

Shenandoah Community School District Board of Directors
Shenandoah Administrative Board Room
September 10, 2018 – 5:00 p.m.

Board Agenda

1. Call to Order
2. Roll Call and Determination of Quorum
3. Mission Statement: Read by Director Adam Van Der Vliet
 - 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. Reorganization
 - a. Elect President of the Board and Administer Oath of Office
 - b. Elect Vice President of the Board and Administer Oath of Office
5. Adjourn

1. Call to Order
2. Roll Call
3. Welcome to Audience
4. Public Forum
5. Administrative Reports
 - a. Recognition from IHSAA
 - b. STEM Festival at the High School Jason Shaffer and Sarah F. Martin
6. Consent Agenda
 - a. Minutes
 - b. Treasurer's Report
 - i. Account Balances
 - ii. Unspent Authorized Budget Report
 - iii. Accounts Payable
 - c. Personnel Requests

Contracts:

Diane Buell	Bus Driver	\$14.02/hr, \$34.30/rt
Molly Murphy	.5 9 th Gr. Sponsor	\$370
Tiffany Stanton	.5 9 th Gr. Sponsor	\$370
Brent Ehlers	MS Boys Basketball	\$2,776
Glen Mason	HS Asst. Girls Basketball	\$3,516
*Ryan Spiegel	HS Asst. Girls Basketball	\$3,516

*pending licensure requirements are met

Resignations:

Crystal Leslie	Food Service	effective 8/29/18
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Modifications (\$.15 differential):

Kathy Larson	Level I to Level II/III	\$14.44
Katie Branson	Level I to Level II/III	\$13.44

- d. Fundraising Requests
 - *on attached sheet
- e. Out of State Travel Requests
 - *on attached sheet
- f. Grant Requests
 - i. Living to Serve Grant – funds to be used to help pay for remodeling and supplies for the Bricker Greenhouse
- g. Early Graduation Request (pending all requirements met) December 2018
 - Austin Asmus
 - Kendall Blake
 - Kendra Linberry
 - Anthony Pritchett
 - Chris Schoneman
 - Kyle Shackelford
 - Tyler Shackelford
 - Chase Shade
 - Casey Wilson

7. Action Items

- a. Approve Revised ISL Levy Resolution of Participation
- b. Approval of Allowable Growth and Supplemental State Aid for Special Education Deficit in the amount of \$490,301.18.
- c. Approve Final Reading of Meal Charge Policy 710.5 and Wellness Policy 504.8
- d. Approve First Reading of Education Records Access Policies, Exhibits and Regulations and Student Directory Information Policy, Exhibit, and Regulation

506.1 Education Records Access, 506.1E1-8, 506.1R1

506.2 Student Directory Information, 506.2E1, 506.2R1

8. Informational Items

Next Regular Meeting – Oct. 8, 2018 at 5:00 P.M.

9. Adjournment



IOWA HIGH SCHOOL ATHLETIC ASSOCIATION

P.O. BOX 10 • BOONE, IA 50036-0010 • (515) 432-2011 • FAX (515) 432-2961 • www.iahhsaa.org

ALAN BESTE, Executive Director • BRETT NANNINGA, Associate Director
TODD THARP, Assistant Director • CHAD ELBERRY, Assistant Director • JARED CHIZEK, Assistant Director

August 20, 2018

TO: School Administrators
FROM: Alan Beste, Executive Director - IHSAA
RE: IHSAA Member Schools With No Ejections During 2017-2018 Sport Season

It is with great pride that I can send this letter to your school regarding coach and student-athlete conduct during the 2017-2018 school year.

You are one of 166 schools, which calculates to 45% of the IHSAA membership, who had no student-athletes or coaches ejected during the 2017-2018 school year.

So many times we dwell on the negative but this is an opportunity for me to convey to you from the Iowa High School Athletic Association that you should take pride in notifying your coaches and your student-athletes how proud you are of their overall conduct during the 2017-2018 school year.

We continue to see good conduct from our coaches and our student-athletes every year. I realize many times an ejection deals with an emotional outburst and the individual involved regrets what has occurred, but to go through an entire year and not have one flagrant, unsportsmanlike act during any of your competitions, is certainly something to be proud of.

I am proud I can send you this letter about the great conduct and sportsmanship by you student-athletes and coaches. With the start of the 2018-2019 school year I hope you can use this as a springboard to another great year.

Keep up the good work. Keep the emphasis where we need to have it as it relates to your students and coaches representing your school, community and patrons. We do appreciate your leadership.

At every competition venue and in the stands - - - **CONDUCT COUNTS!!**

Sincerely,

Alan Beste
Executive Director

AB:cc

Shenandoah Community School District
Minutes of the Regular Meeting of the Board of Directors – August 15, 2018
Administration Board Room

Call to Order:

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

Roll Call:

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

Mission Statement:

The SCSD Mission Statement was read by Director Kathy Langley.

Public Hearing:

A public hearing was opened at 5:02 p.m. regarding the Demolition of the Bus Barn Office at 105 E Nishna Road. With no one addressing the board, the hearing was closed at 5:03 p.m.

Welcome to Audience:

Board President Greg Ritchey welcomed everyone to the meeting.

Open Forum:

No one addressed the board.

Administrative Reports:

Student Achievement Results – Dr. Nelson reported on gains made during the 2017-18 school year in testing using the Iowa Assessments, IReady and FASTBridge.

Consent Agenda:

Approve the consent agenda to include previous minutes, the financial accounts and the payment of bills. Personnel Requests: Contracts: Angie Holmes, Part-time Food Service – \$11.57/hr probationary; Molly Murphy, HS Language Arts – MA/Step 5 - \$45,230; Adam M. Wright, HS Assistant Boys Basketball Coach - \$3,516; Adam C. Wright, Bus Driver - \$14.02/hr and \$34.30/rt; Gordon Green, Bus Driver - \$14.02/hr and \$34.30/rt pending licensure requirements are met and Ashley Pease, Bus Driver - \$14.02/hr and \$34.30/rt pending licensure requirements are met. Resignations: Sherry Squires, PT Food Service; Stacy Farrell, PT Food Service; Alan Debolt, HS Softball Coach and Emily Beadle, Asst. HS/ 9th Grade Softball Coach. Modifications: Bill Novinger, Level I to Level II/III - \$13.09/hr; Brent Wilcox, Level I to Level II/III - \$13.94/hr; Brittany Comstock, Level I to Level II/III - \$13.09/hr; Janet Dukes, Level I to Level II/III - \$13.44/hr; Jill Stevenson, Level I to Level II/III with Para Certification - \$13.59/hr; Kristin Edwards, Level I to Level I with Para Certification; Maria Mather, Level I to Level II/III - \$13.94/hr; Michelle Tillman, Level I to Level II/III - \$13.09/hr; Sara Wilcox, Level I to Level II/III - \$13.09/hr; Shari Pitman, Level I to Level II/III - \$13.09/hr; Susan Opal, Level I to Level II/III - \$13.09/hr and Terri Henderson, Level I to Level II/III - \$13.49/hr. Volunteer Coach Request: Terry Ratliff, HS Football. Fundraising Requests: on attached sheet. Grant Request: My School Bucks Growth Grant - \$500 for Greenhouse needs. Motion to Approve by Director Van Der Vliet, 2nd by Director Fichter. 5 Ayes – Motion passes.

Action Items:

Approve Resolution of Intent for ISL Levy. Motion by Director Anderson, 2nd by Director Langley. 5 Ayes – Motion passes.

Approve Student Assurance Services – Student Catastrophic Accident Insurance (Option 2 - \$1,718.80). Motion by Director Langley, 2nd by Director Van Der Vliet. 5 Ayes – Motion passes.

Approve Violent Event Response Insurance (\$1,015). Motion by Director Langley, 2nd by Director Fichter. 5 Ayes - Motion passes.

Approve Demolition of Bus Barn Office at 105 E. Nishna Road. Motion by Director Anderson, 2nd by Director Van Der Vliet. 5 Ayes – Motion passes.

Approve second readings of the Meal Charge Policy 710.5 and Wellness Policy 504.8. Motion by Director Fichter, 2nd by Director Van Der Vliet. 5 Ayes – Motion passes.

Approve artwork for vinyl window perforations for the entrances to the gymnasium and office at the high school. These will be purchased using funds from the Class of 2018 and Athletic Booster Club. Motion to approve by Director Van Der Vliet, 2nd by Director Langley. 5 Ayes – Motion passes.

Approve low bid for LED Lighting with Phillips Family Electric for the elementary and middle school gymnasiums. Motion to approve by Director Fichter, 2nd by Director Anderson. 5 Ayes – Motion passes.

Next Board Meeting: Regular Meeting – September 10, 2018 at 5:00 p.m.

Adjournment at 5:46 pm. Motion by Director Anderson, 2nd by Director Fichter. 5 Ayes – Motion passes.

Board Secretary

Board President

SHENANDOAH ACCOUNT BALANCES		August , 2018				
ACCOUNT	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
General Fund (10)						
Beg Balance Checking (Century)	\$731,355.95	\$614,292.70				
Beg Balance Savings (Century)	\$2,963,668.37	\$2,389,351.25				
Revenues	\$203,516.43	\$289,310.16				
Expenditures	-\$894,896.80	-\$986,921.72				
End Balance Checking (Century)	\$614,292.70	\$159,462.42				
End Balance Savings (Century)	\$2,389,351.25	\$2,146,569.97				
Total General Fund	\$3,003,643.95	\$2,306,032.39	\$0.00	\$0.00	\$0.00	\$0.00
Management Fund (22)						
Beg Balance Checking (Century)	\$317.80	\$6,632.76				
Beg Balance Savings (Century)	\$291,246.83	\$61,299.35				
Revenues Checking	\$58.11	\$49.62				
Expenditures Checking	-\$223,690.63	-\$4,218.80				
End Balance Checking (Century)	\$6,632.76	\$2,417.06				
End Balance Savings (Century)	\$61,299.35	\$61,345.87				
Total Management Fund	\$67,932.11	\$63,762.93	\$0.00	\$0.00	\$0.00	\$0.00
SAVE Fund (33)						
Beg Balance Checking (Century)	\$491,908.84	\$491,208.55				
Beg Balance Savings (Century)	\$1,535,701.55	\$1,587,190.71				
Revenues Checking	\$86,654.25	\$87,474.94				
Expenditures Checking	-\$35,865.38	\$40,330.89				
End Balance Checking (Century)	\$491,208.55	\$486,356.90				
End Balance Savings (Century)	\$1,587,190.71	\$1,639,186.41				
Total SAVE Fund	\$2,078,399.26	\$2,125,543.31	\$0.00	\$0.00	\$0.00	\$0.00
PPEL Fund (36)						
Beg Balance Checking (Century)	\$192,843.17	\$117,509.08				
Beg Balance Savings (Century)	\$268,704.39	\$273,867.53				
Revenues Checking	\$5,262.16	\$58.85				
Expenditures Checking	-\$75,433.11	-\$323,507.63				
Expenditures Accts Pay						
End Balance Checking (Century)	\$117,509.08	\$14,019.42				
End Balance Savings (Century)	\$273,867.53	\$53,908.41				
Total PPEL Fund	\$391,376.61	\$67,927.83	\$0.00	\$0.00	\$0.00	\$0.00
Debt Service Fund (40)						
Beg Balance Checking (Century)	\$1,534.27	\$1,534.27				
Beg Balance Savings (Century)	\$538,356.80	\$173,911.32				
Beg Balance Fiscal Agent (Century)	\$48,754.53	\$83,554.17				
Revenues Checking	\$39,361.16	\$35,065.36				
Expenditures Checking	-\$369,007.00				-\$327,850.00	\$0.00
Transfer						
End Balance Checking (Century)	\$1,534.27	\$1,536.24				
End Balance Savings (Century)	\$173,911.32	\$174,043.30				
End Balance Fiscal Agent (Century)	\$83,554.17	\$118,485.58				
Total Debt Service Fund	\$258,999.76	\$294,065.12	\$0.00	\$0.00	\$0.00	\$0.00
Total Checking Acct 1	\$1,231,177.36	\$663,792.04	#REF!	#REF!	#REF!	#REF!
Total Savings Acct 1	\$4,485,620.16	\$4,075,053.96	#REF!	#REF!	#REF!	#REF!
Total Savings Acct 15	\$83,554.17	\$118,485.58	\$0.00	\$0.00	\$0.00	\$0.00
Grand Total Acct 1	\$5,800,351.69	\$4,857,331.58	#REF!	#REF!	#REF!	#REF!

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

		FUNCTION	GENERAL	MGMNT	AGENCY	PPEL	TRUST FUND	ACTIVITY	
OTHER {	INSTRUCTION	1XXX	\$8,508,881.35	\$146,438.18	\$3,871.48	\$1,100.95	\$2,628.00	\$299,217.83	
	SUPPORT SERVICES	2XXX	\$3,822,526.11	\$114,961.29		\$457,990.67			
	NON-INSTRUCTIONAL	3XXX		\$31,284.25		\$5,275.81			
	FACILITIES ACQ & CONST	4XXX				\$188,767.95			
	DEBT	5XXX							
	AEA FLOW THROUGH	6100	\$467,767.00						
	TRANSFERS	62XX	\$0.00						
	AUDITOR ADJ	69xx							
	TOTAL		\$12,799,174.46	\$292,683.72	\$3,871.48	\$653,135.38	\$0.00	\$2,628.00	\$299,217.83
	PUBLISHED BUDGET			\$14,307,706.00	\$505,284.00	\$0.00	\$1,159,216.00	\$0.00	\$335,041.00
% USED			89.46%	57.92%	#DIV/0!	56.34%	#DIV/0!	89.31%	

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

		FUNCTION	SAVE	DEBT SERVICE	NUTRITION	NOT USED	TOTAL USED	PUB BUDGET	% OF BUDGET
INSTRUCTION	1XXX						\$8,962,137.79	\$8,929,000.00	100.37%
SUPPORT SERVICES	2XXX	\$110,248.68		\$424.70			\$4,506,151.45	\$4,310,100.00	104.55%
NON-INSTRUCTION	3XXX			\$729,068.05			\$765,628.11	\$582,000.00	131.55%
FACILITIES ACQ & CONST	4XXX	\$201,551.27					\$390,319.22	\$500,000.00	78.06%
DEBT	5XXX		\$1,066,814.00				\$1,066,814.00	\$1,500,000.00	71.12%
AEA FLOW THROUGH	6100						\$467,767.00	\$505,752.00	92.49%
TRANSFERS	62XX	\$417,186.10		\$30,620.75			\$447,806.85	\$420,000.00	106.62%
AUDITOR ADJ	69XX						\$0.00		#DIV/0!
ENDING BALANCE								\$4,125,815.00	0.00%
TOTAL		\$728,986.05	\$1,066,814.00	\$760,113.50	\$0.00	\$16,606,624.42	\$20,872,667.00		79.56%
PUBLISHED BUDGET			\$2,502,708.00	\$1,498,183.00	\$564,529.00	\$0.00		\$20,872,667.00	
% USED			29.13%	71.21%	134.65%	#DIV/0!		79.56%	

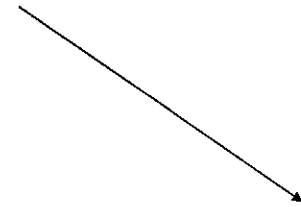
SHENANDOAH COMMUNITY SCHOOL DISTRICT
CALCULATION OF MISCELLANEOUS INCOME
2017-18

	STATE AID Source Codes 3111, 3113, 3204 3216, 3342, 3116, 3376	FOUR YEAR-OLD PRESCHOOL Source Code	AEA FLOWTHROUGH Source Code	PROPERTY TAX Source Codes	INCOME SURTAXES Source Codes	EXCISE TAXES UTILITY REPL. Source Codes	MOBILE HOME TAXES Source Codes	** MISCELLANEOU Source Codes	TOTAL REVENUE (Includes Flowthrough)
		3117	3214	1110-1119	1130-1139	1170-1179	1190-1191	All Other	
JUL			\$42,146.00					\$41,096.95	\$83,242.95
AUG			\$42,146.00					\$28,137.12	\$70,283.12
SEP	\$617,733.00	\$19,547.00	\$42,156.00	\$652,314.65		\$864.39	\$165.29	\$23,122.97	\$1,355,738.01
OCT	\$617,733.00	\$19,547.00	\$42,146.00	\$1,472,648.50		\$2,197.11	\$123.24	\$67,205.12	\$2,221,476.73
NOV	\$617,733.00	\$19,547.00	\$42,146.00	\$240,027.34		\$49,742.43		\$83,271.16	\$1,052,466.93
DEC	\$617,733.00	\$19,547.00	\$42,146.00	\$104,216.37	\$150,651.60			\$66,332.57	\$1,000,626.54
JAN	\$613,198.00	\$19,547.00	\$42,146.00	\$118,027.02				\$240,516.94	\$1,033,434.96
FEB	\$613,198.00	\$19,547.00	\$42,146.00	\$66,681.71	\$57,949.20			\$146,939.20	\$946,461.11
MAR	\$613,198.00	\$19,547.00	\$42,146.00	\$162,297.00		\$760.91		\$30,326.74	\$868,275.65
APR	\$613,198.00	\$19,547.00	\$42,146.00	\$1,151,836.67		\$2,197.11		\$200,826.78	\$2,029,751.56
MAY	\$613,198.00	\$19,547.00	\$42,146.00	\$308,218.85		\$49,742.43		\$153,383.63	\$1,186,235.91
JUN	\$617,635.00	\$19,548.00	\$42,146.00	\$133,365.96			\$19.06	\$306,161.92	\$1,118,858.88

TOTAL \$6,154,557.00 \$195,471.00 \$505,762.00 \$4,409,634.07 \$208,600.80 \$105,504.38 \$307.59 \$1,387,321.10 \$12,966,850.35

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

Yellow indicates a formula)



SHENANDOAH COMMUNITY SCHOOL DISTRICT
UNSPENT AUTHORIZED BUDGET CALCULATION
2017-18

	REGULAR PROGRAM DISTRICT COST	\$7,168,465.00	
+	REGULAR PROGRAM BUDGET ADJUSTMENT	\$350,515.00	
+	SUPPLEMENTARY WEIGHTING DISTRICT COST	\$103,978.00	
+	SPECIAL ED DISTRICT COST	\$783,686.00	
+	TEACHER SALARY SUPPLEMENT DISTRICT COST	\$676,898.00	
+	PROF DEV SUPPLEMENT DISTRICT COST	\$73,169.00	
+	EARLY INTERVENTION SUPPL DISTRICT COST	\$86,045.00	
+	TEACHER LEADERSHIP SUPPLEMENT	\$361,124.00	
+	AEA SPECIAL ED SUPPORT	\$349,577.00	
+	AEA SPECIAL ED SUPPORT ADJUSTMENT	\$10,735.00	
+	AEA MEDIA SERVICES	\$58,838.00	
+	AEA EDUCATIONAL SERVICES	\$65,064.00	
+	AEA SHARING DISTRICT COST	\$0.00	
+	AEA TEACHER SALARY SUPPL DISTRICT COST	\$36,996.00	
+	AEA PROF DEV SUPPL DISTRICT COST	\$3,942.00	
+	DROPOUT ALLOWABLE GROWTH	\$183,610.00	
+	SBRC ALLOWABLE GROWTH OTHER #1	\$136,742.00	(Increased Enrollment)
+	SBRC ALLOWABLE GROWTH OTHER #2 (LEP)	\$2,805.00	
+	SPECIAL ED DEFICIT ALLOWABLE GROWTH	\$490,301.18	
-	SPECIAL ED POSITIVE BALANCE REDUCTION	\$0.00	
-	AEA SPECIAL ED POSITIVE BALANCE	\$0.00	
+	ALLOWANCE FOR CONSTRUCTION PROJECTS	\$0.00	
-	UNSPENT ALLOWANCE FOR CONSTRUCTION	\$0.00	
+	ENROLLMENT AUDIT ADJUSTMENT	-\$13,182.00	
-	AEA PRORATA REDUCTION	\$57,385.00	
=	MAXIMUM DISTRICT COST	\$10,871,923.18	
+	PRESCHOOL FOUNDATION AID	\$196,333.00	
+	INSTRUCTIONAL SUPPORT AUTHORITY	\$565,578.00	
+	ED IMPROVEMENT AUTHORITY	\$0.00	EST
+	OTHER MISCELLANEOUS INCOME	\$1,387,321.10	
+	UNSPENT AUTH BUDGET - PREVIOUS YEAR	\$2,943,266.00	
=	MAXIMUM AUTHORIZED BUDGET	\$15,964,421.28	
-	EXPENDITURES	\$12,799,174.46	80.17%
=	UNSPENT AUTHORIZED BUDGET	\$3,165,246.82	

EXPENDITURES

JULY	\$272,293.00
AUGUST	\$340,399.21
SEPTEMBER	\$1,070,989.17
OCTOBER	\$1,071,091.05
NOVEMBER	\$1,054,212.12
DECEMBER	\$971,892.22
JANUARY	\$1,027,235.29
FEBRUARY	\$1,370,078.49
MARCH	\$1,013,895.31
APRIL	\$997,154.81
MAY	\$1,100,646.54
JUNE	\$2,509,287.25
TOTAL	\$12,799,174.46

MONTHLY BOARD VENDOR BILLS
 September 2018 Accounts Payable

Vendor Name	Invoice Detail Amount	Invoice Detail Description
Checking Account ID 20	Fund Number 61	SCHOOL NUTRITION FUND
BMO MASTERCARD	730.62	SNF TRAVEL
DEAN FOODS	1,153.76	SNF FOOD FOR THE FOODSERVICE PROGRAM
EARTHGRAINS BAKING CO'S INC	141.40	SNF FOOD FOR THE FOODSERVICE PROGRAM
FAREWAY STORES	312.99	SNF FOOD FOR THE FOODSERVICE PROGRAM
MARTIN BROS DIST	16,661.42	SNF SUPPLIES
Fund Number 61	<u>19,000.19</u>	
Checking Account ID 20	19,000.19	
Checking Account ID 3	Fund Number 21	ACTIVITY FUND
BMO MASTERCARD	1,492.20	SUPPLIES/GENERAL ATHLETICS
BMO MASTERCARD	542.38	SUPPLIES/FFA
BMO MASTERCARD	498.27	MAY MENTORING ACTIVITY SUPPLIES
CHRIS ETHEN	110.00	GENERAL ATHLETICS OFFICIAL
CLARINDA HS	191.00	ENTRY FEE TO ANOTHER SCHOOL
COMPLETE MUSIC	587.00	DJ/STUDENT COUNCIL
ERIC FOX	110.00	GENERAL ATHLETICS OFFICIAL
FAREWAY STORES	1,091.18	MUSTANG FIELD CONCESSION SUPPLIES
GLENWOOD HIGH SCHOOL	110.00	ENTRY FEE TO ANOTHER SCHOOL
HOWARD SPORTING GOODS	3,920.50	SUPPLIES/GENERAL ATHLETICS
IOWA HIGH SCHOOL SPEECH ASSOCIATION	75.00	REGISTRATION/SHS SPEECH CLUB
JAMES DRIVER	110.00	GENERAL ATHLETICS OFFICIAL
LEWIS CENTRAL HIGH SCHOOL	500.00	DUES/GENERAL ATHLETICS
MISSOURI WESTERN STATE UNIVERSITY	200.00	ENTRY FEE TO ANOTHER SCHOOL
RIEMAN MUSIC DES MOINES	41.37	RESALE/MARCHING MUSTANGS
SARAH F MARTIN	20.00	TRAVEL/FFA
SEAN KRUSE	110.00	GENERAL ATHLETICS OFFICIAL
SIGNS & SHINES	1,900.00	SUPPLIES/CLASS 2018
SW IOWA HONOR MARCHING BAND	1,500.00	TRAVEL/MARCHING MUSTANGS
TOM HARTIGAN	120.00	GENERAL ATHLETIC WORKERS
Fund Number 21	<u>13,228.90</u>	
Checking Account ID 3	Fund Number 81	TRUST FUNDS NON EXPENDABLE
ASHLEY RAKES/EQ SCHOOL OF HAIR DESIGN	500.00	INGRIM SCHOLARHIP TUITION
FAITH DAILEY/NWMSU	500.00	INGRIM SCHOLARHIP TUITION
KATHLEEN COOPER/IWCC	125.00	CLARK CAMPBELL SCHOLARSHIP
Fund Number 81	<u>1,125.00</u>	
Checking Account ID 3	14,353.90	
Checking Account ID 30	Fund Number 10	GENERAL FUND
ADVENTURE LIGHTING	676.04	MAINTENANCE SUPPLIES
AHLERS & COONEY PC	506.00	LAWYER/NEGOTIATIONS
ALICE TRAINING INSTITUTE, LLC	2,492.35	AT RISK SOFTWARE
BLICK ART MATERIALS	7.21	HS ART SUPPLIES
BMO MASTERCARD	175.00	AD DUES
BMO MASTERCARD	545.25	PLTW CLASSROOM TRAVEL
BMO MASTERCARD	333.74	MAINTENANCE BUILDING SUPPLIES
BMO MASTERCARD	20.00	DRAMA & MUSICAL /SUPPLIES
BMO MASTERCARD	1,019.03	HS GENERAL ED SUPPLIES
BMO MASTERCARD	49.00	NON INSTRUCTION STAFF WORKSHOP/CONF REG
BMO MASTERCARD	577.78	BACKGROUND CHECKS
BMO MASTERCARD	9,160.83	ELEM GENERAL ED SUPPLIES
BMO MASTERCARD	1,099.44	MS ART SUPPLIES
BMO MASTERCARD	233.00	TECHNOLOGY COORDINATOR RELATED SOFTWARE
BMO MASTERCARD	154.71	HS GENERAL ED SUPPLIES
BMO MASTERCARD	2,057.55	SUPERINTENDENT POSTAGE
BMO MASTERCARD	59.89	TRANSPORTATION GASOLINE
BMO MASTERCARD	558.92	TRAVEL

Vendor Name	Invoice Amount	Invoice Detail Description
BMO MASTERCARD	2,611.69	GENERAL SUPPLIES
CABINETS BY STAC	169.99	MAINTENANCE BUILDING SUPPLIES
CAMBLIN MECHANICAL	112.45	MAINTENANCE BUILDING SUPPLIES
CAPITAL SANITARY SUPPLY	3,753.09	MAINTENANCE CLEANING SUPPLIES
CDW GOVERNMENT	276.60	TECHNOLOGY COMPUTERS
CENTERPOINT ENERGY	409.84	UTILITIES-GAS
CENTURYLINK	1,092.18	HS PRINCIPAL TELEPHONE
CHAT MOBILITY	135.31	SUPERINTENDENT TELEPHONE
CHOICE SUPPLY	561.03	TECHNOLOGY COORDINATOR SUPPLIES
CITY OF SHENANDOAH	7,401.32	WATER-SEWER
CLARINDA PRINTING	321.20	HS GENERAL ED SUPPLIES
CULLIGAN WATER	162.00	MAINTENANCE SUPPLIES
DISCOUNT SCHOOL SUPPLY	628.92	PRESCHOOL GENERAL SUPPLIES GRANT
EMC INSURANCE COMPANIES	650.00	GENERAL LIABILITY INSURANCE
FELD FIRE	1,073.18	MAINTENANCE BUILDING REPAIR SERVICES
GLENWOOD BAND PARENTS ASSOCIATION	175.00	HS BAND STUDENT ENTRY & REGISTRATION FEE
GLENWOOD CSD	1,803.94	PURCHASE EDUCATIONAL/L3 IND COSTS
HARTMAN PUBLISHING	424.27	HOSA SUPPLIES
HOUGHTON MIFFLIN	1,200.99	COMB WEIGHTED LEVEL WORKBOOKS
HOWARD SPORTING GOODS	98.56	MS PE EQUIPMENT
HUNTEL COMMUNICATIONS	57.50	TECH REPAIR & MAINTENANCE SUPPLIES
INTERNATIONAL ACADEMY OF SCIENCE	500.00	AT RISK SOFTWARE
IOWA COMMUNICATIONS NETWORK	662.53	SUPERINTENDENT TELEPHONE
IOWA HIGH SCHOOL MUSIC ASSOCIATION	25.00	HS VOCAL MUSIC STUDENT ENTRY & REG FEES
IOWA HS ATHLETIC DIRECTOR ASSN	255.00	AD DUES
IOWA WESTERN COMMUNITY COLLEGE	400.00	NON INSTRUCTION STAFF WORKSHOP/CONF REG
JOHN GOWING PLUMBING AND HEATING INC.	425.17	MAINTENANCE BUILDING REPAIR SERVICES
KAGAN PROFESSIONAL DEVELOPMENT	142.00	GENERAL SUPPLIES
KRIEGLER OFFICE	229.18	TRANSPORTATION SUPPLIES
LAKESHORE LEARNING	6,232.01	PRESCHOOL GENERAL SUPPLIES GRANT
LEARNING SUPPLY	197.87	HS GENERAL ED SUPPLIES
LEARNING WITHOUT TEARS	822.09	PRESCHOOL GENERAL SUPPLIES GRANT
MEDICAL ENTERPRISES	33.00	BUS DRIVER PHYSICALS
MID-IOWA SCHOOL IMPROVEMENT CONSORTIUM	2,108.00	EQ PROF DEV STAFF WORKSHOP/CONF REG
MIDAMERICAN ENERGY	16,946.26	UTILITIES-ELECTRICITY
MILLER BUILDING	537.60	MAINTENANCE SUPPLIES
MITEL NET SOLUTIONS	550.26	SUPERINTENDENT TELEPHONE
MPS	600.00	GENERAL ED CURRICULUM TEXTBOOKS
O'REILLY AUTO	9.99	TRANSPORTATION REPAIR PARTS
ORME ELECTRIC	269.27	MAINTENANCE BUILDING REPAIR SERVICES
PEPSI COLA BOTTLING	246.63	MS PRINCIPAL FUNDRAISER SUPPLIES
PLANBOOKEDU	19.00	GENERAL SUPPLIES
RIDDELL/ALL AMERICAN SPORTS	1,906.20	ATHLETIC EQUIPMENT
RIEMAN MUSIC DES MOINES	31.98	HS BAND SUPPLIES
ROCSTOP - WHITEHILLS	1,850.25	MAINTENANCE GASOLINE
ROCSTOP CARDTROL	646.27	TRANSPORTATION GASOLINE
ROGERS PEST CONTROL LLC	210.00	MAINTENANCE PEST CONTROL CONTRACTED
RPDC-NORTHWEST	525.00	EQ PROF DEV STAFF WORKSHOP/CONF REG
SAPP BROS.	770.23	MAINTENANCE GASOLINE
SCHOOL ADMINISTRATORS OF IOWA	610.00	DEAN OF STUDENTS MENTORING FEES
SCHOOL DATEBOOKS	1,178.52	MS GENERAL ED SUPPLIES
SCHOOL OUTFITTERS	1,167.70	PRESCHOOL GENERAL SUPPLIES GRANT
SCHOOL OUTLET	1,065.50	PRESCHOOL GENERAL SUPPLIES GRANT
SHENANDOAH ACTIVITY FUND	640.00	SCHOOL FEES COLLECTED
SHENANDOAH SANITATION	1,084.62	MAINTENANCE GARBAGE COLLECTION

MONTHLY BOARD VENDOR BILLS
 September 2018 Accounts Payable

Vendor Name	Invoice Detail Amount	Invoice Detail Description
SHENANDOAH SCHOOL LUNCH	1,445.45	SCHOOL FEES COLLECTED
SIGNS & SHINES	688.00	SUPERINTENDENT SUPPLIES
SITSPOTS	180.95	ELEM GENERAL ED SUPPLIES
SUPPLYWORKS	1,962.33	MAINTENANCE CLEANING SUPPLIES
SWIBA	25.00	HS BAND STAFF DUES
TEACHERS' CURRICULUM INSTITUTE	192.00	ELEM GENERAL ED TEXTBOOKS
TRUCK CENTER COMPANIES	7.28	TRANSPORTATION REPAIR PARTS
US TOY CO	179.06	PRESCHOOL GENERAL SUPPLIES GRANT
VALLEY PUBLICATIONS	1,101.15	BOARD NEWSPAPER ADVERTISING
VETTER EQUIPMENT CO	871.50	GROUNDS REPAIR SERVICES
WALLIN PLUMBING & HEATING	92.21	MAINTENANCE BUILDING REPAIR SERVICES
WELLMARK BLUE CROSS BLUESHEILD	92,009.33	HEALTH INSURANCE PREPAY
Fund Number 10	<u>184,496.19</u>	
Checking Account ID 30	Fund Number 22	MANAGEMENT FUND
EMC INSURANCE	2,500.00	BOND INSURANCE
STUDENT ASSURANCE SERVICES, INC.	1,718.80	STUDENT CATASTROPHIC INSURANCE
Fund Number 22	<u>4,218.80</u>	
Checking Account ID 30	Fund Number 33	SAVE (SECURE AN ADVANCED VISION FOR ED.
CABINETS BY STAC	850.00	OTHER EQUIPMENT
CAMBLIN MECHANICAL	7,466.91	HVAC SYSTEM
HOGLUND BUS COMPANY	165,500.00	VEHICLES
JOHN GOWING PLUMBING AND HEATING INC.	2,412.47	OTHER CONSTRUCTION
PRO TRACK & TENNIS, INC.	22,434.00	OTHER CONSTRUCTION
TRI-STAR HEATING	2,350.08	HVAC SYSTEM
Fund Number 33	<u>201,013.46</u>	
Checking Account ID 30	Fund Number 36	PHYSICAL PLANT & EQUIPMENT
BLUPOINTE DRS	750.00	TECH RELATED SOFTWARE
BMO MASTERCARD	2,195.05	BUILDING IMPROVMENT FURNITURE&FIXTURES
BMO MASTERCARD	591.67	BUILDING IMPROVMENT FURNITURE&FIXTURES
CAMBLIN MECHANICAL	4,252.46	BUILDING REPAIR
CDW GOVERNMENT	5,731.08	COMPUTERS
CULLIGAN WATER	243.47	RENTAL OF EQUIPMENT & VEHICLES
D&D TECH SERVICES LLC	5,062.50	OTHER PROFESSIONAL SERVICES
GLASS GUY, THE	923.66	BUILDING REPAIR
JOHN GOWING PLUMBING AND HEATING INC.	632.68	BUILDING REPAIR
KRIEGLER OFFICE	968.12	BUILDING IMPROVMENT FURNITURE&FIXTURES
MILLER BUILDING	4,812.95	BUILDING REPAIR
MTE OFFICE CENTER	1,460.61	BUILDING IMPROVMENT FURNITURE&FIXTURES
ORME ELECTRIC	1,518.12	BUILDING REPAIR
PLAY AND PARK STRUCTURES	5,716.44	BUILDING IMPROVMENT FURNITURE&FIXTURES
QUEST SOFTWARE INC.	4,312.00	TECH RELATED SOFTWARE
R & R CONCRETE CONTRACTORS	2,100.00	GROUNDS IMPROVEMENTS INFRASTRUCTURE
SHERIDAN DECORATING	15,630.58	BUILDING IMPROVMENT FURNITURE&FIXTURES
SHORE MOTOR CO	26,279.00	MAINTENANCE VEHICLES
STEVENSON ELECTRIC	19,095.68	OTHER EQUIPMENT
SUPPLYWORKS	(322.47)	EQUIPMENT REPAIRS
TRUCK CENTER COMPANIES	5,057.30	REPAIRS & MAINTENANCE VEHICLES
Fund Number 36	<u>107,010.90</u>	
Checking Account ID 30	<u>496,739.35</u>	

First Name	Last Name	Organization	Start Date	End Date	Name of Fundraiser	What specific funds will be used for	Percentage of profit	Population
Kim	Leininger	Shenandoah Schools	9/23/2018	9/23/2018	Dinner at the Elks	M.A.Y. Mentoring/Links to LNX e-mentoring activities	50% - (50% to caterer)	Staff or General Public
Sarah	Martin	Shenandoah Community Schools	10/1/2018	12/15/2018	Fruit Sales	General Operation of chapter activities: State Convention, contest fees, and banquets, etc	30	Staff or General Public
Sarah	Martin	FFA	8/23/2018	5/1/2018	General Concession Stand	To off set chapter costs for awards and trips	40	Staff or General Public
Sarah	Martin	FFA	8/19/2018	8/19/2018	Brown's Shoe Fit Co. Annual Shoe Show	The funds will be used for Chapter Meeting expenses.	100	Staff or General Public
Stacy	Resh	Elementary/Middle School Library	10/25/2018	10/25/2018	Scholastic Fall Book Fair	Books, shelves, library supplies	55%	Staff or General Public
Stacy	Resh	Elementary/Middle School Library	2/7/2019	2/7/2019	Scholastic Spring Book Fair	Books, shelving, library supplies	55%	Students
Wendy	Fry	Student Council	9/4/2018	9/17/2018	Homecoming T-shirts	Homecoming and Winter X Games activities, Student Council workshops, etc.	unknown, still working on quotes, but probably 20-40%	Local or Regional Businesses
Stacy	Resh	Elementary/MS library	1/10/19 tentative date	1/25/2019	Great American Opportunities Fundraiser	books, shelving, etc	40	Staff or General Public
Brett	Roberts	Shenandoah Baseball	9/9/2018	9/9/2018	Fall Baseball Clinic	Baseball equipment	100%	Students

Date	Location	Grade Level/Class	Sponsor	
10/24/2018-10/28/2018	National FFA Convention in Indiana	HS	Sarah Martin	8/28/2018
10/4/2018	Northwest Missouri University Fall CDE	HS	Sarah Martin	10/4/2018
31-Aug-18	Missouri Western XC St. Joseph, Missouri	HS	XC Coaches	8/1/2018
20-Sep-18	Nebraska City	MS Cross Country	Daoust	9/4/2018

AGENDA ITEM

SHENANDOAH COMMUNITY SCHOOL DISTRICT

Instructional Support Levy

Resolution to Consider Continued Participation in the Instructional Support Program

**NOTICE MUST BE GIVEN PURSUANT TO IOWA CODE
CHAPTER 21 AND THE LOCAL RULES OF THE SCHOOL
DISTRICT.**

September 10, 2018

The Board of Directors of the Shenandoah Community School District, in the Counties of Page, Fremont, Montgomery, and Mills, State of Iowa, met in _____ session, in the Administration Board Room, 304 West Nishna Road, Shenandoah, Iowa 51601, at 5:00 o'clock P.M., on the above date. There were present President _____, in the chair, and the following named Board Members:

Absent: _____

* * * * *

The President of the Board called up for consideration the Resolution to Consider Continued Participation in the Instructional Support Program which requires that a public hearing be held on this proposal.

Director _____ introduced the following Resolution and moved its adoption. Director _____ seconded the motion to adopt. The roll call was called; the vote was:

AYES: _____

NAYS: _____

The President declared the Resolution adopted as follows:

RESOLUTION

TO CONSIDER CONTINUED PARTICIPATION IN THE INSTRUCTIONAL SUPPORT PROGRAM

WHEREAS, the Board of Directors has determined that to continue the current level of services and to fund the ongoing programs of the School District, continuation of participation in the Instructional Support Program for a period of five years is necessary and in the best interests of the District and its residents and students; and

WHEREAS, the Board of Directors wishes to consider continued participation in the Instructional Support Program as provided in Iowa Code sections 257.18 through 257.21; and

WHEREAS, the authorization for the current Instructional Support Program will expire on June 30, 2019; and

WHEREAS, this Resolution sets forth the proposal of the Board of Directors, including the method that will be used to fund the program; and

WHEREAS, notice of the time and place of a public hearing must be published:

NOW, THEREFORE, it is resolved:

1. The Board of Directors wishes to consider continued participation in the Instructional Support Program as provided in Iowa Code sections 257.18 through 257.21, for a period of five years, commencing with the fiscal year ending June 30, 2020.

2. The additional funding for the Instructional Support Program for a budget year shall be determined annually, and shall not exceed twenty percent (20%) of the total regular program district cost for the budget year and moneys received under Iowa Code section 257.14 as a budget adjustment for the budget year.

3. Moneys received by the District for the Instructional Support Program may be used for any general fund purpose.

4. The Instructional Support Program shall be funded by instructional support state aid and a combination instructional support property tax levied annually upon the taxable property within the School District commencing with the levy of property taxes for collection in the fiscal year ending June 30, 2020, and an instructional support income surtax imposed annually, the percent of income surtax to be determined by the Board for each budget year to be imposed upon the state individual income tax of each individual income taxpayer resident in the School District on December 31, 2019, and each year thereafter.

5. The Secretary is authorized and directed to give notice of a public hearing to be held in the Administration Board Room, 304 West Nishna Road, Shenandoah, Iowa 51601, on October 8, 2018, at 5:00 o'clock P.M.

6. Following the public hearing the Board intends to take action on the question whether to continue participation in the Instructional Support Program.

PASSED AND APPROVED this 10th day of September, 2018.

President

ATTEST:

Secretary

Thank you.

A district may request allowable growth and supplement aid for a negative special education balance for the current school year. The supplemental aid payment will be calculated by the Department of Management after all special education balances have been finalized. If a district has a positive special education balance, they do not have the ability to request allowable growth and supplemental aid. The date listed below indicates when the district's board approved seeking allowable growth and supplemental aid for a negative special education balance.

Our Board approved this action on

Upload your minutes (PDF or Word): No file chosen

Previous Year Carryover (Screen 4)	Weighted Receipts (Screen 4)
\$0.00	\$783,686.00
Total Special Education Revenue	Carryover Allowed in Current Year (10% of Weighted Receipts)
\$1,832,412.50	\$78,368.60
Total Special Education Expenditures	Amount to be Redistributed to Districts with a Negative Balance
\$2,322,713.68	\$0.00
Special Education Balance in Current Year	Amount of Allowable Growth Request
(\$490,301.18)	\$490,301.18

DISTRICT LEVEL FORMS	STATUS	DATE
Screen 1 - Resident Students Tuitioned Out	COMPLETE	8/23/2018 2:12:30 PM
Screen 2 - Resident Students	COMPLETE	8/23/2018 11:14:57 AM
Screen 3 - Non-Resident Students Tuitioned In	COMPLETE	8/23/2018 12:41:13 PM
Screen 4 - Receipts	COMPLETE	8/23/2018 11:15:19 AM
Screen 5 - Part B Funds	COMPLETE	8/23/2018 11:15:34 AM
Screen 6 - Medicaid Reimbursement	COMPLETE	8/23/2018 12:09:45 PM
Screen 7 - Transportation Costs	COMPLETE	8/23/2018 12:21:25 PM
Screen 8 - Special Education Balance	COMPLETE	8/23/2018 2:14:27 PM
Screen 9 - Maintenance of Effort	COMPLETE	8/23/2018 12:34:44 PM
Screen 10 - Excess Costs	COMPLETE	8/23/2018 12:38:03 PM
Screen 11 - Certification	COMPLETE	8/23/2018 2:13:16 PM

Please contact [Bill Roederer, \[DOE\]](#), by email or phone 515-281-7972 with questions regarding this form.

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MEAL CHARGES

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

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

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

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

Negative Account Balances

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

Communication of the Policy

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

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

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

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

WELLNESS POLICY

I. Purpose and Goals

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

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

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

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

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

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

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

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

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

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

Approved 4-10-06

Reviewed 7-00-15

Revised _____

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

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

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

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

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

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

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

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

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

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

WELLNESS POLICY

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

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

III. Nutrition and Physical Activity Promotion and Food Marketing

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

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

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

IV. Physical Activity Goals

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

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

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

WELLNESS POLICY

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

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

V. Monitoring and Policy Review

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

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

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

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

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

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

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

Cross Reference: 504.8 Student Activity Program
710 School Food Services

EDUCATION RECORDS ACCESS

The board recognizes the importance of maintaining education records and preserving their confidentiality as provided by law. Education records are kept confidential at collection, storage, disclosure and destruction stages. The board secretary is the custodian of education records. Education records may be maintained in the central administration office or administrative office of the student's attendance center.

Definitions

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

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

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

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

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

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

If the parents or an eligible student believes the information in the education records is inaccurate, misleading or violates the privacy of the student, the parents or an eligible student may request that the school district amend the education records.

STUDENT RECORDS ACCESS

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

- To school officials within the school district and AEA personnel whom the superintendent has determined to have a legitimate educational interest, including, but not limited to, board members, employees, school attorney, auditor, health professionals, and individuals serving on official school committees;
- To officials of another school district in which the student wishes to enroll, provided the other school district notifies the parents the education records are being sent and the parents have an opportunity to receive a copy of the records and challenge the contents of the records unless the annual notification includes a provision that records will automatically be transferred to new school districts;
- To the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education or state and local educational authorities;
- In connection with a student's application for, or receipt of, financial aid;
- To organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction, if such studies are conducted in such a manner as will not permit the personal identification of students and their parents by persons other than representatives of such organizations and such information will be destroyed when no longer needed for the purpose for which it was conducted;
- To accrediting organizations;
- To parents of a dependent student as defined in the Internal Revenue Code;
- To comply with a court order or judicially issued subpoena;
- Consistent with an interagency agreement between the school district and juvenile justice agencies;
- In connection with a health or safety emergency;
- As directory information; or
- In additional instances as provided by law.

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

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

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

When personally identifiable information, other than permanent education records, is no longer needed to provide educational services to a special education student, the parents or eligible student are notified. This notice is normally given after a student graduates or otherwise leaves the school district. If the parents or

STUDENT RECORDS ACCESS

eligible student request that the personally identifiable information be destroyed, the school district will destroy the records, except for permanent records. Prior to the destruction of the records, the school district must inform the parents or eligible student the records may be needed by the parents or eligible student for social security benefits or other purposes. For purposes of policy, “no longer needed to provide educational services” means that a record is no longer relevant to the provision of instruction, support, or related services and it is no longer needed for accountability and audit purposes. At a minimum, a record needed for accountability and audit purposes must be retained for five years after completion of the activity for which funds were used.

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

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

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

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

Confidential information shared between the school district and the agencies will remain confidential and will not be shared with any other person, unless otherwise provided by law. The school district may discontinue information sharing with an agency if the school district determines that the agency has violated the intent or letter of the agreement.

Agencies will contact the principal of the attendance center where the student is currently or was enrolled. The principal will then forward copies of the records within a reasonable time following receipt of the request.

The school district will provide training or instruction to employees about parents' and eligible students' rights under this policy. Employees will also be informed about the procedures for carrying out this policy. It is the responsibility of the superintendent to annually notify parents and eligible students that they have the right to:

- (1) Inspect and review the student's education records;
- (2) Seek amendment of the student's education records that the parent or eligible student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights;
- (3) Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the law authorizes disclosure without consent; and
- (4) File a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the law.

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

The notice will include a statement that the parents have a right to file a complaint alleging the school district failed to comply with this policy. Complaints are forwarded to [Family Policy Compliance Office](#), U.S. Department of Education, 400 Maryland Avenue, Washington, DC. 20202-8520.

Legal Reference: 20 U.S.C. § 1232g, 1415.
 34 C.F.R. Pt. 99, 300, .610 *et seq.*
 Iowa Code §§ 22; 279.9B, 280.24, .25, 622.10.
 281 I.A.C. 12.3(4); 41
 1980 Op. Att'y Gen. 720, 825.

Cross Reference: 501 Student Attendance
 505 Student Scholastic Achievement
 506 Student Records
 507 Student Health and Well-Being
 603.3 Special Education
 708 Care, Maintenance and Disposal of School District Records
 901 Public Examination of School District Records

Approved _____

Reviewed _____

Revised _____

REQUEST OF NONPARENT FOR EXAMINATION OR COPIES OF EDUCATION RECORDS

The undersigned hereby requests permission to examine the _____ Community School District's official education records of:

(Legal Name of Student)

(Date of Birth)

The undersigned requests copies of the following official education records of the above student:

The undersigned certifies that they are (check one):

- (a) An official of another school system in which the student intends to enroll. ()
- (b) An authorized representative of the Comptroller General of the United States. ()
- (c) An authorized representative of the Secretary of the U.S. Department of Education or U.S. Attorney General ()
- (d) A state or local official to whom such is specifically allowed to be reported or disclosed. ()
- (f) A person connected with the student's application for, or receipt of, financial aid. ()
- (g) A representative of a juvenile justice agency with which the school district has an interagency agreement. ()

The undersigned agrees that the information obtained will only be redisclosed consistent with state or federal law without the written permission of the parents of the student, or the student if the student is of majority age.

(Signature)

(Title)

(Agency)

APPROVED:

Signature: _____

Title: _____

Dated: _____

Date: _____

Address: _____

City: _____

State: _____ ZIP: _____

Phone Number: _____

AUTHORIZATION FOR RELEASE OF EDUCATION RECORDS

The undersigned hereby authorizes _____

School District to release copies of the following official education records:

concerning _____ (Full Legal Name of Student) _____ (Date of Birth)

_____ from 20 ____ to 20 ____
(Name of Last School Attended) (Year(s) of Attendance)

The reason for this request is: _____

My relationship to the child is: _____

Copies of the records to be released are to be furnished to:

- () the undersigned
- () the student
- () other (please specify) _____

(Signature)

Date: _____

Address: _____

City: _____

State: _____ ZIP _____

Phone Number: _____

REQUEST FOR HEARING ON CORRECTION OF EDUCATION RECORDS

To: _____ Address: _____
Board Secretary (Custodian)

I believe certain official education records of my child, _____, (full legal name of student), _____ (school name), are inaccurate, misleading or in violation of privacy rights of my child.

The official education records which I believe are inaccurate, misleading or in violation of the privacy or other rights of my child are:

The reason I believe such records are inaccurate, misleading or in violation of the privacy or other rights of my child is:

My relationship to the child is: _____

I understand that I will be notified in writing of the time and place of the hearing; that I will be notified in writing of the decision; and I have the right to appeal the decision by so notifying the hearing officer in writing within ten days after my receipt of the decision or a right to place a statement in my child's record stating I disagree with the decision and why.

(Signature)

Date: _____

Address: _____

City: _____

State: _____ ZIP _____

Phone Number: _____

REQUEST FOR EXAMINATION OF EDUCATION RECORDS

To: _____ Address: _____
Board Secretary (Custodian)

The undersigned desires to examine the following official education records.

of _____ , _____
(Full Legal Name of Student) (Date of Birth) (Grade)

(Name of School)

My relationship to the student is: _____

(check one)

- I do
- I do not

desire a copy of such records. I understand that a reasonable charge may be made for the copies.

(Parent's Signature)

APPROVED:

Date: _____

Address: _____

Signature: _____

City: _____

Title: _____

State: _____ ZIP _____

Dated: _____

Phone Number: _____

NOTIFICATION OF TRANSFER OF EDUCATION RECORDS

To: _____ Date: _____
Parent/or Guardian

Street Address: _____
City/State _____ ZIP: _____

Please be notified that copies of the _____ Community School District's official education records concerning _____, (full legal name of student) have been transferred to:

School District Name Address

upon the written statement that the student intends to enroll in said school system.

If you desire a copy of such records furnished, please check here _____ and return this form to the undersigned. A reasonable charge will be made for the copies.

If you believe such records transferred are inaccurate, misleading or otherwise in violation of the privacy or other rights of the student, you have the right to a hearing to challenge the contents of such records.

(Name)

(Title)

LETTER TO PARENT REGARDING RECEIPT OF A SUBPOENA

Date

Dear (Parent):

This letter is to notify you that the _____ Community School District has received a (subpoena or court order) requesting copies of your child's education records. The specific records requested are _____.

The school district has until (date on subpoena or court order) to deliver the documents to (requesting party on subpoena or court order). If you have any questions, please do not hesitate to contact me at (phone #).

Sincerely,

(Principal or Superintendent)

JUVENILE JUSTICE AGENCY INFORMATION SHARING AGREEMENT

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

Identification of Agencies: This agreement is between the Shenandoah Community School District (hereinafter "School District") and (agencies listed) (hereinafter "Agencies").

Statutory Authority: This agreement implements Iowa Code § 280.25 and is consistent with 34 C.F.R. 99.38 (2012).

Parameters of Information Exchange:

1. The School District may share any information with the Agencies contained in a student's permanent record which is directly related to the juvenile justice system's ability to effectively serve the student.
2. Prior to adjudication information contained in the permanent record may be disclosed by the school district to the Agencies without parental consent or court order.
3. Information contained in a student's permanent record may be disclosed by the School District to the Agencies after adjudication only with parental consent or a court order.
4. Information shared pursuant to the agreement is used solely for determining the programs and services appropriate to the needs of the student or student's family or coordinating the delivery of programs and services to the student or student's family.
5. Information shared under the agreement is not admissible in any court proceedings which take place prior to a disposition hearing, unless written consent is obtained from a student's parent, guardian, or legal or actual custodian.
6. Information obtained by the school from other juvenile justice agencies may not be used as the basis for disciplinary action of the student.
7. This agreement only governs a school district's ability to share information and the purposes for which that information can be used. Other agencies are bound by their own respective confidentiality policies.

Records' Transmission: The individual requesting the information should contact the principal of the building in which the student is currently enrolled or was enrolled. The principal will forward the records within a reasonable time following receipt of the request.

Confidentiality: Confidential information shared between the Agencies and the school district will remain confidential and will not be shared with any other person, unless otherwise provided by law. Information shared under the agreement is not admissible in any court proceedings which take place prior to a disposition hearing, unless written consent is obtained from a student's parent. Agencies or individuals violating the terms of this agreement subject their entity represented and themselves personally to legal action pursuant to federal and state law.

JUVENILE JUSTICE AGENCY INFORMATION SHARING AGREEMENT

Amendments: This agreement constitutes the entire agreement among the agencies with respect to information sharing. Agencies may be added to this agreement at the discretion of the school district.

Term: This agreement is effective from (September 1, 20 or other date) .

Termination: The School District may discontinue information sharing with an Agency if the School District determines that the Agency has violated the intent or letter of this Agreement.

APPROVED:

Signature: _____ Address: _____
Title: _____ City: _____
Agency: _____ State: _____ ZIP _____
Dated: _____ Phone Number: _____

Signature: _____ Address: _____
Title: _____ City: _____
Agency: _____ State: _____ ZIP _____
Dated: _____ Phone Number: _____

Signature: _____ Address: _____
Title: _____ City: _____
Agency: _____ State: _____ ZIP _____
Dated: _____ Phone Number: _____

Signature: _____ Address: _____
Title: _____ City: _____
Agency: _____ State: _____ ZIP _____
Dated: _____ Phone Number: _____

ANNUAL NOTICE

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

- (1) The right to inspect and review the student's education records within 45 days of the day the district receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal (or appropriate school official) will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- (2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading or in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask school district to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed.

If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist, a or a parent or student serving on an official committee, such as a disciplinary or grievance committee or student assistance team, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

The school district has designated the following information as directory information:

Student's name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, grade level, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors, and awards received, the most recent educational agency or institution attended, and the student ID number, user ID, or other unique personal identifier used to communicate in

ANNUAL NOTICE

electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)

- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office, U.S. Department of Education,
400 Maryland Ave., SW, Washington, DC, 20202-4605.

USE OF STUDENT RECORDS REGULATION

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

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

A. Access to Records

1. Parents, eligible students, and other individuals authorized in accordance with law will have access to the student's education records during the regular business hours of the school district. Parents and eligible students will have a right to access the student's education records upon request without unnecessary delay and in no instance more than forty-five calendar days after the request is made. An eligible student or parent, upon written request to the board secretary, shall receive an explanation and interpretation of the education records. A student, eighteen years or older, has the right to determine who, outside the school system, has access to the records. Parents of students who are 18 years or older but still dependents for income tax purposes may access the student's records without prior permission of the student.
2. School officials having access to student records are defined as having a legitimate educational interest. A school official is a person employed by the school district as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school district has contracted to perform a special task (such as an attorney, auditor, AEA employee, medical consultant, or therapist); or a parent or student serving on an official committee, such as disciplinary or grievance committee or student assistance team, or assisting another school official in performing his or her tasks.

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

C. Procedures for Requesting a Record Amendment

1. If the eligible student, parent, or legal guardian believe the information in the education records is inaccurate, misleading, or violates the privacy of the student, the parents or an eligible student may request that the school district amend the education student records.
2. The school district will decide whether to amend the education student records within a reasonable time after receipt of the request.
3. If the school district determines an amendment is made to the education student record, the school district will make the amendment and inform the parents or the eligible student of the decision in writing.
4. If the school district determines that amendment of the student's education record is not appropriate, it will inform the parents or the eligible student of their right to a hearing before the hearing officer provided by the school district. The hearing officer may be an employee of the school district, so long as the employee does not have a direct interest in the outcome of the hearing.

5. Upon parental request, the school district will hold a hearing regarding the content of a student's education records which the parent believes to be inaccurate, misleading, or in violation of the privacy rights of students.
6. The hearing will be held within a reasonable time after receipt of the parent or eligible student's request. The parent or eligible student will receive reasonable advance notice of date, time and place of the hearing.
7. The parents or eligible student will be given a full and fair opportunity to present evidence relevant to the issues. The parent or eligible student may be represented by an individual at their choice at their own expense.
8. The hearing officer will render a written decision within a reasonable period after the hearing. The decision will be based upon evidence presented at the hearing and must include a summary of the evidence and the reasons for the decision.
9. The parents may appeal the hearing officer's decision to the superintendent within *[insert number]* days if the superintendent does not have a direct interest in the outcome of the hearing.
10. The parents may appeal the superintendent's decision or the hearing officer's decision if the superintendent was unable to hear the appeal, to the board within 10 days. It is within the discretion of the board to hear the appeal.
11. If the parents' and the eligible student's request to amend the education student record is further denied following the hearing, the parents or the eligible student are informed that they have a right to place an explanatory letter in the education student record commenting on the school district's decision or setting forth the reasoning for disagreeing with the school district. Additions to the student's education records will become a part of the education student record and be maintained like other education student records. If the school district discloses the education student records, the explanation by the parents will also be disclosed or the eligible student of the decision in writing.

STUDENT DIRECTORY INFORMATION

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

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

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

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

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

STUDENT DIRECTORY INFORMATION

Legal Reference: 20 U.S.C. § 1232g.
34 C.F.R. Pt. 99.
Iowa Code § 22; 622.10.
281 I.A.C. 12.3(4); 41.
1980 Op. Att'y Gen. 720.

Cross Reference: 504 Student Activities
506 Student Records
901 Public Examination of School District Records
902.4 Live Broadcast or videotaping

Approved _____

Reviewed _____

Revised _____

AUTHORIZATION FOR RELEASING STUDENT DIRECTORY INFORMATION

The Shenandoah Community School District has adopted a policy designed to assure parents and students the full implementation, protection and enjoyment of their rights under the Family Educational Rights and Privacy Act of 1974 (FERPA). A copy of the school district's policy is available for review on the district website www.shencsd.com or in each school office.

This law requires the school district to designate as "directory information" any personally identifiable information taken from a student's educational records prior to making such information available to the public.

The school district has designated the following information as directory information:

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

You have the right to refuse the designation of any or all of the categories of personally identifiable information as directory information with respect to your student provided that you notify the school district in writing not later than August 23rd of this school year. If you desire to make such a refusal, please complete and return the slip attached to this notice or indicate this refusal using the online student registration system.

If you have no objection to the use of student information, you do not need to take any action.

AUTHORIZATION FOR RELEASING STUDENT DIRECTORY INFORMATION

RETURN THIS FORM

Community School District Parental Directions to
Withhold Student/Directory Information for Education Purposes, for 20__ - 20__ school year.

Student Name: _____

Date of Birth _____

School: _____

Grade: _____

(Signature of Parent/Legal Guardian/Custodian of Child)

(Date)

This form must be returned to your child's school no later than _____, 20____.
Additional forms are available at your child's school.

USE OF DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Shenandoah Community School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Shenandoah Community School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Shenandoah Community School District to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and,
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. ¹

If you do not want the Shenandoah Community School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by August 23rd of the school year. Shenandoah Community School District has designated the following information as directory information:

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

¹ These laws are: Section 9528 of the Elementary and Secondary Education Act (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).