision within the five-day period, K12 will have the right to approve said Submission on School’s behalf, unless otherwise notified by the School.

4. Royalties. School will be paid a royalty of 50% of Revenues received by K12 from the sale of Licensed Products (the “Royalty Payment”). The Royalty Payment will be distributed to School from K12 by August 15 after the end of each school year, provided however, that K12 reserves the right to retain such Royalty Payment if the Royalty Payment is less than fifty dollars (\$50 USD) until such time that the cumulative Royalty Payment exceeds fifty dollars, after which K12 will pay School its cumulative Royalty Payment by the following August 15.

5. Booster Clubs. **Nothing in this Agreement shall prevent School’s approved booster clubs and physical school bookstores selling directly to students and staff from purchasing, selling, marketing or distributing Products; however, School will use good faith efforts to use and encourage school-affiliated entities to use K12 approved licensees for Products.**

6. Termination. This Agreement is effective upon execution by School (the “Effective Date”) and will remain in effect until terminated in accordance with the provisions herein. Either party may terminate this Agreement upon thirty (30) days written notice to the other provided, however, that neither party may terminate this Agreement

within the first six (6) months after the Effective Date. If either School or K12 will fail to perform any of the material terms or conditions of this Agreement and such material breach will not have been cured within thirty (30) days after the non-defaulting party has given written notice thereof, the non-defaulting party will have the right to terminate this Agreement, without prejudice to the right of compensation for losses and damages. To the extent then permitted by law, School may terminate this Agreement immediately upon written notice to K12 if K12 makes any assignment for the benefit of creditors, or will file any petition under the Bankruptcy Act for reorganization, or file a voluntary petition of bankruptcy, or be adjudicated bankrupt or insolvent, or if any receiver is appointed for its business or property, or if any trustee in bankruptcy or insolvency will be appointed under the laws of the United States or of the several states. Upon termination or expiration of this Agreement, K12 and its Licensees may continue to sell the existing inventory of Products, but K12 shall not grant any new licenses and K12 will suspend any online storefronts if any that it controls, if any. In addition, K12 will continue to receive compensation outlined in **Section 4 (Royalties)** for a period of six (6) months following termination or expiration of this Agreement on all license agreements in effect as of the date of termination or expiration of this Agreement, regardless of when such license agreements expire.

7. Use of Licensed Marks. K12 will require Licensees to produce and distribute the Products in a manner that maintains the integrity, character, and reputation of School. School authorizes its Licensed Marks to be used for manufacture and distribution by K12's Licensees and, in order to perform under this Agreement, may be assigned or sublicensed by K12.
8. Ownership. K12 is not obtaining any ownership of the Licensed Marks and all rights in the Licensed Marks will be retained by School. School represents and warrants that (i) School is the sole and exclusive owner of its Licensed Marks and has the right to use such Licensed Marks including, without limitation, the right to grant use of such Licensed Marks to K12 pursuant to this Agreement; (ii) to the best of the School's knowledge there are no oppositions or cancellation proceedings pending against any of its Licensed Marks in the United States Patent and Trademark Office; and (iii) use of the Licensed Marks in accordance with this Agreement will not infringe on or violate the rights of any third party. Each Party represents, warrants, and agrees that it has the full power and authority to execute and deliver this Agreement.
9. Limitation of Liability and Indemnification. In no event will K12 be liable for any indirect, consequential, or incidental damage related to or arising out of this Agreement, even if advised of the possibility of such damage. In addition, K12's aggregate liability for any claim arising out of this Agreement will not exceed the total amount paid to School by K12 in the 12-month period prior to the event which gave rise to the claim. School will defend and indemnify K12, its affiliates and their officers, directors, employees, and agents from: (i) any and all third party claims arising from the negligence or wrongful acts or omissions of School, its officers, or employees under this Agreement; (ii) any breach of its representations and warranties; and (iii) any claims alleging that the Licensed Marks infringe upon the intellectual property rights of a third party. School will keep K12 reasonably apprised of the continuing status of the claim and will permit K12, at its expense, to participate in the defense of settlement of such claim. School will have no obligation under this section for claims settled without School's prior approval.
10. Assignment. This Agreement and any rights herein granted are personal to K12 and will not be assigned, sublicensed or encumbered without K12's written consent.
11. General. This Agreement is the entire understanding between School and K12. Each party shall comply with all applicable laws and regulations in connection with the performance of this Agreement. This Agreement supersedes all previous understandings or agreements, oral or written, between School and K12, and cannot be modified except by a written agreement signed by School and K12. The School hereby acknowledges that the signatory below has the authority to enter into this Agreement on behalf of School.

END OF TEXT: SIGNATURE PAGE FOLLOWS

The following signatures represent the parties have read this Agreement in its entirety and by their execution below, the parties have agreed to all the terms and conditions of this Agreement.

School Name:

Signature:

Name (please print):

Title:

Date:

Address:

Email Address:

Telephone:

Please return signed agreement by mail, fax or email to:

K12 Licensing, LLC
201 S. Capitol Ave, Suite 610
Indianapolis, IN 46225
Phone: 317-504-5400
Email: btucker@k12licensing.com and
legal@clc.com

K12 Licensing, LLC

Signature:

Name:

Title:

Date:



FREQUENTLY ASKED QUESTIONS



Why is it an exclusive agreement?

Exclusivity allows K12 to require our manufacturing partners to provide design approvals prior to production. This also gives K12 the ability to assist with enforcement at national retailers (i.e. Walmart, Walgreens, etc.). Exclusive K12 school partners receive special access to unique brands and special opportunities.



Will I lose ownership of my marks/logos?

K12 school partners grant permission to distribute their name, logos, or other marks to licensed manufacturers and the school will retain ownership through this program. Licensed manufacturers must notify K12 of potential product placement prior to production.



How will this affect my other products at regional and national retailers?

This agreement will supersede any previous agreements the school may have with national retailers/ licensees. In most situations, school partners retain their current product placement, and this allows K12 to pursue additional opportunities in their marketplace.



Will this affect my booster club and local stores?

K12 understands how important these relationships are for the success of the district and community. Therefore, booster clubs and local stores are exempt from the program. K12 can assist with providing these groups unique products or educating them on the importance of licensing as needed.



Will I be notified if my brand is requested from other retailers?

The K12 Retail and Licensee Development Team meets regularly with retailers. As new opportunities arise, K12 provides school partners adequate notice of a retailer's interest in their product. This enables our school partners to have control over the placement of their brand.



How much does this cost?

There are absolutely no out of pocket costs required to join our program! Similar to collegiate licensing agreements, K12 operates on a royalty revenue share model. This ensures our interests are aligned and incentivizes us to find unique products and ways to grow our school partners' brands.



How long are we locked into this agreement?

The agreement is a perpetual term and does not require renewal. If a school wishes to terminate the agreement, there is a sell off period of 180 days for any licensed merchandise in the marketplace.

If you have additional questions or need more information, please contact your K12 representative.

Policy 104: Anti-Bullying/Harassment Policy

Status: DRAFT

Original Adopted Date: 12/17/2021

The Community School District is committed to providing all students, employees, and volunteers with a safe and civil school environment in which all members of the school community are treated with dignity and respect. Bullying and/or harassing behavior can seriously disrupt the ability of school employees to maintain a safe and civil environment, and the ability of students to learn and succeed.

Bullying and/or harassment of or by students, employees, and volunteers is against federal, state, and local policy and is not tolerated by the board.

Accordingly, school employees, volunteers, and students shall not engage in bullying or harassing behavior while on school property, while on school-owned or school-operated vehicles, while attending or participating in school-sponsored or sanctioned activities, and while away from school grounds if the conduct materially interferes with the orderly operation of the educational environment or is likely to do so.

Complaints may be filed with the superintendent or superintendent's designee pursuant to the regulation accompanying this policy. The superintendent is responsible for implementation of this policy and all accompanying procedures. Complaints will be investigated within a reasonable time frame. Within 24 hours of receiving a report that a student may have been the victim of conduct that constitutes bullying and/or harassment, the district will notify the parent or guardian of the student.

If as a result of viewing surveillance system data or based on a report from a school district employee, the district determines that a student has suffered bullying or harassment by another student enrolled in the district, a parent or guardian of the student may enroll the student in another attendance center within the district that offers classes at the student's grade level, subject to the requirements and limitations established in Iowa law related to this topic.

A school employee, volunteer, or student, or a student's parent or guardian who promptly, reasonably, and in good faith reports an incident of bullying or harassment, in compliance with the procedures in the regulation, to the appropriate school official designated by the school district, shall be immune from civil or criminal liability relating to such report and to participation in any administrative or judicial proceeding resulting from or relating to the report.

Retaliation Prohibited

Individuals who knowingly file false bullying or harassment complaints and any person who gives false statements in an investigation may be subject to discipline by appropriate measures.

Any student found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, removal from service and exclusion from school grounds.

Definitions

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

- “Electronic” means any communication involving the transmission of information by wire, radio, optic cable, electromagnetic, or other similar means. “Electronic” includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, and electronic text messaging.
- “Harassment” and “bullying” mean any repeated or potentially repeated electronic, written, verbal, or physical act or other ongoing conduct toward an individual based on any trait or characteristic of the individual which creates an objectively hostile school environment that meets one or more of the following conditions:
 1. Places the individual in reasonable fear of harm to the individual’s person or property.
 2. Has a substantial detrimental effect on the individual’s physical or mental health.
 3. Has the effect of substantially interfering with the individual’s academic or career performance. Has the effect of substantially interfering with the individual’s ability to participate in or benefit from the services, activities, or privileges provided by a school.
- “Trait or characteristic of the individual” includes but is not limited to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.
- “Volunteer” means an individual who has regular, significant contact with students.

Publication of Policy

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 web site,
- (other) _____

NOTE: This is a mandatory policy. School districts are required to ~~integrate the anti-bullying and anti-harassment policy into the comprehensive school improvement plan and shall~~ collect and report data regarding instances of bullying and harassment as required by law.

NOTE: Some conduct that falls under a school’s anti-bullying/anti-harassment policy also may trigger responsibilities under one or more of the federal and state antidiscrimination laws. By limiting the response to a specific application of its anti-bullying/anti-harassment disciplinary policy and the accompanying procedures, a school may fail to properly consider whether the alleged conduct also results in discriminatory bullying and/or harassment.

Legal Reference: 20 U.S.C. §§ 1221-1234i.
 29 U.S.C. § 794.
 42 U.S.C. §§ 2000d-2000d-7.
 42 U.S.C. §§ 12101 2et. seq.
 Iowa Code §§ 216.9; 280.3; 28; ~~280.3.~~
 281 I.A.C. 12.3(6).
Morse v. Frederick, 551 U.S. 393 (2007)

I.C. Iowa Code	Description
Iowa Code § 216.9	Unfair/Discriminatory Practices
Iowa Code § 280.28	Harassment and Bullying Prohibited
Iowa Code § 280.3	Education Program - Attendance Center Requirements
I.A.C. Iowa Administrative Code	Description
281 I.A.C. 12.3	Administration
U.S.C. - United States Code	Description
20 U.S.C. §§ 1221	Education - FERPA - General Provisions
29 U.S.C. §§ 794	Labor - Vocation Rehab Rights
42 U.S.C. § 12101	Public Health - Equal Opportunity - Disabilities
42 U.S.C. § 2000d	Public Health - Civil Rights - Federally Programs
U.S. Supreme Court	Description
551 U.S. 393	Morse v Frederick (2007)
Case Law	Description
Morse v. Frederick	551 U.S. 393 (2007)

Cross References

Code	Description
102	Equal Educational Opportunity
102	Equal Educational Opportunity
102	Equal Educational Opportunity
102	Equal Educational Opportunity
102	Equal Educational Opportunity
102	Equal Educational Opportunity
102	Equal Educational Opportunity
102	Equal Educational Opportunity
401.01	Equal Employment Opportunity
401.13	Staff Technology Use/Social Networking

401.13	Staff Technology Use/Social Networking
402.03	Abuse of Students by School District Employees
404	Employee Conduct and Appearance
404	Employee Conduct and Appearance
404	Employee Conduct and Appearance
604.11	Appropriate Use of Online Learning Platforms
605.06	Internet - Appropriate Use
605.06	Internet - Appropriate Use
605.06	Internet - Appropriate Use
605.06	Internet - Appropriate Use

Regulation 104-R(1): Anti-Bullying/Harassment Policy - Investigation Procedures

Status: DRAFT

Original Adopted Date: 03/08/2022 | Last Reviewed Date: 03/08/2022

Filing a Complaint

An individual who believes that the individual has been harassed or bullied may file a complaint with the superintendent or superintendent's designee. The complaint form is available www.shencsd.com and each school office. If the complainant is a school employee, after filing the complaint with the superintendent or superintendent's designee, the employee may separately notify the parent or guardian of the student alleged to have been harassed or bullied.

An alternate investigator will be designated in the event it is claimed that the superintendent or superintendent's designee committed the alleged bullying or harassment or some other conflict of interest exists. Complaints shall be filed within *[state number of days - 180]* of the event giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence. The Complainant will state the nature of the complaint and the remedy requested. The Complainant shall receive assistance as needed.

Investigation

The school district will promptly and reasonably investigate allegations of bullying or harassment upon receipt of a written complaint. The *[superintendent or the superintendent's designee]* (hereinafter "Investigator") will be responsible for handling all complaints alleging bullying or harassment.

The investigation may include, but is not limited to the following:

- *Interviews with the Complainant and the individual named in the complaint ("Respondent")*
- *A request for the Complainant to provide a written statement regarding the nature of the complaint;*
- *A request for the Respondent to provide a written statement;*
- *Interviews with witnesses identified during the course of the investigation;*
- *A request for witnesses identified during the course of the investigation to provide a written statement; and*
- *Review and collection of documentation or information deemed relevant to the investigation.*

The Investigator shall consider the totality of circumstances presented in determining whether conduct objectively constitutes bullying or harassment as defined in Board policy. Upon completion of the investigation, the Investigator shall issue a report with respect to the findings, and provide a copy of the report to the appropriate building principal or Superintendent if the investigation involved the building principal

The complaint and identity of the Complainant, Respondent, or witnesses will only be disclosed as reasonably necessary in connection with the investigation or as required by law or policy. Similarly, evidence uncovered in the investigation shall be kept confidential to the extent reasonably possible.

Decision

The investigator, building principal or superintendent, depending on the individuals involved, shall

inform the Complainant and the accused about the outcome of the investigation. If, after an investigation, a student is found to be in violation of the policy, the student shall be disciplined by appropriate measures, which may include 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, which may include termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures, which may include exclusion from school grounds.

Individuals who knowingly file false bullying and/or harassment complaints and any person who gives false statements in an investigation may 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. 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.

NOTE: School districts must include a number of requirements in the district anti-bullying/anti-harassment policy. This regulation builds on the requirements addressed in IASB sample policy 104 by more specifically detailing sample investigation procedures. Districts should ensure that the district's practice is reflective of the policy and regulations that the district's leadership team has established. Please remember that the procedures outlined here should be consistent with the policy.

NOTE: Some conduct that falls under a school's anti-bullying/anti-harassment policy also may trigger responsibilities under one or more of the federal and state antidiscrimination laws. By limiting the response to a specific application of its anti-bullying/anti-harassment disciplinary policy and the accompanying procedures, a school may fail to properly consider whether the alleged conduct also results in discriminatory bullying and/or harassment.

I.C. Iowa Code	Description
Iowa Code § 216.9	Unfair/Discriminatory Practices
Iowa Code § 280.28	Harassment and Bullying Prohibited
Iowa Code § 280.3	Education Program - Attendance Center Requirements
I.A.C. Iowa Administrative Code	Description
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42 U.S.C. § 2000d	Public Health - Civil Rights - Federally Programs
U.S. Supreme Court	Description

551 U.S. 393

[Morse v Frederick \(2007\)](#)

Case Law

Morse v. Frederick

Description

551 U.S. 393 (2007)

Cross References

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402.03	Abuse of Students by School District Employees
404	Employee Conduct and Appearance
404	Employee Conduct and Appearance
404	Employee Conduct and Appearance
604.11	Appropriate Use of Online Learning Platforms
605.06	Internet - Appropriate Use
605.06	Internet - Appropriate Use
605.06	Internet - Appropriate Use
605.06	Internet - Appropriate Use

Policy 213: Public Participation in Board Meetings

Status: DRAFT

Original Adopted Date: 03/08/2022 | **Last Reviewed Date:** 03/08/2022

The board recognizes the importance of citizen participation in school district matters. In order to assure citizens are heard and board meetings are conducted efficiently and in an organized manner, the board will set aside a specific time for public comment.

Public Comment During Board Meetings

Citizens wishing to address the board during public comment must notify the board secretary prior to the board meeting. The board president will recognize these individuals to make their comments at the appropriate time during public comment. Citizens wishing to present petitions to the board may also do so at this time. The board however, will only receive the petitions and not act upon them or their contents.

The board has the discretion to limit the amount of time set aside for public participation. Normally, speakers will be limited to _____ minutes with a total allotted time for public participation of _____ minutes. However, the board president may modify this time limit, if deemed appropriate or necessary. Public comment is a time set aside for community input, but the board will not discuss or take any action on any matter during public comment.

Public comment shall be limited to regular board meetings and will not be routinely held during special board meetings.

Petitions to Place a Topic on the Agenda

Individuals who wish for an item to be placed on the board agenda may submit a valid petition to the board. For a petition to be valid, it must be signed by at least 500 eligible electors of the district, or ten percent of the individuals who voted in the last school election, whichever number is lower.

Upon receiving a valid petition to the board to place a proposal on the next board agenda for public hearing, the board will place the proposal identified in the petition on the agenda of the next regular meeting, or a special meeting held within 30 days of receipt of the petition. The board will provide a sign-up sheet for all individuals who wish to speak on the proposal, and individuals will be called to speak in order of sign-up. The sign-up sheet will require each individual to list their legal name and mailing address. Each speaker will be limited to an amount of time established by the board president that is reasonable and necessary based on the number of speakers signed up. The same time limit will apply to all speakers on the proposal. Each individual will be limited to one opportunity to speak. The board maintains absolute discretion on whether or not to discuss or act on the public comments made on the proposal. If a petition is related to curriculum, the district maintains discretion to determine whether to stop teaching that curriculum until the board holds the public hearing to discuss the curriculum.

The board has a significant interest in maintaining the decorum of its meetings, and it is expected that members of the public and the board will address each other with civility. The orderly process of the board meeting will not be interfered with or disrupted by public comment. Only individuals

recognized by the board president will be allowed to speak. Comments by others are out of order. If disruptive, the individual causing disruption may be asked to leave the board meeting. Defamatory comments may be subject to legal action.

NOTE: This policy must be displayed on the district's website to comply with the district's legal requirements on transparency.

NOTE: Boards need to make the determination how best, to involve the public in their board meetings. Boards that follow other practices for allowing the public to participate in board meetings should amend this policy to reflect their practice.

Legal Reference: Iowa Code §§ 21; 22; 279.8, 279.8B

I.C. Iowa Code

Iowa Code § 21

Description

[Open Meetings](#)

Iowa Code § 22

[Open Records](#)

Iowa Code § 279.8

[Directors - General Rules - Bonds of Employees](#)

Iowa Code § 279.8B

[Directors - Powers and Duties - Petition - Public Comment](#)

Cross References

Code

205

Description

Board Member Liability

210.08

Board Meeting Agenda

210.08

Board Meeting Agenda

210.08

Board Meeting Agenda

213.01

Public Complaints

214

Public Hearings

401.04

Employee Complaints

502.04

Student Complaints and Grievances

605.03

Objection to Instructional and Library Materials

605.03

Objection to Instructional and Library Materials

605.03	Objection to Instructional and Library Materials
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Policy 402.02: Child Abuse Reporting

Status: DRAFT

Original Adopted Date: 03/09/2022 | **Last Revised Date:** 09/27/2022 | **Last Reviewed Date:** 09/27/2022

In compliance with state law and to provide protection to victims of child abuse, the board believes incidents of alleged child abuse should be reported to the proper authorities. All licensed school employees, teachers, coaches and paraeducators and all school employees 18 years of age or older are mandatory reporters as provided by law and are to report alleged incidents of child abuse they become aware of within the scope of their professional duties.

When a mandatory reporter suspects a student is the victim of child abuse, the mandatory reporter shall make an oral report of the suspected child abuse to the Iowa Department of Human Services within 24 hours of becoming aware of the abusive incident and shall make a written report to the Iowa Department of Human Services within 48 hours following the oral report. If the mandatory reporter believes the child is in immediate danger, the local law enforcement agency will also be notified.

Within six months of their initial employment, mandatory reporters will take a two-hour training course involving the identification and reporting of child abuse and dependent adult abuse, or submit evidence they've taken the course within the previous three years. Once the training course has been taken, the certificate will remain valid for three years. Employees who have taken the two-hour training course will take the one-hour follow-up training course every three years and prior to the expiration of their certificate.

NOTE: All mandatory reporter training certificates issued prior to July 1, 2019 remain effective for five years. Once this certificate expires, subsequent training certificates will be valid for three years.

NOTE: For more information, please visit the "Report Abuse and Fraud" section of the Iowa Department of Human Services' website, located at <http://dhs.iowa.gov/report-abuse-and-fraud>.

NOTE: Please remember there are two types of reporters identified in Iowa law: mandatory reporters and permissive reporters. Mandatory reporters are those individuals who are required by law to report suspected incidents of child abuse when they become aware of such incidents within the scope of their employment or professional responsibilities. Permissive reporters are not required by law to report abuse, but may choose to report to the Iowa Department of Human Services. While all licensed school employees, teachers, coaches and paraeducators and all school employees 18 years of age or older are mandatory reporters within the scope of their profession, they are considered permissive reporters outside the scope of their profession.

Legal Reference: Iowa Code §§ 232.67-.77; 232A; 235A; 280.17.
441 I.A.C. 9.2; 155; 175.

I.C. Iowa Code

Iowa Code § 232

Iowa Code § 232A

Iowa Code § 235A

Iowa Code § 280.17

Description

[Juvenile Justice](#)

[Juvenile Justice Restitution](#)

[Child Abuse](#)

[Uniform School Requirements - Child abuse reporting](#)

I.A.C. Iowa Administrative Code

441 I.A.C. 155

441 I.A.C. 175

441.I.A.C. 9.2

Description

[Human Services - Child Abuse Prevention](#)

[Human Services - Abuse of Children](#)

[Human Services - Statement of Policy](#)

Cross References**Code**

401.06

402.03

502.09

507.01

Description

Limitations to Employment References

Abuse of Students by School District Employees

Interviews of Students by Outside Agencies

Student Health and Immunization Certificates

Policy 402.05: Required Professional Development for Employees

Status: DRAFT

Original Adopted Date: 06/07/2023 | Last Reviewed Date: 06/07/2023

Appropriate training and professional development of all employees is crucial to the success of all students. The district will provide professional development opportunities appropriate to the duties of school employees.

For all professional development programs the district requires employees to take, the district will provide to the employee notice indicating the section of the law, or rules adopted by the state board of education or board of educational examiners that the district determines requires the employee to participate in the professional development program.

NOTE: This requirement exists regardless of the employee's status as a licensed or classified employee. With the change in law stating that all school employees are now mandatory reporters, this policy language will apply to all employees for at least some training.

Legal Reference:

§

Cross References

Code	Description
302.06	Superintendent Professional Development
303.07	Administrator Professional Development
408.01	Licensed Employee Professional Development

Policy 408.01: Licensed Employee Professional Development

Status: DRAFT

Original Adopted Date: 03/10/2022 | **Last Revised Date:** 09/27/2022 | **Last Reviewed Date:** 09/27/2022

The board encourages licensed employees to attend and participate in professional development activities to maintain, develop, and extend their skills. The board will maintain and support an in-service program for licensed employees. Professional development activities will include activities that promote and/or teach about compliance with applicable Iowa laws.

For all professional development programs the district requires employees to take, the district will provide to the employee notice indicating the section of the law, or rules adopted by the state board of education or board of educational examiners that the district determines requires the employee to participate in the professional development program.

Requests for attendance or participation in a development program, other than those development programs sponsored by the school district, are made to the superintendent. Approval by the superintendent must be obtained prior to attendance by a licensed employee in a professional development program when the attendance would result in the licensed employee being excused from their duties or when the school district pays the expenses for the program.

The superintendent will have sole discretion to allow or disallow licensed employees to attend or participate in the requested event. When making this determination, the superintendent will consider the value of the program for the licensed employee and the school district, the effect of the licensed employee's absence on the education program and school district operations and the school district's financial situation as well as other factors deemed relevant in the judgment of the superintendent. Requests that involve unusual expenses or overnight travel must also be approved by the board.

NOTE: This is a mandatory policy.

NOTE: Boards should adapt IASB sample policies to meet the needs of the local district. Please ensure that the language contained in local policy is consistent with language contained in other district documents (e.g., handbooks, master contracts, etc.).

Legal Reference: Iowa Code § 279.8; .74
281 I.A.C. 12.7; 83.6

I.C. Iowa Code

Iowa Code § 279.8

Iowa Code 279.74

Description

[Directors - General Rules - Bonds of Employees](#)

[Powers and Duties - Specific Defined Concepts](#)

I.A.C. Iowa Administrative Code

281 I.A.C. 12.7

281 I.A.C. 83.6

Description

[Professional Development](#)

[General Accreditation Standards - Teacher Professional Development](#)

Cross References**Code**

414

Description

Classified Employee Professional Purposes Leave

Policy 503.07: Student Disclosure of Identity

Status: DRAFT

Original Adopted Date: Pending

It is the goal of the district to provide a safe and supportive educational environment in which all students may learn. As part of creating that safe educational environment, no employee of the district will provide false or misleading information to the parent/guardian of a student regarding that student's gender identity or intention to transition to a gender that is different from their birth certificate or certificate issued upon adoption.

If a student makes a request to a licensed employee to accommodate a gender identity, name, or pronoun that is different than what was assigned to the student in the student's registration forms or records, the licensed employee is required by Iowa law to report the request to an administrator. The school administrator receiving the report is required by Iowa law to report the request to the student's parent/guardian. This requirement also applies to all nicknames.

To maintain compliance with Iowa law and also provide efficiency in the reporting requirements listed above, the Superintendent will provide the opportunity for parents and guardians to list in the student's registration paperwork any and all nicknames used for students.

REPORT OF STUDENT DISCLOSURE OF IDENTITY

Dear (Parent/Guardian) _____,

This letter is to inform you that your student (student's name listed on registration) _____ has made a request of a licensed employee to (check all that apply):

_____ make an accommodation that is intended to affirm the student's gender identity as follows:

_____ use a name, pronoun or gender identity that is different from the name, pronoun and/or gender identity listed on the student's school registration forms. The name, pronoun, or gender identity requested is _____.

If you would like to amend the student's registration paperwork to permit the student's requested accommodation and/or include the use of the above-referenced name/pronoun/gender identity, please complete the attached form and return it to the district administration office.

Sincerely,

Administrator

Date

REQUEST TO UPDATE STUDENT IDENTITY

(Student's current name on registration)

(Student ID)

Please update my student's names, pronouns, and/or gender identities on my student's registration paperwork to include all of the following:

(Names)

(Pronouns)

(Gender identities)

Parent/Guardian

Date

Approved _____

Reviewed _____

Revised _____

Policy 505.04: Testing Program

Status: DRAFT

Original Adopted Date: 03/10/2022 | **Last Reviewed Date:** 03/10/2022

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

No student is required, as part of any applicable program, funded by the United State Department of Education, to submit to a survey, analysis or evaluation that reveals information concerning:

- political affiliations or beliefs of the student or student's parent or guardian;
- mental or psychological problems of the student or the student's family;
- sex behavior or attitudes;
- illegal, anti-social, self-incriminating or demeaning behavior;
- critical appraisals of other individuals with whom respondents have close family relationships;
- legally recognized, privileged and analogous relationships, such as those of lawyers, physicians and ministers;
- religious practices, affiliations or beliefs of the student or student's parent or guardian; or
- income,(other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program);

without the prior consent of the student (if the student is an adult or emancipated minor), or in the case of an unemancipated minor, without the prior written consent of the parent.

Prior to an employee or contractor of the district providing information on a student enrolled in the district on any survey related to the social or emotional abilities, competencies or characteristics of the student; the district will provide the parent/guardian of the student detailed information related to the survey and obtain written consent of the parent/guardian of the student. This includes the person who created the survey, the person who sponsors the survey, how the information generated by the survey is used and how information generated by the survey is stored. This requirement will not prohibit a district employee from answering questions related to a student enrolled in the district as part of developing or implementing an individualized education program for the student.

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

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

Legal Reference: 20 U.S.C. § 1232h
Iowa Code §§ 280.3

I.C. Iowa Code

Iowa Code § 280.3

Description[Education Program - Attendance Center Requirements](#)**U.S.C. - United States Code**

20 U.S.C. § 1232h

Description[Education - Protection of Pupil Rights](#)**Cross References****Code**

607.02

Description

Student Health Services

607.02

Student Health Services

Policy 505.05: Graduation Requirements

Status: DRAFT

Original Adopted Date: 03/10/2022 | **Last Revised Date:** 06/23/2022 | **Last Reviewed Date:** 06/23/2023

Students must successfully complete the courses required by the board and Iowa Department of Education in order to graduate.

It is the responsibility of the superintendent to ensure that students complete grades one through twelve and that high school students complete 50 credits prior to graduation. The following credits will be required for graduation:

English/Language Arts	<u>8</u> credits
Science	<u>6</u> credits
Mathematics	<u>6</u> credits
Social Studies	<u>6</u> credits
Physical Education	<u>annually</u> credits
United States Government	<u>1</u> credit
American History	<u>2</u> credits
Financial Literacy	<u> </u> credits

The required courses of study will be reviewed by the board annually.

Prior to graduation, the district will advise students on how to successfully complete the free application for federal student aid.

Graduation requirements for special education students include successful completion of four years of English, three years of math, three years of social studies and three years of science.

Students who complete a regular session in the Legislative Page Program of the general assembly at the state capitol will be credited $\frac{1}{2}$ credit of social studies.

Students enrolled in a junior officers' training corp will receive $\frac{1}{8}$ th physical education credit for each semester the student is enrolled in the program.

NOTE: This is a mandatory policy.

Legal Reference: Iowa Code §§ 256.7, 11, .41; 279.8; 279.61; 280.3, .14.
281 I.A.C. 12.3(5); 12.5

I.C. Iowa Code

Iowa Code § 256.11

Description

[DE - Educational Standards](#)

Iowa Code § 256.41

[DE - Online Learning Requirements](#)

Iowa Code § 256.7

[DE - Duties of State Board](#)

Iowa Code § 279.8

[Directors - General Rules - Bonds of Employees](#)

Iowa Code § 280.14

[Uniform School Requirements - Administrators](#)

Iowa Code § 280.3

[Education Program - Attendance Center Requirements](#)

Iowa Code §279.61

[Individual Career and Academic Plan](#)

I.A.C. Iowa Administrative Code

281 I.A.C. 12.3

Description

[Administration](#)

281 I.A.C. 12.5

[General Accreditation Standards - Education Program](#)

Cross References**Code**

603.03

Description

Special Education

Policy 507.02: Administration of Medication to Students

Status: DRAFT

Original Adopted Date: 03/10/2022 | **Last Revised Date:** 06/23/2022 | **Last Reviewed Date:** 06/23/2022

The board is committed to the inclusion of all students in the education program and recognizes that some students may need prescription and nonprescription medication to participate in their educational program.

Medication shall be administered when the student's parent or guardian (hereafter "parent") provides a signed and dated written statement requesting medication administration and the medication is in the original, labeled container, either as dispensed or in the manufacturer's container. Administration of medication may also occur consistent with board policy 804.05 – Stock Prescription Medication Supply.

When administration of the medication requires ongoing professional health judgment, an individual health plan shall be developed ~~by an authorized practitioner~~ licensed health personnel working under the auspice of the school with collaboration from the parent or guardian, individual's health care provider or education team pursuant to 281.14.2(256) ~~with the student and the student's parent~~. Students who have demonstrated competence in administering their own medications may self-administer their medication. A written statement by the student's parent shall be on file requesting co-administration of medication, when competence has been demonstrated. By law, students with asthma, airway constricting diseases, respiratory distress or students at risk of anaphylaxis who use epinephrine auto-injectors may self-administer their medication upon the written approval of the student's parents and prescribing licensed health care professional regardless of competency.

Persons administering medication shall include authorized practitioners, such as licensed registered nurses and physician, and persons to whom authorized practitioners have delegated the administration of medication (who have successfully completed a medication administration course conducted by a registered nurse or pharmacist that is provided by the department of education). ~~A~~ The medication administration course ~~and periodic update shall be conducted by a registered nurse or licensed pharmacist, and a~~ is completed every five years with an annual procedural skills check completed with a registered nurse or a pharmacist. A record of course completion shall be maintained by the school.

A written medication administration record shall be on file including:

- date;
- student's name;
- prescriber or person authorizing administration;
- medication;
- medication dosage;
- administration time;
- administration method;
- signature and title of the person administering medication; and
- any unusual circumstances, actions, or omissions.

Medication shall be stored in a secured area unless an alternate provision is documented. The development of Emergency protocols for medication-related reactions is required shall be posted. Medication information shall be confidential information as provided by law

Disposal of unused, discontinued/recalled, or expired abandoned medication shall be in compliance with federal and state law. Prior to disposal school personnel shall make a reasonable attempt to return medication by providing written notification that expired, discontinued, or unused medications needs to be picked up. If medication is not picked up by the date specified, disposal shall be in accordance with the disposal procedures for the specific category of medication.

~~Note: This is a mandatory policy. This law reflects the Iowa Department of Education's special education administrative rule regarding administration of medication. Since there are no rules addressing students not receiving special education services, IASB has written the sample policies and regulations to address all students.~~

NOTE: This is a mandatory policy.

NOTE: Iowa law requires school districts to allow students with asthma, airway constricting disease, or respiratory distress to carry and self-administer their medication as long as the parents and prescribing physician report and approve in writing. Students do not have to prove competency to the school district. The consent form, see 507.2E1, is all that is required. School districts that determine students are abusing their self-administration may either withdraw the self-administration if medically advisable or discipline the student, or both.

NOTE: School districts may stock over-the-counter, nonprescription medications that are not for life-threatening incidents. The policy for medication administration covers prescription and nonprescription medication.

**NOTE: Disposal procedures reflect the Iowa Department of Education School Hazardous Waste and Medication Management Guidance, issued 2021-2022:
https://www.iowadnr.gov/Portals/idnr/uploads/waste/swfact_schoolhazardouswastemedicationmanagement.pdf Medication Waste Guidance, issued in May 2015.**

Legal Reference: Disposing on Behalf of Ultimate Users, 79 Fed. Reg. 53520, 53546 (Sept. 9, 2014).
Iowa Code §§124.101(1); 147.107; 152.1; 155A.4(2); 280.16; 280.23.
655 IAC §6.2(152).
281 IAC §14.1, 2

I.C. Iowa Code

Iowa Code § 124

Iowa Code § 147.107

Iowa Code § 152

Iowa Code § 155A.4

Iowa Code § 280.16

Iowa Code § 280.23

I.A.C. Iowa Administrative Code

281 I.A.C. 14

281. I.A.C 14.1

655 I.A.C 6

Description[Controlled Substances](#)[Drug Dispensing/Supplying](#)[Nursing](#)[Dispensing/Distributing Prescription Drugs - Exceptions](#)[Asthma - epi-pens](#)[Student Health Services](#)**Description**[Special Health Services](#)[Medication Administration](#)[Nursing](#)**Cross References****Code**

603.03

607.02

607.02

804.05

804.05

Description

Special Education

Student Health Services

Student Health Services

Stock Prescription Medication Supply

Stock Prescription Medication Supply

AUTHORIZATION- ASTHMA, AIRWAY CONSTRICTING, OR RESPIRATORY DISTRESS MEDICATION
SELF-ADMINISTRATION CONSENT FORM

_____/_____/_____
Student's Name (Last), (First) (Middle) Birthday School Date

In accordance with applicable laws, students with asthma, airway constricting diseases, respiratory distress or students at risk of anaphylaxis who use epinephrine auto-injectors may self-administer their medication upon the written approval of the student's parents and prescribing licensed health care professional regardless of competency. The following must occur for a student to self-administer asthma medication, bronchodilator canisters or spacers, ~~or~~ other airway constricting disease medication or ~~for a student with a risk of anaphylaxis~~ to self-administer an epinephrine auto-injector:

- Parent/guardian provides signed, dated authorization for student medication self-administration.
- Parent/guardian provides a written statement from the student's licensed health care professional (A person licensed under chapter 148 to practice medicine and surgery or osteopathic medicine and surgery, an advanced registered nurse practitioner licensed under chapter 152 or 152E and registered with the board of nursing, or a physician assistant licensed to practice under the supervision of a physician as authorized in chapters 147 and 148C) containing the following:
 - Name and purpose of the medication,
 - Prescribed dosage, and
 - Times or special circumstances under which the prescribed medication ~~or epinephrine auto-injector~~ is to be administered.
- The medication is in the original, labeled container as dispensed or the manufacturer's labeled container containing the student name, name of the medication, directions for use, and date.
- Authorization shall be renewed annually. In addition, if any changes occur in the medication, dosage or time of administration, the parent is to notify school officials immediately. The authorization shall be reviewed as soon as practical.

Provided the above requirements are fulfilled, the school shall permit the self-administration of the prescribed medication by a student ~~with asthma, respiratory distress, or other airway constricting disease or the use of an epinephrine auto-injector by a student with a risk of anaphylaxis~~ while in school, at school-sponsored activities, under the supervision of school personnel, and before or after normal school activities, such as while in before-school or after-school care on school-operated property. If the student abuses the self-administration policy, the ability to self-administer may be withdrawn by the school or discipline may be imposed, after notification is provided to the student's parent.

Pursuant to state law, the school district or and its employees are to incur no liability, except for gross negligence, as a result of any injury arising from self-administration of medication or use of an epinephrine auto-injector by the student. The parent or guardian of the student shall sign a statement acknowledging that the school district is to incur no liability, except for gross negligence, as a result of self-administration of medication or an epinephrine auto-injector by the student as provided by law.

AUTHORIZATION-ASTHMA, AIRWAY CONSTRICTING, OR RESPIRATORY DISTRESS
MEDICATIONSELF-ADMINISTRATION CONSENT FORM

Medication Dosage Route Time

Purpose of Medication & Administration /Instructions

Special Circumstances / / /
Discontinue/Re-Evaluate/
Follow-up Date

Prescriber's Signature / /
Date

Prescriber's Address Emergency Phone

- I request the above-named student possess and self-administer asthma medication, bronchodilators canisters or spacers, or other airway constricting disease medication(s) and/or an epinephrine auto-injector at school and in school activities according to the authorization and instructions.
- I understand the school district and its employees acting reasonably and in good faith shall incur no liability for any improper use of medication or an epinephrine auto-injector or for supervising, monitoring, or interfering with a student's self-administration of medication or use of an epinephrine auto-injector. I acknowledge that the school district is to incur no liability, except for gross negligence, as a result of self-administration of medication or use of an epinephrine auto-injector by the student.
- I agree to coordinate and work with school personnel and notify them when questions arise or relevant conditions change.
- I agree to provide safe delivery of medication and equipment to and from school and to pick up remaining medication and equipment.
- I agree the information is shared with school personnel in accordance with the Family Educational Rights and Privacy Act (FERPA) and any other applicable laws.
- I agree to provide the school with back-up medication approved in this form.
- *(Student maintains self-administration record.) (Note: This bullet is recommended but not required.)*

Parent/Guardian Signature / / /
(agreed to above statement) Date

Parent/Guardian Address Home Phone

Business Phone

Self-Administration Authorization Additional Information

PARENTAL AUTHORIZATION AND RELEASE FORM FOR THE ADMINISTRATION OF MEDICATION OR SPECIAL HEALTH SERVICES TO STUDENTS

_____/_____/_____
Student's Name (Last), (First), (Middle) Birthday School Date

School medications and special health services are administered following these guidelines:

- Parent has provided a signed, dated authorization to administer prescription medication and/or provide ~~the special~~ health services listed. Electronic signatures meet the requirement of written signatures.
- The prescribed medication is in the original, labeled container as dispensed ~~or the manufacturer's labeled container.~~
- The prescription medication label contains the student's name, name of the medication, ~~directions for use~~ the medication dosage, time(s) to administer, route to administer, and date.
- Authorization is renewed annually and as soon as practical when the parent notifies the school that changes are necessary.

<u>Prescribed Medication/Health Care</u>	Dosage	Route	Time at School
------------------------------------------	--------	-------	----------------

Special Health Services and instructions, in indicated:

Administration instructions

Special Directives, Signs to Observe and Side Effects

_____/_____/_____
Discontinue/Re-Evaluate/Follow-up Date for Prescribed Medication or Special Health Services listed

Prescriber's Signature Date
And credentials (when indicated for health service delivery)

Prescriber's Address Emergency Phone Parent/Guardian Signature

Date

Parent/Guardian address Home phone

~~I request the above named student carry medication at school and school activities, according to the prescription, or other medication administration instructions, and a written record kept. Special considerations are noted above. The information is confidential except as provided by the Family Educational Rights and Privacy Act (FERPA) and any other applicable law. I agree to coordinate and work with school personnel and prescriber (if any) when questions arise. I agree to provide safe delivery of medication and equipment to and from school and~~

~~to pick up remaining medication and equipment. Procedures for medication disposal shall be in accordance with federal and state law.~~

Code No. 507.2E2

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~~PARENTAL AUTHORIZATION AND RELEASE FORM FOR THE ADMINISTRATION
OF MEDICATION TO STUDENTS~~

_____/_____/_____
Parent's Signature _____ Date

Parent's Address _____ Home Phone

Additional Information _____ Business Phone

~~Authorization Form~~

PARENTAL AUTHORIZATION AND RELEASE FORM FOR INDEPENDENT SELF CARRY AND
ADMINISTRATION OF PRESCRIBED MEDICATION OF INDEPENDENT DELIVERY OF HEALTH
SERVICES BY THE STUDENT

_____/_____/_____
Student's Name (Last), (First), (Middle) Birthday School Date

I request the above-named student (Parent/Guardian initial all that apply)

_____ Carry and complete co-administration of prescribed medication, when competency has been demonstrated to licensed health personnel working under the auspices of the school. In accordance with applicable laws, students with asthma, airway constricting diseases, respiratory distress or students at risk of anaphylaxis who use epinephrine auto-injectors may self-administer their medication upon the written approval of the student's parents and prescribing licensed health care professional regardless of competency. The information provided by the parent for medication administration is confidential as provided by the Family Education Rights and Privacy Act (FERPA) and any other applicable laws. I agree to provide safe delivery of the medication to and from school and to pick up remaining medication at the end of the school year or when medication id expired. If the students abuses the self-administration policy, the ability to self-administer may be withdrawn by the school or discipline may be imposed, after notification is provided to the student's parent.

Prescribed Medication	Dosage	Route	Time at School
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_____ Co-administer, participate in planning, management and implementation of special health services at school and school activities after demonstration of proficiency to licensed health personnel working under the auspices of the school. The information provided by the parent for health service delivery is confidential as provide by the Family Education Rights and Privacy Act (FERPA) and any other applicable laws. I agree to coordinate and work with school personnel and the prescriber (if indicated) when questions arise. I agree to provide safe delivery of the student's equipment necessary for health service delivery to and from school and to pick up remaining equipment at the end of the school year.

Special Health Services Delivery:

Procedures for abandoned medication disposal shall be in accordance with applicable laws.

Prescriber's Signature _____
and credentials (when indicated for health service delivery) Date

Parent/Guardian Signature Date

Parent/Guardian address

Home phone

PARENTAL AUTHORIZATION AND RELEASE FORM FOR THE ADMINISTRATION
OF VOLUNTARY SCHOOL STOCK OF OVER-THE-COUNTER MEDICATION TO
STUDENTS

_____ /____/____ _____ _____ /____/____
Student's Name (Last), (First), (Middle) Birthday School Date

The district supplies the following nonprescription, over-the-counter medications that are listed below. Generic brands may be substituted, *(select all that apply)*:

- *Acetaminophen administered per manufacturer label*
- *Throat Lozenges administered per manufacturer label*
- *Other: _____ administered per manufacturer label (Please Specify)*
- *Other: _____ administered per manufacturer label (Please Specify)*
- *Other: _____ administered per manufacturer label (Please Specify)*
- *Other: _____ administered per manufacturer label (Please Specify)*

Voluntary school stock of nonprescription, over-the-counter medications are administered following these guidelines:

- Parent has provided a signed, dated annual authorization to administer of the nonprescription, over-the-counter medication(s) listed according to the manufacturer instructions. Electronic signature meets the requirement of written signature.
- The nonprescription, over-the-counter medication is in the original, labeled container and dispensed per the manufacturing label.
- All other nonprescription, over-the-counter medication not listed will require a written parent authorization and supply for the over-the counter medication.
- Supplements are not nonprescription, over-the-counter medications approved by the Federal Drug Administration and are **NOT** applicable.
- Nonprescription, over-the-counter medications approved by the Federal Drug Administration that require emergency medical service (EMS) notification after administration are **NOT** applicable.
- Persons administering nonprescription, over-the-counter medication include licensed health personnel working under the auspices of the school and individuals, whom licensed health personnel have delegated the administration of medication with valid certification who have successfully completed a medication administration course approved by the department and annual medication administration procedural skills check.
 - Districts stocking the administration of a voluntary stock of nonprescription, over-the-counter medications, collaborate with licensed health personnel to develop and adopt a protocol shared with the parent to define at a minimum:
 - when to contact the parent when a nonprescription medication, over the counter medication is administered;

- documentation of the administration of the nonprescription, over-the-counter medication and parent contact;
- a limit to the administration of a school's stock nonprescription, over-the-counter medications that would require a prescriber signature for further administration of a school's nonprescription, over-the-counter medications for the remaining school year;
- the development of an individual health plan for ongoing medication administration or health service delivery at school.

I request that the above-named student receive the voluntary stock nonprescription, over-the-counter medications supplied by the school in accordance with the district guidelines and protocol.

Parent Signature

Date

Parent/Guardian Address

Home Phone

Policy 601.01: School Calendar

Status: DRAFT

Original Adopted Date: 03/10/2022 | **Last Reviewed Date:** 03/10/2022

The school calendar will accommodate the education program of the school district. The school calendar is for a minimum of [180 days or 1080 hours] and includes, but is not limited to, the days for student instruction, staff development, in-service days and teacher conferences. Each year the minimum school calendar may include up to 5 days or 30 hours of instruction delivered primarily over the internet.

The academic school year for students shall begin no sooner than August 23. Employees may be required to report to work at the school district prior to this date.

Special education students may attend school on a school calendar different from that of the regular education program consistent with their Individualized Education Program.

The board, in its discretion, may excuse graduating seniors from up to five days or 30 hours of instruction after the school district requirements for graduation have been met. The board may also excuse graduating seniors from making up days missed due to inclement weather if the student has met the school district's graduation requirements.

It is the responsibility of the superintendent to develop the school calendar for recommendation, approval, and adoption by the board annually.

The board may amend the official school calendar when the board considers the change to be in the best interests of the school district's education program. The board shall hold a public hearing on any proposed school calendar prior to adopting the school calendar.

NOTE: This is a mandatory policy reflects Iowa law.

Legal Reference: Iowa Code §§ 20.9; 279.10, 280.3; 299.1 (2).
281 I.A.C. 12.1(7); 41.106.

I.C. Iowa Code

Iowa Code § 20.9

Iowa Code § 279.10

Iowa Code § 280.3

Description

[Collective Bargaining - Scope of Negotiations](#)

[Directors- Powers and Duties - School Year Begin Date](#)

[Education Program - Attendance Center Requirements](#)

Iowa Code § 299.1

[Compulsory Education - Attendance Requirements](#)

I.A.C. Iowa Administrative Code
281 I.A.C. 12.1

Description
[General Standards](#)

Cross References

Code	Description
214	Public Hearings
409.01	Employee Vacation - Holidays (I, II)
501.03	Compulsory Attendance
601.02	School Day
603.03	Special Education

Policy 603.05: Health Education

Status: DRAFT

Original Adopted Date: 03/10/2022 | **Last Reviewed Date:** 03/10/2022

Students in grade levels one through twelve will receive, as part of their health education, instruction about personal health; food and nutrition; environmental health; safety and survival skills; consumer health; family life; human growth and development; substance abuse and non-use, including the effects of alcohol, tobacco, drugs and poisons on the human body; human sexuality; self-esteem; stress management; interpersonal relationships; emotional and social health; health resources; prevention and control of disease; and communicable diseases, including acquired immune deficiency syndrome. The purpose of the health education program is to help each student protect, improve and maintain physical, emotional and social well-being.

The areas stated above are included in health education and the instruction are adapted at each grade level to aid understanding by the students.

Parents who object to health education instruction in human growth and development may file a written request that the student be excused from the instruction. The written request will include a proposed alternate activity or study acceptable to the superintendent. The superintendent will have the final authority to determine the alternate activity or study.

NOTE: This is a mandatory policy and reflects the educational standards.

Legal Reference: Iowa Code §§ 256.11; 279.8; 80; 280.3-.14.
281 I.A.C. 12.5.

I.C. Iowa Code

Iowa Code § 256.11

Description

[DE - Educational Standards](#)

Iowa Code § 279.8

[Directors - General Rules - Bonds of Employees](#)

Iowa Code § 280

[Uniform School Requirements](#)

I.A.C. Iowa Administrative Code

281 I.A.C. 12.5

Description

[General Accreditation Standards - Education Program](#)

REQUEST TO PROHIBIT A STUDENT FROM ACCESSING SPECIFIC INSTRUCTIONAL MATERIALS

Request to prohibit a student from checking out certain instructional materials to be submitted to the superintendent. Please complete one form per student.

REQUEST INITIATED BY _____ DATE _____

Name _____

Address _____

City/State _____ Zip Code _____ Telephone _____

Name of affected Student _____

Requester's Relationship to Student (must be parent/legal guardian)

BOOK OR OTHER PRINTED MATERIAL TO PROHIBIT STUDENT FROM ACCESSING:

Author _____ Hardcover _____ Paperback _____ Other _____

Title _____

Publisher (if known) _____

Date of Publication _____

MULTIMEDIA MATERIAL TO PROHIBIT STUDENT FROM ACCESSING:

Title _____

Producer (if known) _____

Type of material (filmstrip, motion picture, etc.) _____

Dated

Signature

Policy 605.05: School Library

Status: DRAFT

Original Adopted Date: 03/10/2022 | **Last Revised Date:** 09/27/2022 | **Last Reviewed Date:** 09/27/2022

The school district will maintain a school library in each building for use by employees and by students during the school day.

Materials for the libraries will be acquired ~~according to~~ consistent with all applicable laws and board policy, "Instructional Materials Selection." The district ~~may~~ shall provide access to all parents and guardians of students enrolled in the district an online catalog of all books available to students in the school libraries. This access will be displayed on the school district's website. Any challenges to library materials will be handled following the process for handling challenges to instructional and library materials as established in board policy.

It is the responsibility of the principal of the building in which the school library is located to oversee the use of materials in the library.

It is the responsibility of the superintendent to develop procedures for the selection and replacement of both library and instructional materials, for the acceptance of gifts, and for the weeding of library and instructional materials.

NOTE: This is a mandatory policy and reflects the educational standards. ~~The language in italics is optional and is not a legal requirement. However, districts may wish to make this information accessible to parents and guardians to increase transparency for the school community. District who do not currently have online library catalog software may request a waiver from the DE for the requirement to post a list. Waivers may be accepted until July 1, 2025.~~

Legal Reference: Iowa Code §§ 256.7(24); 279.8; 280.14; 301.
281 I.A.C. 12.3(11), (12).

I.C. Iowa Code

Iowa Code § 256.11

Description

[DE - Educational Standards](#)

Iowa Code § 256.7

[DE - Duties of State Board](#)

Iowa Code § 279.8

[Directors - General Rules - Bonds of Employees](#)

Iowa Code § 280.14

[Uniform School Requirements - Administrators](#)

Iowa Code § 301

[Textbooks](#)

Iowa code § 280.6

[Religious Books](#)

Iowa Code §279.50

[Directors Powers & Duties - Human Growth and Development Instruction](#)

I.A.C. Iowa Administrative Code

Description

281 I.A.C. 12.3

[Administration](#)

Cross References

Code

Description

605.06

Internet - Appropriate Use

605.06

Internet - Appropriate Use

605.06

Internet - Appropriate Use

605.06

Internet - Appropriate Use

Regulation 605.07-R(1): Use of Information Resources - Regulation

Status: DRAFT

Original Adopted Date: 03/10/2022 | **Last Reviewed Date:** 03/10/2022

Employees and students may make copies of copyrighted materials that fall within the following guidelines. Where there is reason to believe the material to be copied does not fall within these guidelines, prior permission shall be obtained from the publisher or producer with the assistance of the *[principal, teacher, librarian, teacher-librarian – choose all that apply or add others]*. Employees and students who fail to follow this procedure may be held personally liable for copyright infringement and may be subject to discipline by the board.

Under the "fair use" doctrine, unauthorized reproduction of copyrighted materials is permissible for such purposes as criticism, comment, news reporting, teaching, scholarship or research. Under the fair use doctrine, each of the following four standards must be met in order to use the copyrighted document:

- Purpose and Character of the Use – The use must be for such purposes as teaching or scholarship.
- Nature of the Copyrighted Work – The type of work to be copied.
- Amount and Substantiality of the Portion Used – Copying the whole of a work cannot be considered fair use; copying a small portion may be if these guidelines are followed.
- Effect of the Use Upon the Potential Market for or value of the Copyrighted Work – If resulting economic loss to the copyright holder can be shown, even making a single copy of certain materials may be an infringement, and making multiple copies presents the danger of greater penalties.

Authorized Reproduction and Use of Copyrighted Material Reminders:

- Materials on the Internet should be used with caution since they may, and likely are, copyrighted.
- Proper attribution (author, title, publisher, place and date of publication) should always be given.
- Notice should be taken of any alterations to copyrighted works, and such alterations should only be made for specific instructional objectives.
- Care should be taken in circumventing any technological protection measures. While materials copied pursuant to fair use may be copied after circumventing technological protections against unauthorized copying, technological protection measures to block access to materials may not be circumvented.

In preparing for instruction, a teacher may make or have made a single copy of:

- A chapter from a book;
- An article from a newspaper or periodical;
- A short story, short essay or short poem; or,
- A chart, graph, diagram, drawing, cartoon or picture from a book, periodical or newspaper.

A teacher may make multiple copies not exceeding more than one per pupil, for classroom use or discussion, if the copying meets the tests of "brevity, spontaneity and cumulative effect" set by the following guidelines. Each copy must include a notice of copyright.

- Brevity
 - A complete poem, if less than 250 words and two pages long, may be copied; excerpts from longer poems cannot exceed 250 words;
 - Complete articles, stories or essays of less than 2500 words or excerpts from prose works less than 1000 words or 10% of the work, whichever is less may be copied; in any event, the minimum is 500 words;
 - Each numerical limit may be expanded to permit the completion of an unfinished line of a poem or prose paragraph;
 - One chart, graph, diagram, drawing, cartoon or picture per book or periodical issue may be copied. "Special" works cannot be reproduced in full; this includes children's books combining poetry, prose or poetic prose. Short special works may be copied up to two published pages containing not more than 10 percent of the work.
- Spontaneity – Should be at the "instance and inspiration" of the individual teacher when there is not a reasonable length of time to request and receive permission to copy.
- Cumulative Effect – Teachers are limited to using copied material for only one course for which copies are made. No more than one short poem, article, story or two excerpts from the same author may be copied, and no more than three works can be copied from a collective work or periodical column during one class term. Teachers are limited to nine instances of multiple copying for one course during one class term. Limitations do not apply to current news periodicals, newspapers and current news sections of other periodicals.

Copying Limitations

Circumstances will arise when employees are uncertain whether or not copying is prohibited. In those circumstances, the, *[principal, teacher librarian or teacher-librarian – choose all that apply or add others]* should be contacted. The following prohibitions have been expressly stated in federal guidelines:

- Reproduction of copyrighted material shall not be used to create or substitute for anthologies, compilations or collective works.
- Unless expressly permitted by agreement with the publisher and authorized by school district action, there shall be no copying from copyrighted consumable materials such as workbooks, exercises, test booklets, answer sheets and the like.
- Employees shall not:
 - Use copies to substitute for the purchase of books, periodicals, music recordings, consumable works such as workbooks, computer software or other copyrighted material. Copy or use the same item from term to term without the copyright owner's permission;
 - Copy or use more than nine instances of multiple copying of protected material in any one term;
 - Copy or use more than one short work or two excerpts from works of the same author in any one term;
 - Copy or use protected material without including a notice of copyright. The following is a satisfactory notice: NOTICE: THIS MATERIAL MAY BE PROTECTED BY COPYRIGHT LAW.
 - Reproduce or use copyrighted material at the direction of someone in higher authority or copy or use such material in emulation of some other teacher's use of copyrighted material without permission of the copyright owner.
 - Require other employees or students to violate the copyright law or fair use guidelines.

Authorized Reproduction and Use of Copyrighted Materials in the Library

A library may make a single copy or three digital copies of:

- An unpublished work in its collection;
- A published work in order to replace it because it is damaged, deteriorated, lost or stolen, provided that an unused replacement cannot be obtained at a fair price.
- A work that is being considered for acquisition, although use is strictly limited to that decision. Technological protection measures may be circumvented for purposes of copying materials in order to make an acquisition decision.

A library may provide a single copy of copyrighted material to a student or employee at no more than the actual cost of photocopying. The copy must be limited to one article of a periodical issue or a small part of other material, unless the library finds that the copyrighted work cannot be obtained elsewhere at a fair price. In the latter circumstance, the entire work may be copied. In any case, the copy shall contain the notice of copyright and the student or staff member shall be notified that the copy is to be used only for private study, scholarship or research. Any other use may subject the person to liability for copyright infringement.

Authorized Reproduction and Use of Copyrighted Music or Dramatic Works

Teachers may:

- Make a single copy of a song, movement, or short section from a printed musical or dramatic work that is unavailable except in a larger work for purposes of preparing for instruction;
- Make multiple copies for classroom use of an excerpt of not more than 10% of a printed musical work if it is to be used for academic purposes other than performance, provided that the excerpt does not comprise a part of the whole musical work which would constitute a performable unit such as a complete section, movement, or song;
- In an emergency, a teacher may make and use replacement copies of printed music for an imminent musical performance when the purchased copies have been lost, destroyed or are otherwise not available.
- Make and retain a single recording of student performances of copyrighted material when it is made for purposes of evaluation or rehearsal;
- Make and retain a single copy of excerpts from recordings of copyrighted musical works for use as aural exercises or examination questions; and,
- Edit or simplify purchased copies of music or plays provided that the fundamental character of the work is not distorted. Lyrics shall not be altered or added if none exist.

Performance by teachers or students of copyrighted musical or dramatic works is permitted without the authorization of the copyright owner as part of a teaching activity in a classroom or instructional setting. The purpose shall be instructional rather than for entertainment.

Performances of nondramatic musical works that are copyrighted are permitted without the authorization of the copyright owner, provided that:

- The performance is not for a commercial purpose;
- None of the performers, promoters or organizers are compensated; and,
- Admission fees are used for educational or charitable purposes only.

All other musical and dramatic performances require permission from the copyright owner. Parents or others wishing to record a performance should check with the sponsor to ensure compliance with copyright.

Recording of Copyrighted Programs

Television programs, excluding news programs, transmitted by commercial and non-commercial

television stations for reception by the general public without charge may be recorded off-air simultaneously with broadcast transmission (including simultaneous cable retransmission) and retained by a school for a period not to exceed the first forty-five (45) consecutive calendar days after date of recording. Upon conclusion of this retention period, all off-air recordings must be erased or destroyed immediately. Certain programming such as that provided on public television may be exempt from this provision; check with the [principal, teacher or teacher librarian - choose all that apply or add others] or the subscription database, e.g. unitedstreaming.

Off-air recording may be used once by individual teachers in the course of instructional activities, and repeated once only when reinforcement is necessary, within a building, during the first 10 consecutive school days, excluding scheduled interruptions, in the 45 calendar day retention period. Off-air recordings may be made only at the request of and used by individual teachers, and may not be regularly recorded in anticipation of requests. No broadcast program may be recorded off-air more than once at the request of the same teacher, regardless of the number of times the program may be broadcast. A limited number of copies may be reproduced from each off-air recording to meet the legitimate needs of teachers. Each additional copy shall be subject to all provisions governing the original recording.

After the first ten consecutive school days, off-air recordings may be used up to the end of the 45 calendar day retention period only for evaluation purposes, i.e., to determine whether or not to include the broadcast program in the teaching curriculum. Permission must be secured from the publisher before the recording can be used for instructional purposes after the 10 day period.

Off-air recordings need not be used in their entirety, but the recorded programs may not be altered from their original content. Off-air recordings may not be physically or electronically combined or merged to constitute teaching anthologies or compilations. All copies of off-air recordings must include the copyright notice on the broadcast program as recorded.

Authorized Reproduction and Use of Copyrighted Computer Software

Schools have a valid need for high-quality software at reasonable prices. To assure a fair return to the authors of software programs, the school district shall support the legal and ethical issues involved in copyright laws and any usage agreements that are incorporated into the acquisition of software programs. To this end, the following guidelines shall be in effect:

- All copyright laws and publisher license agreements between the vendor and the school district shall be observed;
- Staff members shall take reasonable precautions to prevent copying or the use of unauthorized copies on school equipment;
- A back-up copy shall be purchased, for use as a replacement when a program is lost or damaged. If the vendor is not able to supply a replacement, the school district shall make a back-up copy that will be used for replacement purposes only;
- A copy of the software license agreement shall be retained by the [board secretary, technology director, librarian, or teacher-librarian - choose all that apply or add others]; and,
- A computer program may be adapted by adding to the content or changing the language. The adapted program may not be distributed.

Fair Use Guidelines for Educational Multimedia

Students may incorporate portions of copyrighted materials in producing educational multimedia projects such as videos, PowerPoints, podcasts and web sites for a specific course, and may perform, display or retain the projects.

Educators may perform or display their own multimedia projects to students in support of curriculum-based instructional activities. These projects may be used:

- In face-to-face instruction;
- In demonstrations and presentations, including conferences;
- In assignments to students;
- For remote instruction if distribution of the signal is limited;
- Over a network that cannot prevent duplication for fifteen days, after fifteen days a copy may be saved on-site only; or,
- In their personal portfolios.

Educators may use copyrighted materials in a multimedia project for two years, after that permission must be requested and received.

The following limitations restrict the portion of any given work that may be used pursuant of fair use in an educational multimedia project:

- Motion media: ten percent or three minutes, whichever is less;
- Text materials: ten percent or 1,000 words, whichever is less;
- Poetry: an entire poem of fewer than 250 words, but no more than three poems from one author or five poems from an anthology. For poems of greater than 250 words, excerpts of up to 250 words may be used, but no more than three excerpts from one poet or five excerpts from an anthology;
- Music, lyrics and music video: Up to ten percent, but no more than thirty seconds. No alterations that change the basic melody or fundamental character of the work;
- Illustrations, cartoons and photographs: No more than five images by an artist, and no more than ten percent or fifteen images whichever is less from a collective work;
- Numerical data sets: Up to ten percent or 2,500 field or cell entries, whichever is less;

Fair use does not include posting a student or teacher's work on the Internet if it includes portions of copyrighted materials. Permission to copy shall be obtained from the original copyright holder(s) before such projects are placed online. The opening screen of such presentations shall include notice that permission was granted and materials are restricted from further use.

Notices - Before including this section, make sure employees are ready to comply with it and notices are posted.

The [superintendent, principal, teacher, librarian, teacher-librarian, choose all that apply or add others] is responsible for ensuring that appropriate warning devices are posted. The warnings are to educate and warn individuals using school district equipment of the copyright law. Warning notices must be posted:

- *On or near copiers;*
- *On forms used to request copying services;*
- *On video recorders;*
- *On computers; and,*
- *At the library and other places where interlibrary loan orders for copies of materials are accepted.*

U.S.C. - United States Code
17 U.S.C. § 101 et al

Description
[Copyrights](#)

Cross References

Code	Description
605.06	Internet - Appropriate Use
605.06	Internet - Appropriate Use
605.06	Internet - Appropriate Use
605.06	Internet - Appropriate Use

Policy 607.02: Student Health Services

Status: DRAFT

Original Adopted Date: 03/10/2022 | **Last Revised Date:** 06/23/2022 | **Last Reviewed Date:** 06/23/2022

Health services are an integral part of comprehensive school improvement, assisting all students to increase learning, achievement, and performance. Health services coordinate and support existing programs to assist each student in achievement of an optimal state of physical, mental and social well being. Student health services ensure continuity and create linkages between school, home, and community service providers. The school district's comprehensive school improvement plan, needs, and resources determine the linkages.

Except in emergent care situations or child abuse assessments, the district will not administer invasive physical examinations or health screenings of a student that are not required by state or federal law without first obtaining the written consent of the student's parent or guardian.

- Emergent care situation means a sudden or unforeseen occurrence of onset of a medical or behavioral condition that could result in serious injury or harm to a student or others in the event immediate medical attention is not provided. Emergent care situation includes the need to screen a student or others for symptoms or exposures during an outbreak or public health event of concern as designated by the department of public health.
- Invasive physical examination means any medical examination that involves the exposure of private body parts or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision or scoliosis screening.
- Student health screening means an intentionally planned, periodic process to identify if students may be at risk for a health concern and to determine if a referral for an in-depth assessment is needed to consider appropriate health services. Student health screening does not include an episodic, individual screening done in accordance with professional licensed practice.

The superintendent, in conjunction with the (school nurse, health advisory committee, public health nurse, school health team, etc.) will develop administrative regulations implementing this policy. The superintendent will provide a written report on the role of health services in the education program to the board annually.

Note: *This is a mandatory policy. If a school district will be using federal money to perform physical exams or screenings on students, the school district must annually notify parents of the exam or screening except for hearing, vision or scoliosis. The following language is suggested:*

"The school district will annually notify parents of physical exams or screenings conducted on students except for vision, hearing or scoliosis."

Legal Reference: 42 U.S.C. §§ 12101 et seq.
 34 C.F.R. pt. 99, 104, 200, 300 et seq.
 29 U.S.C. § 794(a)
 28 C.F.R. 35
 20 U.S.C. 1232g § 1400 6301 et seq..
 Iowa Code §§ 22.7, 139A.3. .8, .21; 143.1, 152, 256.7(24), .11, 279; 280.23 .
 281 I.A.C. 12.3(4), (7), (11); 12.4(12); 12.8
 282 I.A.C. 22.
 641 I.A.C. 7.
 655 I.A.C. 6

I.C. Iowa Code

Iowa Code § 139A

Description

[Communicable/Infectious Diseases](#)

Iowa Code § 143.1

[Public Health Nurses](#)

Iowa Code § 152

[Nursing](#)

Iowa Code § 22.7

[Confidential Records](#)

Iowa Code § 256.11

[DE - Educational Standards](#)

Iowa Code § 256.7

[DE - Duties of State Board](#)

Iowa Code § 279

[Directors - Powers and Duties](#)

Iowa Code § 280.23

[Student Health Services](#)

I.A.C. Iowa Administrative Code

281 I.A.C. 12.3

Description

[Administration](#)

281 I.A.C. 12.4

[School Personnel](#)

281 I.A.C. 12.8

[General Accreditation Standards - Student Achievement](#)

282 I.A.C. 22

[Educational Examiners - Authorizations](#)

641 I.A.C. 7

[Public Health - Immunizations](#)

655 I.A.C 6

[Nursing](#)

U.S.C. - United States Code

20 U.S.C. § 1232g

Description

[Education - FERPA](#)

20 U.S.C. § 6301

[Education - Elementary and Secondary Improvement](#)

20 U.S.C. 1400

[Education - IDEA - Findings, Purposes](#)

29 U.S.C. §§ 794

[Labor - Vocation Rehab Rights](#)

42 U.S.C. § 12101

[Public Health - Equal Opportunity - Disabilities](#)

C.F.R. - Code of Federal Regulations

28 C.F.R. 35

Description

[Judicial - Disability - Nondiscrimination](#)

34 C.F.R. Pt. 104

[Education - Nondiscrimination on Basis of Handicap](#)

34 C.F.R. Pt. 200

[Education - Academic Achievement of Disadvantaged](#)

34 C.F.R. Pt. 300

[Education - Disabilities/Children/Assistance to States](#)

34 C.F.R. Pt. 99

[Education - Family Rights and Privacy](#)

Cross References

Code	Description
501.04	Entrance - Admissions
505.04	Testing Program
507.02	Administration of Medication to Students
507.02	Administration of Medication to Students
507.02	Administration of Medication to Students
507.02	Administration of Medication to Students
507.02	Administration of Medication to Students

Regulation 607.02-R(1): Student Health Services - Regulation

Status: DRAFT

Original Adopted Date: 03/10/2022 | **Last Reviewed Date:** 03/10/2022

Student Health Services Administrative Regulations

I. Student Health Services - Each school building may develop a customized student health services program ~~within comprehensive school improvement~~ based on its unique needs and resources. Scientific advances, laws, and school improvement necessitate supports to students with health needs to receive their education program.

Supports to improve student achievement include:

- qualified health personnel
- school superintendent, school nurse, and school health team working collaboratively
- family and community involvement
- optimal student health services program with commitment to its continuing improvement

Components provided within a coordinated school health program include:

- health services
- nutrition
- healthy, safe environment
- staff wellness
- health education
- physical education and activity
- counseling, psychological, and social services
- family and community involvement

Student health services are provided to identify health needs; facilitate access to health care; provide for health needs related to educational achievement; promote health, well-being, and safety; and plan and develop the health services program.

II. Student Health Services Essential Functions

A. Identify student health needs:

1. Provide individual initial and annual health assessments
2. Provide needed health screenings
3. Maintain and update confidential health records
4. Communicate (written, oral, electronic) health needs as consistent with confidentiality laws

B. Facilitate student access to physical and mental health services:

1. Link students to community resources and monitor follow through
2. Promote increased access and referral to primary health care financial resources such as Medicaid, HAWK-I, social security, and community health clinics
3. Encourage appropriate use of health care

C. Provide for student health needs related to educational achievement:

1. Manage chronic and acute illnesses
2. Provide special health procedures and medication including delegation, training, and supervision of qualified designated school personnel
3. Develop, implement, evaluate, and revise individual health plans (IHPs) for all students with special health needs according to mandates in the Individuals with

Disabilities Education Act (IDEA), Rehabilitation Act (Section 504), and American with Disabilities Act (ADA)

4. Provide urgent and emergency care for individual and group illness and injury
 5. Prevent and control communicable disease and monitor immunizations
 6. Promote optimal mental health
 7. Promote a safe school facility and a safe school environment
 8. Participate in and attend team meetings as a team member and health consultant
- D. Promote student health, well-being, and safety to foster healthy living:
1. Provide developmentally appropriate health education and health counseling for individuals and groups
 2. Encourage injury and disease prevention practices
 3. Promote personal and public health practices
 4. Provide health promotion and injury and disease prevention education
- E. Plan and develop the student health services program collaboratively with the superintendent, school nurse, and school health team:
1. Gather and interpret data to evaluate needs and performance
 2. Establish health advisory council and school health team
 3. Develop health procedures and guidelines
 4. Collaborate with staff, families, and community
 5. Maintain and update confidential student school health records
 6. Coordinate program with all school health components
 7. Coordinate with school improvement
 8. Evaluate and revise the health service program to meet changing needs
 9. Organize scheduling and direct health services staff
 10. Develop student health services annual status report
 11. Coordinate information and program delivery within the school and between school and major constituents
 12. Provide health services by qualified health professionals to effectively deliver services, including multiple levels of school health expertise such as registered nurses, physicians, and advanced registered nurse practitioners
 13. Provide for professional development for school health services staff

III. Expanded Health Services

These additional health services address learning barriers and the lack of access to health care. Examples include school-based services in the school, school-linked services connected to the school, primary care, mental health, substance abuse, and dental health.

I.C. Iowa Code

Iowa Code § 139A

Description

[Communicable/Infectious Diseases](#)

Iowa Code § 143.1

[Public Health Nurses](#)

Iowa Code § 152

[Nursing](#)

Iowa Code § 22.7

[Confidential Records](#)

Iowa Code § 256.11

[DE - Educational Standards](#)

Iowa Code § 256.7

[DE - Duties of State Board](#)

Iowa Code § 279

[Directors - Powers and Duties](#)

Iowa Code § 280.23

[Student Health Services](#)

I.A.C. Iowa Administrative Code

281 I.A.C. 12.3

281 I.A.C. 12.4

281 I.A.C. 12.8

282 I.A.C. 22

641 I.A.C. 7

655 I.A.C. 6

U.S.C. - United States Code

20 U.S.C. § 1232g

20 U.S.C. § 6301

20 U.S.C. 1400

29 U.S.C. §§ 794

42 U.S.C. § 12101

C.F.R. - Code of Federal Regulations

28 C.F.R. 35

34 C.F.R. Pt. 104

34 C.F.R. Pt. 200

34 C.F.R. Pt. 300

34 C.F.R. Pt. 99

Description[Administration](#)[School Personnel](#)[General Accreditation Standards - Student Achievement](#)[Educational Examiners - Authorizations](#)[Public Health - Immunizations](#)[Nursing](#)**Description**[Education - FERPA](#)[Education - Elementary and Secondary Improvement](#)[Education - IDEA - Findings, Purposes](#)[Labor - Vocation Rehab Rights](#)[Public Health - Equal Opportunity - Disabilities](#)**Description**[Judicial - Disability - Nondiscrimination](#)[Education - Nondiscrimination on Basis of Handicap](#)[Education - Academic Achievement of Disadvantaged](#)[Education - Disabilities/Children/Assistance to States](#)[Education - Family Rights and Privacy](#)**Cross References****Code**

501.04

505.04

507.02

507.02

507.02

507.02

507.02

Description

Entrance - Admissions

Testing Program

Administration of Medication to Students

Administration of Medication to Students

Administration of Medication to Students

Administration of Medication to Students

Administration of Medication to Students

Policy 804.05: Stock Prescription Medication Supply

Status: DRAFT

Original Adopted Date: 03/10/2022 | **Last Revised Date:** 06/23/2022 | **Last Reviewed Date:** 06/23/2022

The *Shenandoah* Community School District seeks to provide a safe environment for students, staff, and visitors who are at risk of potentially life-threatening incidents including severe allergic reactions, respiratory distress and opioid overdose. Therefore, it is the policy of the district to annually obtain a prescription for epinephrine auto-injectors, bronchodilator canisters and spacers and/or opioid antagonists from a licensed health care professional, in the name of the school district, for administration by a school nurse or personnel trained and authorized to administer to a student or individual who may be experiencing an anaphylactic reaction, respiratory distress or acute opioid overdose.

Procurement and maintenance of supply: The district shall stock a minimum of the following for each attendance center: *[select supply of stock medication district will voluntarily provide]*

- *One pediatric dose and one adult dose epinephrine auto-injector;*
- *One pediatric and one adult dose bronchodilator canister and spacer;*
- *One dose naloxone or other opioid antagonist.*
- ~~One pediatric dose and one adult dose epinephrine auto-injector;~~
- ~~One pediatric dose and one adult dose bronchodilator canister or spacer;~~
- ~~One dose of opioid antagonist.~~

The supply of such medication shall be maintained in a secure, ~~dark, temperature-controlled~~ location in each school building, easily accessible area for an emergency within the school building, or in addition to other locations as determined by the school district.

[Insert employee responsible] shall routinely check stock of medication and document in a log monthly:

- The expiration date;
- Any visualized particles or color change for epinephrine auto-injectors; or
- ~~Color change.~~ Bronchodilator canister damage.

The employee shall be responsible for ensuring the district replaces, as soon as reasonably possible, any logged epinephrine auto-injector bronchodilator canister or spacer or opioid antagonist that is ~~used empty after use, damaged, or, close to expiration, or discolored or has particles visible in the liquid.~~ The district shall dispose of stock medications and delivery devices in accordance with state laws and regulations.

Training: A school nurse or personnel trained and authorized may provide or administer any of the medication listed in this policy from a school supply to a student or individual if the authorized personnel or school nurse reasonably and in good faith believes the student or individual is having an anaphylactic reaction, respiratory distress, *asthma or other airway-constricting disease,* ~~and/or~~ opioid overdose. Training to obtain a signed certificate to become personnel authorized to administer an epinephrine auto-injector, bronchodilator canisters ~~and~~ or spacers ~~or and~~ opioid antagonist shall consist of the requirements *of medication*

administration established by law and an annual anaphylaxis, asthma, other airway-constricting disease, opioid overdose training program approved by the Department of Education. .

Authorized personnel will be required to retake the medication administration course, training program and provide a procedural skills demonstration to the school nurse demonstrating competency in the administration of stock epinephrine auto-injectors, bronchodilator canisters or spacers and or opioid antagonists to retain authorization to administer these medications if the following occur:

- Failure to administer an epinephrine auto-injector bronchodilator canister or spacer or opioid antagonist to a student or individual by proper route, failure to administer the correct dosage, or failure to administer an epinephrine auto-injector , bronchodilator canister or spacer or and opioid antagonist according to generally accepted standards of practice (“medication error”); or
- Accidental injection of an epinephrine auto-injector into a digit of the authorized personnel injury to school personnel related to improperly administering the medication (“medication incident”).

Reporting: Authorized personnel will contact the school nurse or emergency medical services (911) immediately after a stock bronchodilator canister is administered to a student or individual. The school nurse retains accountability for professional nursing judgment with the administration of stock bronchodilator and whether to contact emergency medical services in accordance with Iowa laws.

The district will contact emergency medical services (911) immediately after a stock epinephrine auto-injector, bronchodilator canister or spacer or stock opioid antagonist is administered to a student or individual. The school nurse or authorized personnel will remain with the student or individual until emergency medical services arrive.

Within 48 hours, the district will report to the Iowa Department of Education:

- Each medication incident with the administration of stock epinephrine, bronchodilator canister or spacer, or opioid antagonist;
- Each medication error with the administration of stock epinephrine, bronchodilator canister or spacer, or opioid antagonist; or
- The administration of a stock epinephrine auto-injector, bronchodilator canister or spacer, or opioid antagonist.

As provided by law, the district, board, authorized personnel or school nurse, and the prescriber shall not be liable for any injury arising from the provision, administration, failure to administer, or assistance in the administration of an epinephrine auto-injector, bronchodilator canister or spacer, or opioid antagonist provided they acted reasonably and in good faith.

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

NOTE: Districts are not required by law to stock and maintain a supply of epinephrine auto-injectors, bronchodilator canister or spacer, or opioid antagonist. However, if a district decides to stock and maintain a supply of these medications, the board is required to establish a policy.

NOTE: For additional information, and training resources and reporting forms regarding voluntary stock medication epinephrine auto-injectors, please visit the “School Nurse Administrative Resources”

section of the Iowa Department of Education's website, located at <https://www.educateiowa.gov/administrative-resources-school-nurses>. Department of Education's page titled "School Nurse Resources" and scroll down to "Stock Medications," located at <https://educateiowa.gov/pk-12/learner-supports/school-nurse/school-nurse-resources>.

Legal Reference: Iowa Code §§ 135.185; 190; 279.8.
281 I.A.C. 14.3.
655 I.A.C 6.2(2)

I.C. Iowa Code

Iowa Code § 135.185

Iowa Code § 279.8

Description

[Epi-pen Supply](#)

[Directors - General Rules - Bonds of Employees](#)

I.A.C. Iowa Administrative Code

281 I.A.C. 14.3

655 I.A.C 6

Description

[Epi-pen Stock](#)

[Nursing](#)

Cross References**Code**

507.02

507.02

507.02

507.02

507.02

Description

Administration of Medication to Students

Administration of Medication to Students

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PARENTAL AUTHORIZATION AND RELEASE FORM FOR THE ADMINISTRATION
OF A VOLUNTARY SCHOOL SUPPLY OF STOCK MEDICATION FOR LIFE THREATENING
INCIDENTS

_____/_____/_____ ____/____/_____ _____ ____/____/_____
Student's Name (Last), (First), (Middle) Birthday School Date

The district seeks to provide a safe environment for students, staff, and visitors who are at risk of potentially life-threatening incidents. The district supplies the following prescription medications for life threatening incidents that are listed below. Generic brands may be substituted, (select all that apply):

- *Epinephrine auto-injectors*
- *Bronchodilator*
- *Bronchodilator Canisters and Spacers*
- *Opioid Antagonist*

Pursuant to state law, the school district or and its employees are to incur no liability for any injury arising from the provision, administration, failure to administer, or assistance in the administration of the selected prescription medications supplied by the school for life threatening incidents provided they have acted reasonably and in good faith.

The parent or guardian shall sign consent for the student to receive the voluntary school supply of stock medication listed for life threatening incidents and sign a statement acknowledging that the school district is to incur no liability as a result of administration of a prescription medication for life threatening incidents provided the school district to have acted reasonably and in good faith.

Electronic signature meets the requirement of written signature.

- I request the above-named student be administered the voluntary stock supply of prescription medication, in the name of the school district, by a school nurse or personnel trained and authorized to administer to a student who acting reasonably and in good faith perceives the student may be experiencing symptoms associated with a life threatening incident following the administration instructions listed as identified in the required annual awareness training associated with the stock medication(s) above and after completion of the medication administration course requirements
- I understand the school district and its employees acting reasonably and in good faith shall incur no liability as a result of administration of the prescription medication(s) for life threatening incidents provided the school district to have acted reasonably and in good faith.

Parent/Guardian Signature
(agreed to the above statement)

Date