

Shenandoah Community School District Board of Directors  
Shenandoah Administrative Board Room  
March 11, 2019 – 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. Public Hearing – Proposed School Calendar for 2019-2020 School Year
5. Welcome to Audience
6. Public Forum
7. Administrative Reports
  - a. Early Childhood Program                      Mrs. Spiegel
  - b. Budget Planning FY 20
8. Consent Agenda
  - a. Minutes
  - b. Treasurer's Report
    - i. Account Balances
    - ii. Unspent Authorized Budget Report
    - iii. Accounts Payable
  - c. Personnel Requests

Contracts:

2019-2020

Jennifer Housman	K-8 Guidance Counselor	MA Step 3 w/10 additional days
Jon Denton	Assistant HS Football Coach	
Julie Mount	.25 Business Teacher	BA Step 1
Mary Peterson	10 <sup>th</sup> Grade Sponsor	

2018-2019

Taylor Powers	9 <sup>th</sup> Grade Softball Coach	\$3,516
Ty Ratliff	Summer HS Weight	\$3,850

Resignations:

Angie Holmes	Food Service	effective 3-8-19
Keisha McHargue	MS Master Teacher	end of school year
Kelly Carey	TAG Teacher	end of school year
Lissa Dunkeson	Food Service	effective 3-1-19
Mary Peterson	Spring Play Sponsor	end of school year

Transfers:

*Brett Roberts	6 <sup>th</sup> Grade to TAG Teacher
Crystal Wittmer	.5 Yearbook to Full Yearbook Sponsor

\*pending final licensure

Modifications (2019-2020):

Brett Roberts	BA to BA +15	(pending requirements met)
Dale Risher	BA+15 to MA	
Kelsey Heintz	BA to BA+15	(pending requirements met)
Linda Laughlin	BA to BA+15	
Maria Blake	BA+30 to MA	
Tim Freed	BA to MA	
Ty Ratliff	BA to MA	(pending requirements met)
Trevor Scanlan	IT Assistant (training requirements are complete)	\$42,000

- d. Fundraising Requests
  - \*on attached sheet
- e. Out of State Travel Requests
  - i. 10<sup>th</sup> Grade to Northwest Missouri State University in Maryville, MO for the Career Fair on March 27, 2019
  - ii. BPA to the National Leadership Conference in Anaheim, CA on April 30 – May 5, 2019
- f. Grant Requests
  - i. BPA – Jeans Fund Grant to help with registration, travel, food and lodging for the National BPA Leadership Conference
  - ii. Grant for Coding STEM Scale Up - HS
- g. Early Graduation Request (March 2019 – pending all requirements are met)
  - Vanessa Archer

9. Action Items

- a. Approve School Calendar for the 2019-2020 School Year
- b. Approve Settlement with SEA for FY20 for 2.61%
- c. Approve Coaches Handbook 19-20
- d. Approve Preschool Handbook
- e. Approve Preschool Curriculum
- f. Approve the 101% Budget Guarantee Resolution
- g. Approve Contract Amendment with DLR for Bond Planning Services and HS Additions and Renovations
- h. Approve Carpet Bids for HS Library
  - i. Recommend Sheridan Decorating - \$9,078.30
- i. Approve Carpet Bid for K-8 Summer Project
  - i. Recommend Cabinets by Stac - \$59,232.00
- j. Approve Mower Bids for 2 Riding Mowers
  - i. Recommend Vetter Equipment \$20,800.00
- k. Approve Purchase of Weight Room Equipment from Johnson Fitness and Wellness \$16,961.00
  - i. (cost shared between general fund, activities, and Boosters)

- I. Approve Addition of the Following Activity Sponsors
  1. Boys & Girls Soccer
  2. Dance Team
  3. Middle School Cheerleading
- m. Approve addition of up to 3 "zero hour" or early morning classes paid based on 1/9 of the salary rate.
  1. Industrial Arts
  2. Weights
  3. Agriculture

10. Discussion Items

11. Informational Items

Next Regular Meeting – April 8, 2019 at 5:00 P.M.

12. Adjournment

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

Department of Management - Form S-PB-8

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

Proposed Tax Rate (per \$1,000 taxable valuation) 14.60198

Location of Public Hearing:

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

Date of Hearing:

April 8, 2019  
mm/dd/yy

Time of Hearing:

5:00 PM

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

Shenandoah Community School District  
Minutes of the Regular Meeting of the Board of Directors – February 11, 2019  
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, Kathy Langley, Greg Ritchey and Adam Van Der Vliet. Also present were Superintendent Dr. Kerri Nelson, School Business Official Sherri Ruzek and Board Secretary Lisa Holmes. Absent was Director Kip Anderson.

**Mission Statement:**

The SCSD Mission Statement was read by Director Kathy Langley.

**Welcome to Audience:**

Board President Jean Fichter welcomed everyone to the meeting.

**Open Forum:**

No one addressed the board.

Director Anderson arrived at 5:01 pm.

**Administrative Reports:**

*District Profile* – Dr. Kerri Nelson showed the board a series of short videos that have been playing on social media promoting the school and all it has to offer.

**Consent Agenda:**

Approve the consent agenda to include previous minutes, the financial accounts and the payment of bills. Personnel Requests: Contracts: Emma Martin, 5<sup>th</sup> Grade Teacher – BA Step 1, pending licensing requirements are met. Transfers: Molly Nelson, PK 4 to Junior Kindergarten; Tammie Stettler, 1<sup>st</sup> Grade to Kindergarten; Tiffany Stanton, .5 to full 9<sup>th</sup> Grade Sponsor; Dustin Comstock, HS Assistant Football to MS Football Coach; Chelsie Reynolds, HS Assistant Track to HS Assistant Girls Track; all for the 2019-20 school year. Resignations: Traci Toms, Kindergarten Teacher; Kathryn Freed, 10<sup>th</sup> Grade Sponsor - effective end of school year. Retirement Incentive: Becky Sturm, Junior Kindergarten Teacher; Cindy Novinger, Kindergarten Teacher; Ellen Christensen, 5<sup>th</sup> Grade Teacher; Kent Schubert, 5<sup>th</sup> Grade Teacher; Marcia Armstrong, HS Associate; Renee Kettwick, K-8 Guidance Counselor – all effective at the end of the school year; Marcia Johnson, 3<sup>rd</sup> Grade Teacher and Dennis Rogers, Building and Grounds Director – effective June 30, 2019. Fundraising Requests: on attached sheet. Out of State Travel Requests: 12<sup>th</sup> Grade AP Government class to the Omaha Correctional Facility in Omaha, Nebraska on March 13, 2019; Boys and Girls Track teams to Northwest Missouri State University in Maryville, Missouri on March 16, 2019. Grant Requests: on attached sheet. Motion to Approve by Director Ritchey, 2<sup>nd</sup> by Director Van Der Vliet. 5 Ayes – Motion passes.

**Action Items:**

Director Ritchey moved to receive the opening proposal from the SEA Collective Bargaining Unit. Director Van Der Vliet seconded the motion. 5 Ayes – Motion passes.

Director Ritchey moved to receive the opening proposal from the SSA+ Collective Bargaining Unit. Director Van Der Vliet seconded the motion. 5 Ayes – Motion passes.

Approve Support Staff Handbook for 2019-20. Motion by Director Ritchey, 2<sup>nd</sup> by Director Langley. 5 Ayes – Motion passes.

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

Approve purchase of a suburban in the amount of \$46,550 from Doug Meyer Chevrolet. Motion by Director Van Der Vliet, 2<sup>nd</sup> by Director Langley. 5 Ayes – Motion passes.

Approve the proposal with Control Management, Inc. for BACnet Cabling at the elementary/middle school for \$10,250 and the proposal with Camblin Mechanical for the replacement of a leaking condenser coil on RTU 1 serving the high school gym for \$12,140.

Motion by Director Ritchey, 2<sup>nd</sup> by Director Van Der Vliet. 5 Ayes – Motion passes.

Appoint a Facility Committee to include: Dean Adkins, Jon Finn, Chelsie Greene, Dennis Grebert, Lisa Langenberg, Sarah F. Martin (ad hoc), Jeff Miller, Ryan O'Rourke, Jason Rystrom, Benne Rogers, Brett Roberts (ad hoc), Jay Sweet (ad hoc), Chad Tiemeyer and Jesse Van Essen.

Additional members may be added as needed. Motion by Director Ritchey, 2<sup>nd</sup> by Director Van Der Vliet. 5 Ayes – Motion passes.

Director Ritchey moved to appoint Jean Fichter and Adam Van Der Vliet to the committee for sharing agreements for the 2019-20 school year. Director Langley seconded the motion. 5 Ayes – Motion passes.

Approve adding up to a .25 FTE Business Education/Technology teaching position. Motion by Director Langley, 2<sup>nd</sup> by Director Ritchey. 5 Ayes – Motion passes.

**Discussion Items:**

Dr. Kerri Nelson told the board of the plan to purchase a bus for daily routes and a larger, air-conditioned bus for activities in the next 2 fiscal years.

**Next Board Meeting:** Regular Meeting – March 11, 2019 at 5:00 p.m. A work session for the budget will be set in the next few weeks.

Adjournment at 5:40 pm. Motion by Director Ritchey, 2<sup>nd</sup> by Director Van Der Vliet. 5 Ayes – Motion passes.

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Board Secretary

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Board President

Shenandoah Community School District  
Minutes of the Special Meeting of the Board of Directors – February 25, 2019  
Administration Board Room

**Call to Order:**

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

**Roll Call:**

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

**Mission Statement:**

The SCSD Mission Statement was read by Director Greg Ritchey.

**Consent Agenda:**

Jennifer Housman as K-8 Guidance Counselor was struck from the agenda due to her resignation from her position with the AEA having not yet been approved. Personnel Requests: Contracts: Jennifer Chapa, 9<sup>th</sup> Grade Language Arts Teacher – MA Step 6; Stephen Hielen, Director of Maintenance and Operations - \$74,000; Kendria Johnson, Kindergarten Teacher – BA Step 1; Holly Martin, Driver’s Ed Instructor - \$200/student; Matthew Peters, Driver’s Ed Instructor - \$200/student; Lindsey Shaffer, 1<sup>st</sup> Grade Teacher – MA Step 8. Transfers: Robynn Manely, PK 4 Associate to PK4 Teacher – BA Step 1 for the 2019-20 school year. Resignations: Emily Furst, Food Service Director – effective March 15, 2019; Nicole Grindle, .5 Yearbook Sponsor; Amy Zwickel, HS Bowling Coach; Zac Zwickel, HS Assistant Bowling Coach - effective end of school year. Grant Requests: Application for new line of STEM for PK. Motion to Approve by Director Van Der Vliet, 2<sup>nd</sup> by Director Langley. 4 Ayes with Director Anderson absent – Motion passes.

**Action Items:**

Director Van Der Vliet moved to present the opening proposal to the SEA Collective Bargaining Unit which includes a 2.56% increase on the base wage. Director Langely seconded the motion. 4 Ayes with Director Anderson absent – Motion passes.

Director Langley moved to present the opening proposal to the SSA+ Collective Bargaining Unit which includes a 2.279% increase (\$.30 increase on the base wage, \$2.00 increase per route for bus drivers). Director Van Der Vliet seconded the motion. 4 Ayes with Director Anderson absent – Motion passes.

**Next Board Meeting:** Regular Meeting – March 11, 2019 at 5:00 p.m.

Adjournment at 5:06 pm. Motion by Director Langley, 2<sup>nd</sup> by Director Van Der Vliet. 4 Ayes with Director Anderson absent – Motion passes.

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Board Secretary

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Board President

Shenandoah Community School District  
Minutes of the Special Meeting of the Board of Directors – March 6, 2019  
Administration Board Room

**Call to Order:**

Board President Jean Fichter called the meeting to order at 9:00 a.m.

**Roll Call:**

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

**Action Items:**

Director Ritchey moved to approve the amended contract with DLR Group for the High School Window Replacement Project. Director Langley seconded the motion. 4 Ayes with Director Anderson absent – Motion passes.

**Next Board Meeting:** Regular Meeting – March 11, 2019 at 5:00 p.m.

Adjournment at 9:03 a.m. Motion by Director Langley, 2<sup>nd</sup> by Director Ritchey. 4 Ayes with Director Anderson absent – Motion passes.

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Board Secretary

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Board President

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

<b>SHENANDOAH ACCOUNT BALANCES</b>						
<b>ACCOUNT</b>	<b>JANUARY</b>	<b>FEBRUARY</b>	<b>MARCH</b>	<b>APRIL</b>	<b>MAY</b>	<b>JUNE</b>
<b>General Fund (10)</b>						
Beg Balance Checking (Century)	\$7,905.63	\$466,791.43				
Beg Balance Savings (Century)	\$3,651,748.21	\$3,034,715.63				
Revenues	\$916,428.68	\$1,015,015.39				
Expenditures	-\$1,079,253.56	-\$1,187,232.13				
End Balance Checking (Century)	\$466,791.43	\$65,490.19				
End Balance Savings (Century)	\$3,034,715.63	\$3,265,237.13				
<b>Total General Fund</b>	<b>\$3,501,507.06</b>	<b>\$3,330,727.32</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Management Fund (22)</b>						
Beg Balance Checking (Century)	\$4,510.60	\$1,513.93				
Beg Balance Savings (Century)	\$413,004.04	\$400,717.27				
Revenues Checking	\$17,716.56	\$7,943.40				
Expenditures Checking	-\$33,000.00	\$0.00				
End Balance Checking (Century)	\$1,513.93	\$1,518.97				
End Balance Savings (Century)	\$400,717.27	\$408,655.63				
<b>Total Management Fund</b>	<b>\$402,231.20</b>	<b>\$410,174.60</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>SAVE Fund (33)</b>						
Beg Balance Checking (Century)	\$113,576.16	\$101,707.42				
Beg Balance Savings (Century)	\$1,917,410.80	\$1,972,687.11				
Revenues Checking	\$90,385.48	\$88,693.30				
Expenditures Checking	-\$46,977.91	-\$34,885.67				
End Balance Checking (Century)	\$101,707.42	\$102,046.09				
End Balance Savings (Century)	\$1,972,687.11	\$2,026,156.07				
<b>Total SAVE Fund</b>	<b>\$2,074,394.53</b>	<b>\$2,128,202.16</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>PPEL Fund (36)</b>						
Beg Balance Checking (Century)	\$84,097.76	\$79,058.95				
Beg Balance Savings (Century)	\$149,775.25	\$154,251.67				
Revenues Checking	\$4,650.15	\$63,055.72				
Expenditures Checking	-\$5,212.54	-\$2,901.19				
Expenditures Accts Pay						
End Balance Checking (Century)	\$79,058.95	\$76,411.35				
End Balance Savings (Century)	\$154,251.67	\$217,053.80				
<b>Total PPEL Fund</b>	<b>\$233,310.62</b>	<b>\$293,465.15</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Debt Service Fund (40)</b>						
Beg Balance Checking (Century)	\$45,455.00	\$0.00				
Beg Balance Savings (Century)	\$173,548.03	\$188,960.18				
Beg Balance Fiscal Agent (Centu	\$258,662.45	\$293,851.40				
Revenues Checking	\$50,601.10	\$41,964.01				
Expenditures Checking	-\$45,455.00	\$0.00	-\$1,250.00	\$0.00	-\$319,700.00	\$0.00
Transfer						
End Balance Checking (Century)	\$0.00					
End Balance Savings (Century)	\$188,960.18	\$195,736.43				
End Balance Fiscal Agent (Centu	\$293,851.40	\$329,039.16				
<b>Total Debt Service Fund</b>	<b>\$482,811.58</b>	<b>\$524,775.59</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Total Checking Acct 1</b>	<b>\$649,071.73</b>	<b>\$245,466.60</b>	<b>#REF!</b>	<b>#REF!</b>	<b>#REF!</b>	<b>#REF!</b>
<b>Total Savings Acct 1</b>	<b>\$5,751,331.86</b>	<b>\$6,112,839.06</b>	<b>#REF!</b>	<b>#REF!</b>	<b>#REF!</b>	<b>#REF!</b>

SHENANDOAH ACCOUNT BALANCES		January				
<b>Total Savings Acct 15</b>	<b>\$83,554.17</b>	<b>\$118,485.58</b>	<b>\$153,428.07</b>	<b>\$188,481.13</b>	<b>\$223,538.92</b>	<b>\$258,662.45</b>
<b>Grand Total Acct 1</b>	<b>\$5,800,351.69</b>	<b>\$4,855,324.34</b>	<b>\$5,308,532.12</b>	<b>\$6,726,469.61</b>	<b>\$6,517,737.09</b>	<b>\$6,819,693.93</b>
<b>Reconciliation</b>						
Bank Statement Checking (Centur	\$1,305,684.97	\$904,407.36	\$568,638.79	\$998,597.11	\$308,221.69	\$397,315.67
Bank Statement Savings (Century	\$4,485,871.56	\$4,075,053.96	\$4,774,878.72	\$5,786,841.73	\$6,191,475.71	\$6,305,486.33
Bank Statement Fiscal Agent (Cen	\$83,554.17	\$118,485.58	\$153,428.07	\$188,481.13	\$223,538.92	\$258,662.45
Less Outstanding Checks	-\$74,759.01	-\$242,622.56	-\$188,113.46	-\$247,450.36	-\$205,499.23	-\$142,340.28
Oustanding Deposits/GJE	\$0.00		-\$300.00			\$569.76
<b>Total Reconciliation</b>	<b>\$5,800,351.69</b>	<b>\$4,855,324.34</b>	<b>\$5,308,532.12</b>	<b>\$6,726,469.61</b>	<b>\$6,517,737.09</b>	<b>\$6,819,693.93</b>
<b>Amount Reconciliation Off</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>ACCOUNT</b>						
	<b>JULY</b>	<b>AUGUST</b>	<b>SEPTEMBER</b>	<b>OCTOBER</b>	<b>NOVEMBER</b>	<b>DECEMBER</b>
<b>Activity Fund (21)</b>						
Beg Balance Checking	\$9,790.09	\$4,567.95	\$5,366.71	-\$968.39	\$15,992.38	\$3,682.50
Beg Balance Savings	\$120,826.36	\$124,785.29	\$133,771.82	\$156,937.58	\$143,159.30	\$162,554.13
Revenues Savings	\$5,532.58	\$18,510.74	\$33,180.83	37224.95	\$35,402.02	\$18,349.47
Expenditures Checking	-\$6,795.79	-\$9,054.93	-\$16,350.17	-\$34,042.46	-\$28,317.07	-\$31,504.33
Expenditures Savings						
End Balance Checking	\$4,567.95	\$5,366.71	-\$968.39	\$15,992.38	\$3,682.50	\$2,338.14
End Balance Savings	\$124,785.29	\$133,771.82	\$156,937.58	\$143,159.30	\$162,554.13	\$150,743.63
<b>Total Activity Fund</b>	<b>\$129,353.24</b>	<b>\$139,138.53</b>	<b>\$155,969.19</b>	<b>\$159,151.68</b>	<b>\$166,236.63</b>	<b>\$153,081.77</b>
<b>Scholarships (81)</b>						
Beg Balance Checking	\$150.00	\$75.00	\$875.00	\$750.00	\$750.00	\$1,150.00
Beg Balance Savings	\$395,695.84	\$393,830.25	\$392,463.85	\$391,592.87	\$391,725.91	\$390,856.60
Revenues Savings	\$2,134.41	\$133.60	\$129.02	\$133.04	130.69	\$199.17
Expenditures Checking	-\$2,075.00	-\$700.00	-\$1,125.00		-600	-\$500.00
Expenditures Savings						
End Balance Checking	\$75.00	\$875.00	\$750.00	\$750.00	\$1,150.00	\$650.00
End Balance Savings	\$393,830.25	\$392,463.85	\$391,592.87	\$391,725.91	\$390,856.60	\$391,055.77
<b>Total Scholarships</b>	<b>\$393,905.25</b>	<b>\$393,338.85</b>	<b>\$392,342.87</b>	<b>\$392,475.91</b>	<b>\$392,006.60</b>	<b>\$391,705.77</b>
<b>Agency Fund (91)</b>						
Beg Bal Checking	-\$257.19	-\$257.19	\$242.81	\$214.74	\$141.91	\$107.41
Beg Bal Savings	\$2,144.36	\$2,144.36	\$1,644.36	\$1,644.36	\$1,824.06	\$1,847.06
Revenues Savings				\$179.70	\$23.00	\$139.00
Expenditures Checking			-\$28.07	-\$72.83	-\$34.50	-\$54.36
Expenditures Savings						
End Balance Checking	-\$257.19	\$242.81	\$214.74	\$141.91	\$107.41	\$53.05
End Balance Savings	\$2,144.36	\$1,644.36	\$1,644.36	\$1,824.06	\$1,847.06	\$1,986.06
<b>Total Agency Fund</b>	<b>\$1,887.17</b>	<b>\$1,887.17</b>	<b>\$1,859.10</b>	<b>\$1,965.97</b>	<b>\$1,954.47</b>	<b>\$2,039.11</b>
<b>Total Checking Acct 2</b>	<b>\$4,385.76</b>	<b>\$6,484.52</b>	<b>-\$3.65</b>	<b>\$16,884.29</b>	<b>\$4,939.91</b>	<b>\$3,041.19</b>
<b>Total Savings Acct 2</b>	<b>\$520,759.90</b>	<b>\$527,880.03</b>	<b>\$550,174.81</b>	<b>\$536,709.27</b>	<b>\$555,257.79</b>	<b>\$543,785.46</b>
<b>Grand Total Acct 2</b>	<b>\$525,145.66</b>	<b>\$534,364.55</b>	<b>\$550,171.16</b>	<b>\$553,593.56</b>	<b>\$560,197.70</b>	<b>\$546,826.65</b>

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





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

	FUNCTION						TRUST FUND	ACTIVITY	
		GENERAL	MGMNT	AGENCY	PPEL				
OTHER {	INSTRUCTION	1XXX	\$4,291,228.77	\$120,516.36	\$249.72		\$7,402.00	\$174,041.08	
	SUPPORT SERVICES	2XXX	\$2,220,664.41	\$181,167.37		\$325,850.33			
	NON-INSTRUCTIONAL	3XXX		\$24,437.70		\$970.16			
	FACILITIES ACQ & CONST	4XXX				\$156,762.69			
	DEBT	5XXX							
	AEA FLOW THROUGH	6100	\$313,620.00						
	TRANSFERS	62XX							
	AUDITOR ADJ	69xx							
	<b>TOTAL</b>		\$6,825,513.18	\$326,121.43	\$249.72	\$483,583.18	\$0.00	\$7,402.00	\$174,041.08
	PUBLISHED BUDGET			\$13,403,404.00	\$375,000.00	\$0.00	\$755,000.00	\$0.00	\$300,000.00
% USED			50.92%	86.97%	#DIV/0!	64.05%	#DIV/0!	#DIV/0!	58.01%

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

0.00%

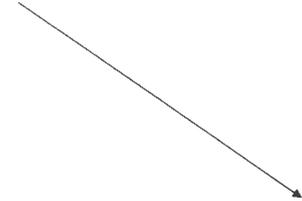
	FUNCTION	DEBT				TOTAL USED	PUB BUDGET	% OF BUDGET
		SAVE	SERVICE	NUTRITION	NOT USED			
INSTRUCTION	1XXX					\$4,593,437.93	\$9,470,000.00	48.51%
SUPPORT SERVICES	2XXX	\$259,347.54		\$478.40		\$2,987,508.05	\$4,836,100.00	61.78%
NON-INSTRUCTION	3XXX			\$393,483.09		\$418,890.95	\$765,000.00	54.76%
FACILITIES ACQ & CONST	4XXX	\$132,187.23				\$288,949.92	\$650,000.00	44.45%
DEBT	5XXX		\$372,555.00			\$372,555.00	\$1,100,000.00	33.87%
AEA FLOW THROUGH	6100					\$313,620.00	\$508,404.00	61.69%
TRANSFERS	62XX	\$278,890.86				\$278,890.86	\$430,000.00	64.86%
AUDITOR ADJ	69XX			\$23,777.00		\$23,777.00		#DIV/0!
ENDING BALANCE								#DIV/0!
<b>TOTAL</b>		\$670,425.63	\$372,555.00	\$417,738.49	\$0.00	\$9,277,629.71	\$17,759,504.00	52.24%
PUBLISHED BUDGET		\$1,100,000.00	\$1,100,000.00	\$726,100.00	\$0.00		\$17,759,504.00	
% USED		60.95%	33.87%	57.53%	#DIV/0!		52.24%	

SHENANDOAH COMMUNITY SCHOOL DISTRICT  
CALCULATION OF MISCELLANEOUS INCOME  
2018-19

	STATE AID Source Codes 3111, 3113, 3204 3210, 3292, 3110, 3376	FOUR YEAR-OLD PRESCHOOL Source Code 3117	AEA FLOWTHROUGH Source Code 3214	PROPERTY TAX Source Codes 1110-1119	INCOME SURTAXES Source Codes 1130-1139	EXCISE TAXES UTILITY REPL. Source Codes 1170-1179	MOBILE HOME TAXES Source Codes 1190-1191	** MISCELLANEOU Source Codes All Other	TOTAL REVENUE (Includes Flowthrough)
JUL			\$39,202.50					\$13,903.94	\$53,106.44
AUG	\$20,569.00		\$39,202.50					\$20,654.42	\$80,425.92
SEP	\$646,863.00	\$21,449.00	\$39,202.50	\$633,178.01		\$629.94	\$220.39	\$11,415.17	\$1,352,737.62
OCT	\$646,863.00	\$21,449.00	\$39,202.50	\$1,092,289.12		\$1,767.88		\$103,998.02	\$1,905,569.52
NOV	\$646,863.00	\$21,449.00	\$39,202.50	\$210,852.20		\$39,459.04		\$45,116.01	\$1,002,941.75
DEC	\$646,863.00	\$21,449.00	\$39,202.50	\$75,265.27	\$146,633.25			\$164,060.94	\$1,093,473.96
JAN	\$642,355.00	\$21,449.00	\$39,202.50	\$77,959.82				\$135,462.36	\$916,428.68
FEB	\$642,355.00	\$21,449.00	\$39,202.50	\$38,665.71	\$60,734.75			\$212,608.43	\$1,015,015.39
MAR									\$0.00
APR									\$0.00
MAY									\$0.00
JUN									\$0.00
<b>TOTAL</b>	<b>\$3,892,731.00</b>	<b>\$128,694.00</b>	<b>\$313,620.00</b>	<b>\$2,128,210.13</b>	<b>\$207,368.00</b>	<b>\$41,856.86</b>	<b>\$220.39</b>	<b>\$707,219.29</b>	<b>\$7,419,699.28</b>

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

Yellow indicates a formula)



SHENANDOAH COMMUNITY SCHOOL DISTRICT  
UNSPENT AUTHORIZED BUDGET CALCULATION  
2018-19

	REGULAR PROGRAM DISTRICT COST	\$7,294,414.00	
+	REGULAR PROGRAM BUDGET ADJUSTMENT	\$0.00	
+	SUPPLEMENTARY WEIGHTING DISTRICT COST	\$135,010.00	
+	SPECIAL ED DISTRICT COST	\$910,909.00	
+	TEACHER SALARY SUMMPLEMENT DISTRICT COST	\$662,009.00	
+	PROF DEV SUPPLEMENT DISTRICT COST	\$71,623.00	
+	EARLY INTERVENTION SUPPL DISTRICT COST	\$84,109.00	
+	TEACHER LEADERSHIP SUPPLEMENT	\$353,567.00	
+	AEA SPECIAL ED SUPPORT	\$360,420.00	
+	AEA SPECIAL ED SUPPORT ADJUSTMENT	\$0.00	
+	AEA MEDIA SERVICES	\$60,037.00	
+	AEA EDUCATIONAL SERVICES	\$66,381.00	
+	AEA SHARING DISTRICT COST	\$0.00	
+	AEA TEACHER SALARY SUPPL DISTRICT COST	\$37,007.00	
+	AEA PROF DEV SUPPL DISTRICT COST	\$3,959.00	
+	DROPOUT ALLOWABLE GROWTH	\$183,324.00	
+	SBRC ALLOWABLE GROWTH OTHER #1	\$81,450.00	(Increased Enrollment)
+	SBRC ALLOWABLE GROWTH OTHER #2 (LEP)	\$68,841.94	
+	SPECIAL ED DEFICIT ALLOWABLE GROWTH	\$300,000.00	(Estimate)
-	SPECIAL ED POSITIVE BALANCE REDUCTION	\$0.00	
-	AEA SPECIAL ED POSITIVE BALANCE	\$0.00	
+	ALLOWANCE FOR CONSTRUCTION PROJECTS	\$0.00	
-	UNSPENT ALLOWANCE FOR CONSTRUCTION	\$0.00	
+	ENROLLMENT AUDIT ADJUSTMENT	\$10,522.00	
-	AEA PRORATA REDUCTION	\$57,385.00	
=	MAXIMUM DISTRICT COST	<u>\$10,626,197.94</u>	
+	PRESCHOOL FOUNDATION AID	\$215,552.00	
+	INSTRUCTIONAL SUPPORT AUTHORITY	\$535,920.00	
+	ED IMPROVEMENT AUTHORITY	\$0.00	EST
+	OTHER MISCELLANEOUS INCOME	\$707,219.29	
+	UNSPENT AUTH BUDGET - PREVIOUS YEAR	<u>\$3,132,896.00</u>	
=	MAXIMUM AUTHORIZED BUDGET	<u>\$15,217,785.23</u>	
-	EXPENDITURES	<u>\$6,825,513.18</u>	44.85%
=	UNSPENT AUTHORIZED BUDGET	<u><u>\$8,392,272.05</u></u>	

**EXPENDITURES**

JULY	\$221,769.53
AUGUST	\$345,176.12
SEPTEMBER	\$966,872.04
OCTOBER	\$982,143.04
NOVEMBER	\$1,009,487.13
DECEMBER	\$1,033,579.63
JANUARY	\$1,079,253.56
FEBRUARY	\$1,187,232.13
MARCH	
APRIL	
MAY	
JUNE	
<b>TOTAL</b>	<u><u>\$6,825,513.18</u></u>

MONTHLY BOARD VENDOR BILLS  
March 19 Accounts Payable

Vendor Name	Invoice Detail Amount	Invoice Detail Description
Checking Account ID 20	Fund Number 61	SCHOOL NUTRITION FUND
DEAN FOODS NORTH CENTRAL, LLC	4,376.91	SNF FOOD FOR THE FOODSERVICE PROGRAM
EARTHGRAINS BAKING CO'S INC	350.40	SNF FOOD FOR THE FOODSERVICE PROGRAM
HEARTLAND PAYMENT SYSTEMS INC	324.00	SNF SUPPLIES
HY-VEE	507.40	SNF FOOD FOR THE FOODSERVICE PROGRAM
SMITH VENDING	151.80	SNF FOOD FOR THE FOODSERVICE PROGRAM
Fund Number 61	<u>5,710.51</u>	
Checking Account ID 20	5,710.51	
Checking Account ID 3	Fund Number 21	ACTIVITY FUND
BANK IOWA/CONNIE MCGINNIS	92.00	TRAVEL/GENERAL ATHLETICS
BMO MASTERCARD	745.57	SUPPLIES/GENERAL ATHLETICS
BMO MASTERCARD	652.72	SUPPLIES/GENERAL ATHLETICS
BMO MASTERCARD	39.18	SUPPLIES/FCCLA
BMO MASTERCARD	347.97	SUPPLIES/STUDENT COUNCIL
BMO MASTERCARD	149.62	MAY MENTORING ACTIVITY SUPPLIES
BMO MASTERCARD	97.52	SHEN BOYS BOWLING SUPPLIES
CLARINDA FCCLA	460.00	SUPPLIES/FCCLA
COUNTY LINE DESIGN	472.00	SUPPLIES/STUDENT COUNCIL
DENNY HOWARD	18.00	GENERAL ATHLETIC WORKERS
ELKS CLUB	50.00	SUPPLIES/GENERAL ATHLETICS
FAREWAY STORES	138.05	MUSTANG FIELD CONCESSION SUPPLIES
GRACELAND UNIVERSITY	120.00	STUDENT ENTRY & REGISTRATION FEES
HOLIDAY INN & SUITES DES MOINES NW	734.72	TRAVEL
HOWARD SPORTING GOODS	1,036.00	SUPPLIES/SHEN WRESTLERS
IOWA GIRLS HS ATHLETIC UNION	1,440.00	SUPPLIES/GENERAL ATHLETICS
IOWA HIGH SCHOOL SPEECH ASSOCIATION	433.00	REGISTRATION/SHS SPEECH CLUB
JOHN MURREN	100.00	DJ/FFA
JOSTENS	913.35	SUPPLIES/MS ANNUAL
KALEB GARNER	18.00	GENERAL ATHLETIC WORKERS
LEWIS CENTRAL HIGH SCHOOL	752.50	SUPPLIES/GENERAL ATHLETICS
LITTLE WAITE LANES	375.00	MAY MENTORING ACT. STUD& STAFF ADMISSION
MIKE PETERSON	18.00	GENERAL ATHLETIC WORKERS
NATIONAL FFA ORGANIZATION	459.80	SUPPLIES/FFA
PERRY VORTHMANN	125.00	GENERAL ATHLETICS OFFICIAL
RIEMAN MUSIC DES MOINES	10.92	RESALE/MARCHING MUSTANGS
RON HANSEN	18.00	GENERAL ATHLETIC WORKERS
SHENANDOAH CSD	592.99	GENERAL ATHLETIC WORKERS
SHENANDOAH SCHOOL LUNCH	463.00	SUPPLIES/GENERAL ATHLETICS
Fund Number 21	<u>11,172.91</u>	
Checking Account ID 3	Fund Number 91	AGENCY FUND
BMO MASTERCARD	19.20	MIX IT UP SUPPLIES
BMO MASTERCARD	40.76	MIX IT UP SUPPLIES
Fund Number 91	<u>59.96</u>	
Checking Account ID 3	11,232.87	
Checking Account ID 30	Fund Number 10	GENERAL FUND
AIR FILTER SALES	1,832.29	MAINTENANCE BUILDING SUPPLIES
BARBARA FARWELL	127.25	ESL TRAVEL
BFG SUPPLY COMPANY	112.37	PLANT SALES/SUPPLIES
BMO MASTERCARD - TRANSPORTATION I	157.66	TRANSPORTATION SUPPLIES
BMO MASTERCARD	86.46	EQ PROF DEV STAFF WORKSHOP/CONF REG
BMO MASTERCARD	896.40	MAINTENANCE BUILDING SUPPLIES
BMO MASTERCARD	755.75	MS GENERAL ED SUPPLIES
BMO MASTERCARD	121.18	COMB WEIGHTED LEVEL SUPPLIES
BMO MASTERCARD	175.14	HS FCS SUPPLIES
BMO MASTERCARD	693.87	TSA ADMINISTRATION FEES
BMO MASTERCARD	110.00	HS PRINCIPAL WORKSHOP

Vendor Name	Invoice Amount	Invoice Detail Description
BMO MASTERCARD	121.51	MENTOR SUPPLIES
BMO MASTERCARD	281.14	SUPERINTENDENT SUPPLIES
BMO MASTERCARD	2,132.82	GENERAL SUPPLIES
BMO MASTERCARD	225.99	MS PRINCIPAL FUNDRAISER SUPPLIES
BMO MASTERCARD	53.39	MS FCS SUPPLIES
BMO MASTERCARD	495.67	TECHNOLOGY COORDINATOR RELATED SOFTWARE
BMO MASTERCARD	113.86	TRANSPORTATION GASOLINE
BMO MASTERCARD	246.02	TRANSPORTATION GASOLINE
CAMBLIN MECHANICAL	152.43	MAINTENANCE BUILDING REPAIR SERVICES
CAPITAL SANITARY SUPPLY	849.35	MAINTENANCE CLEANING SUPPLIES
CDW GOVERNMENT	64.43	TECHNOLOGY COORDINATOR SUPPLIES
CENEX FLEET FUELING	5,595.98	MAINTENANCE GASOLINE
CENTERPOINT ENERGY	8,565.64	UTILITIES-GAS
CENTURYLINK	994.12	HS PRINCIPAL TELEPHONE
CHAT MOBILITY	104.75	SUPERINTENDENT TELEPHONE
CHOICE SUPPLY	84.28	ELEM PRINCIPAL SUPPLIES
CITY OF SHENANDOAH	13,410.92	MAINTENANCE BUILDING REPAIR SERVICES
COLLEGE ENTRANCE EXAMINATION BOARD	176.00	HS PRINCIPAL FUNDRAISER SUPPLIES
COUNTY LINE DESIGN	125.00	MS PRINCIPAL FUNDRAISER SUPPLIES
CULLIGAN WATER	170.00	MAINTENANCE SUPPLIES
DEPT OF EDUCATION	580.00	HIGH SCHOOL INSTRUCTION PURCHASED
ESSEX CSD	21,723.30	TUITION OE TO LEA WITHIN IA LEVEL I
EXPLORE LEARNING	6,178.14	PROFESSIONAL DEVELOPMENT SUPPLIES
FAREWAY STORES	80.07	MS FCS SUPPLIES
FOLLETT SCHOOL SOLUTIONS INC	194.40	MS LIBRARY SUPPLIES/MS MEDIA CENTER
FORT DODGE COMMUNITY SCHOOLS	660.45	DROP OUT PREVENTION SERVICES FOR AN LEA
GLASS GUY, THE	1,034.35	VEHICLE REPAIR SERVICES
GREAT AMERICAN SAVINGS	630.00	GENERAL SUPPLIES
HOWARD SPORTING GOODS	40.00	HS GENERAL ED SUPPLIES
HUNTEL COMMUNICATIONS	858.60	TECH REPAIR & MAINTENANCE SUPPLIES
INNOVATIVE OFFICE SOLUTIONS	18.96	SUPERINTENDENT SUPPLIES
IOWA CHORAL DIRECTOR	120.00	STUDENT ENTRY & REGISTRATION FEES
IOWA COMMUNICATIONS NETWORK	3,019.38	HS PRINCIPAL TELEPHONE
IOWA DEPARTMENT OF HUMAN SERVICES	1,389.05	MEDICAID DIRECT SERVICES
IOWA HIGH SCHOOL MUSIC ASSOCIATION	324.00	HS BAND STUDENT ENTRY & REGISTRATION FEE
IOWA WESTERN COMMUNITY COLLEGE	125.00	HS VOCAL MUSIC STUDENT ENTRY & REG FEES
ISFIS	250.00	STAFF DEVELOPMENT STAFFWORKSHOP/CONF REG
JB PARTS AND SUPPLY	203.90	HS AUTO TECH SUPPLIES
JOHN GREENLEAF	63.83	TRANSPORTATION GASOLINE
JOSTENS	373.60	HS GENERAL ED SUPPLIES
KAGAN PROFESSIONAL DEVELOPMENT	2,086.70	TLC GENERAL SUPPLIES
LOGAN MAGNOLIA SCHOOL	20.00	TAG STUDENT ENTRY FEES
MARTIN BROS DIST	57.82	MAINTENANCE CLEANING SUPPLIES
MATHESON TRI-GAS INC.	5,158.50	TITLE IV SUPPLIES
MCNEILLY STEEL BUILDING	79.18	MAINTENANCE BUILDING REPAIR SERVICES
MENARDS	25.49	HS IND ARTS RESALE INVENTORY
MIDAMERICAN ENERGY	11,913.50	UTILITIES-ELECTRICITY
MILLER BUILDING	331.95	MAINTENANCE BUILDING SUPPLIES
MITEL NET SOLUTIONS	550.23	HS PRINCIPAL TELEPHONE
MOLLY HAWKINS' HOUSE	77.91	ELEM ART SUPPLIES
NEBRASKA CITY NEWS-PRESS	640.00	BOARD NEWSPAPER ADVERTISING
O'REILLY AUTO	531.14	MAINTENANCE VEHICLE REPAIR SERVICES
OPEN UP RESOURCES	97.20	HS GENERAL ED SUPPLIES
ORME ELECTRIC	424.36	MAINTENANCE BUILDING REPAIR SERVICES
PERMA BOUND	59.37	HS LIBRARY LIBRARY BOOKS
PHONAK HEARING SYSTEM	1,720.99	AT RISK EQUIPMENT
QUILL CORPORATION	1,144.60	PAPER ORDER

Vendor Name	Invoice Detail	Amount	Invoice Detail	Description
REALLY GREAT READING		95.00		TECH RELATED SOFTWARE
ROCSTOP - WHITEHILLS		203.58		TRANSPORTATION GASOLINE
ROGERS PEST CONTROL LLC		210.00		MAINTENANCE PEST CONTROL CONTRACTED
SAPP BROS.		173.04		MAINTENANCE GASOLINE
SCHOOL HEALTH		760.94		ELEM NURSE SUPPLIES
SHENANDOAH SANITATION		576.35		MAINTENANCE GARBAGE COLLECTION
SHENANDOAH SCHOOL LUNCH		258.50		SUPERINTENDENT SUPPLIES
SIDNEY CSD		22,991.94		SHARIING AGREEMENT WITH AN LEA
SIOUX CENTRAL CSD		6,149.47		TUITION TO LEA WITHIN IA NOT OE LEVEL II
SOUTH CENTRAL CALHOUN CSD		12,010.62		TUITION TO LEA WITHIN IA NOT OE LEVEL II
SOUTHWEST IOWA PARKING LOT		9,474.54		GROUNDS GENERAL SUPPLIES
STANEK FIRE PROTECTION		156.00		MAINTENANCE BUILDING REPAIR SERVICES
SUPPLYWORKS		327.86		MAINTENANCE CLEANING SUPPLIES
UPS		152.42		TECH REPAIR & MAINTENANCE SUPPLIES
VALLEY PUBLICATIONS		507.92		BOARD NEWSPAPER ADVERTISING
WELLMARK BLUE CROSS BLUESHEILD		215,065.86		HEALTH INSURANCE PAYABLE CN
ZIMCO SUPPLY		2,497.00		GROUNDS GENERAL SUPPLIES
Fund Number 10		<u>373,428.68</u>		
Checking Account ID 30	Fund Number 22			MANAGEMENT FUND
SU INSURANCE COMPANY		23,243.00		BUILDING INSURANCE
Fund Number 22		<u>23,243.00</u>		
Checking Account ID 30	Fund Number 33			SAVE (SECURE AN ADVANCED VISION FOR ED.
CAMBLIN MECHANICAL		652.37		HVAC SYSTEM
JOHNSON CONTROLS		2,639.00		EQUIPMENT REPAIRS
STEVENSON ELECTRIC		1,163.54		FURNITURE & FIXTURES
Fund Number 33		<u>4,454.91</u>		
Checking Account ID 30	Fund Number 36			PHYSICAL PLANT & EQUIPMENT
247 SECURITY		4,062.00		TRANSPORTATION EQUIPMENT
BLUPOINTE DRS		750.00		TECH RELATED SOFTWARE
COUNSEL OFFICE & DOCUMENT		2,742.04		ADMIN COPIER LEASE
CULLIGAN WATER		243.47		RENTAL OF EQUIPMENT & VEHICLES
RCB TRUCK REPAIR		3,250.43		REPAIRS & MAINTENANCE VEHICLES
Fund Number 36		<u>11,047.94</u>		
Checking Account ID 30	Fund Number 40			DEBT SERVICE
PIPER JAFFRAY & CO		1,000.00		ISSUANCE COSTS AND AMORTIZATION OF BONDS
Fund Number 40		<u>1,000.00</u>		
Checking Account ID 30		<u>413,174.53</u>		

First Name	Last Name	Organization	Start Date	End Date	Name of Fundraiser	What specific funds will be used for	Percentage of profit	Population
Sarah	Martin	Davis-Rodgers FFA	2/18/2019	2/22/2019	Pollinator Garden	Putting in for a garden	100	Local or Regional Businesses
Crystal	Wittmer	High School Art Program	3/1/2019	3/29/0019	Vans Custom Culture Shoe Competition	If we win 1st place out of the 500 schools picked to do this Nation Wide, we win \$75,000 to be used in the art room, a barbeque provided by them for the entire student body and a concert. 2nd place gets \$10,000 We used to do this every year, but the last 2 years they changed how schools are accepted. We didn't make it, but this year we did! Viz art students will be workin on this (up to 20max) during our lock in. Funds could be used for tables, supplies, kiln, shelving that I really need, sink repair, vents, lighting.....	They send up shoes and supplies to create them. If we win, we get the money.	Students
Kathryn	Freed	Sophomore Class	4/6/2019	4/13/2019	Grand March Tickets	Funds go for the sophomore class to spend on prom as Juniors	100%	Staff or General Public
Liz	Skillern	Business Professionals of America	3/1/2019	3/1/2019	Family Fun Night	Travel, food, and lodging expenses for national conference.	75%	Students
Liz	Skillern	Business Professionals of America	2/26/2019	5/1/2019	We will send letters asking local businesses for support of our trip to nationals.	Travel, food, lodging for the BPA National Leadership Conference.	100%	Local or Regional Businesses
Stephanie	Langner	SHS FCCLA	3/25/2019	3/29/2019	Cancer Awareness Month ribbons	offset cost of supplies or general chapter activities	10-20%	Students
Liz	Skillern	Business Professionals of America	3/15/2019	4/30/2019	Great American Candy Bar sales	Registration, lodging, travel, tours, and food for the BPA National Leadership Conference.	42%-50% depending on the number we order/sell	Students
Liz	Skillern	Business Professionals of America	4/1/2019	4/1/2019	Working at El Porton for an evening in exchange for 10% of the day's sales. We haven't heard back yet so the date is a guess as is the percentage earned.	Registration, lodging, travel, tours, and food for the BPA National Leadership Conference.	100%	Staff or General Public
Liz	Skillern	Business Professionals of America	4/1/2019	5/1/2019	Corn Hole Tournament and Dinner	Registration, travel, lodging, tours, and food for the BPA National Leadership Conference in Anaheim, CA.	75%	Staff or General Public
Liz	Skillern	Business Professionals of America	3/15/2019	5/1/2019	Selling St. Patrick Day stickers and tatoos.	Registration, lodging, travel, tours, and food for the BPA National Leadership Conference in Anaheim, CA in May.	75%	Students

# Shenandoah Community School District

## 2019 - 2020 School Calendar

August '19						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September '19						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October '19						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November '19						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December '19						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January '20						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February '20						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

March '20						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April '20						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May '20						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June '20						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July '20						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

-  School Closed/ Holidays
-  Teacher in-Service Day (no school for students)
-  Early Out
-  First and Last Day of School
-  Graduation
-  Parent/Teacher Conferences

## Dates to Note

August 21-23	Professional Development
August 26	First Day of School
September 2	Labor Day
September 18	Early Dismissal Professional Development
September 20	Homecoming Early Dismissal
October 2,16	Early Dismissal Professional Development
October 18	End of 1 <sup>st</sup> Quarter
October 30	Early Dismissal Professional Development
November 6	Professional Development
November 7	Conferences (Counts as 10 student hours)
November 8	No School, Staff Compensation Day
November 20	Early Dismissal Professional Development
November 27	Early Dismissal (No Professional Development)
November 28-29	No School Thanksgiving Break
December 4,18	Early Dismissal Professional Development
December 20	End of 2 <sup>nd</sup> Quarter
December 23-January 3	Winter Break
January 2-3	Professional Development
January 15, 29	Early Dismissal Professional Development
February 5	Professional Development
February 6	Parent Teacher Conferences (Counts as 10 student hours)
February 7	No School, Staff Compensation Day
February 19	Early Dismissal Professional Development
March 4	Early Dismissal Professional Development
March 13	End of 3 <sup>rd</sup> Quarter
March 16- 20	Spring Break
April 1	Early Dismissal Professional Development
April 10	No School
April 15	Early Dismissal Professional Development
May 6, 20	Early Dismissal Professional Development
May 25	Memorial Day
May 31	Graduation
June 2	Last Day of School/Early Dismissal
June 3	Professional Development

Month	Staff Days	Student Days	Student Hours	Running Total
August	8	5	32.5	32.5
September	20	20	126	158.5
October	23	23	143.5	302
November	19(1comp)	16	110	412
December	15	15	93.5	505.5
January	23 (1 holiday)	20	126	631.5
February	20 (1 comp)	17	118.5	750
March	17	17	108.5	858.5
April	21	21	132.5	991
May	20	20	126	1117
June	3	2	11	1128
Totals	189	176 (2 conf)	1128	1128

The Shenandoah Community School District offers career and technical programs in the following service areas: Agricultural Science, Automotive Technology, Business Education, Family Consumer Science, Health Science, and Industrial Technology. Shenandoah Community Schools does not illegally discriminate on the basis of race, color, national origin, gender, gender identity, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district's Equity Coordinator, Monte Munsinger, Shenandoah CSD 304 w. Nishna Rd. Shenandoah, IA. 51601, 712-246-1581, munsingerm@shencsd.com

**Shenandoah Community  
School District**

**Coaching Handbook**

**2019 - 2020**

**Home of the Mustangs and  
Fillies**

Shenandoah Community School District  
 Coaching Manual  
 2018-2019

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**Purpose:**

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

**Coaches Code of Conduct:**

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

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

**Camps and Clinics:**

Guidance: District-sponsored Camps/Clinics

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

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

#### General Guidance: Privately-sponsored Camps/Clinics

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

#### **Coach Defined:**

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

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

#### **Student Activity Fund:**

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

## **Coaching Responsibilities:**

### Head Coach

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

### Assistant Coach

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

## **Pre-Season Responsibilities:**

### Physical Examinations

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

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

#### Insurance

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

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

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

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

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

[http://www.nfhs.org/media/1018447/nfhs\\_position\\_statement\\_apeds\\_april\\_2017.pdf](http://www.nfhs.org/media/1018447/nfhs_position_statement_apeds_april_2017.pdf)

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

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

#### **Locker Assignments and Locks:**

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

#### **Selection of Officials:**

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

#### **Scheduling:**

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

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

### **Publicity:**

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

### **Responsibilities During The Season:**

#### Facilities

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

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

#### Equipment

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

### **Injuries:**

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

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

### **Practice Sessions:**

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

1. Beginning dates for most seasons have been established by the IHSAA/IGHSAU. We shall strictly adhere to these dates.
2. Expect your athletes to be at all practice sessions. Once we allow an exception it will be difficult to demand 100% attendance.

3. Practice sessions held during school vacations must be scheduled and arranged for through the administration.

### **Wednesday & Sunday Activity Restrictions:**

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

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

### **School Closings and Athletic Practices:**

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

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

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

### **Contracted Contests:**

1. School closed all day: The athletic director shall be responsible for any postponements, cancellations and rescheduling of contracted contests. The building principal shall be responsible for decisions on postponements, cancellations, and rescheduling of other events and activities.
2. School dismissed early: The superintendent or designee shall be responsible for canceling all activities and/or events. The athletic director and/or principal shall notify the contracted parties, news media, transportation director, and others as the need arises of the cancellation. In addition, the athletic director shall be responsible for rescheduling the canceled events and activities.

### **Team Dress:**

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

**Team Conduct:**

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

**Team Rosters:**

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

**Transportation:**

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

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

**Supervision:**

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

1. At least one coach must be present whenever athletes are in the area.
2. Coaches shall be the first to arrive and the last to leave. Board Policy 508.4 states that there shall be an employee or a person designated by the school district available to supervise the school building while students wait at the school building after a school activity.
3. Coaches must be present in available near the locker room to supervise.
4. The security of the facility is the coach's responsibility. Be sure you are the last to leave, lights are out and all doors are locked. You may be called to secure the building after hours if you were the last to leave and building doors are found unlocked.
5. Locker checks should be made at frequent intervals by the head coach to check on the cleanliness of equipment and gear, extra school equipment, and to see that the lockers are locked. The locks should be locked at all times.
6. By Board Policy 508.4, you are required to supervise the building while students wait at the school building after a school activity.

**Training Room:**

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

**School Attendance on Contest Days:**

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

**Activity Bus Rules:**

## Students

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

## Chaperones and/or Coaches

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

**Request for Leave (SCSD Staff):**

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

**Responsibilities At The End Of Season:**

## Awards

1. Awards and certificates will be issued to all who have earned the recognition as determined by the coaching staff.
2. Awards will be presented by coaches during the sports banquets whenever possible.
3. Coaches are responsible for determining who receives awards, getting that information to the athletic director's secretary so awards can be prepared in a timely fashion, and then presenting the awards.
4. Awards are purchased by middle school and high school offices and may be obtained from these offices.

5. Head coaches need to get the Hawkeye Ten All Conference list to the athletic directors secretary in the office as soon as they return from their H-10 Coaches meeting. Please do not hold on to it. Sports involved would be volleyball, girls' and boys' basketball, baseball and softball.
6. All award guidelines set by the IHSAA and IGHS AU need to be followed.
7. At the beginning of the season, head coaches are to inform participants of the requirements to earn recognition (letters, certificates, etc.)

#### Year End Report

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

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

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

#### Budget and Finance

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

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

#### **Purchase Orders:**

Items purchased by individual members of the coaching staff for their respective sports must be approved by the athletic director before ordering and you must have a signed purchase order.

The purchase order number will be available through the A.D.'s office.

1. Plan your purchases in advance.
2. The athletic director will approve your purchases after budget check on expenditures.
3. All equipment purchased using of a purchase order number will greatly reduce the possibility of deficit spending.
4. Coaches must sign any sales slips from local vendors when purchasing athletic equipment, and return receipt to A.D.'s Office. Students are not allowed to make purchases or sign for purchases made with district funds.
5. Vendor's have been informed if you do not have a P.O., no merchandise can be taken from the store.

**Eligibility Rules:**

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

The following activities are covered by the board's policy and these rules:

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

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

**High School Academic Eligibility:****36.15(2) Scholarship rules**

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

and course credit is awarded for passing grades. For students in grades 7 and 8, "grading period" shall mean the period of time at the end of which a student receives a final grade.

2) If at the end of any grading period a contestant is given a failing grade in any course for which credit is awarded, the contestant is ineligible to dress for and compete in the next occurring interscholastic athletic contests and competitions in which the contestant is a contestant for 30 consecutive calendar days.

d. A student with a disability who has an individualized education program shall not be denied eligibility on the basis of scholarship if the student is making adequate progress, as determined by school officials, towards the goals and objectives on the student's individualized education program.

e. A student who meets all other qualifications may be eligible to participate in interscholastic athletics for a maximum of eight consecutive semesters upon entering the ninth grade for the first time. However, a student who engages in athletics during the summer following eighth grade is also eligible to compete during the summer following twelfth grade. Extenuating circumstances, such as health, may be the basis for an appeal to the executive board which may extend the eligibility of a student when the executive board finds that the interests of the student and interscholastic athletics will be benefited.

f. All member schools shall provide appropriate interventions and necessary academic supports for students who fail or who are at risk to fail, and shall report to the department regarding those interventions on the comprehensive school improvement plan.

g. A student is academically eligible upon entering the ninth grade.

h. A student is not eligible to participate in an interscholastic sport if the student has, in that same sport, participated in a contest with or against, or trained with, a National Collegiate Athletic Association (NCAA), National Junior College Athletic Association (NJCAA), National Association of Intercollegiate Athletics (NAIA), or other collegiate governing organization's sanctioned team. A student may not participate with or against high school graduates if the graduates represent a collegiate institution or if the event is sanctioned or sponsored by a collegiate institution. Nothing in this subrule, shall preclude a student from participating in a one-time tryout with or against members of a college team with permission from the member school's administration and the respective collegiate institution's athletic administration.

i. No student shall be eligible to participate in any given interscholastic sport if the student has engaged in that sport professionally.

j. The superintendent of schools, with the approval of the board of education, may give permission to a dropout student to participate in athletics upon return to school if the student is otherwise eligible under these rules.

k. Remediation of a failing grade by way of summer school or other means shall not affect the student's ineligibility. All failing grades shall be reported to any school to which the student transfers.

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

### **Biweekly Eligibility:**

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

#### **"Good Conduct Rule" (Board Policy 503.4):**

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

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

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

A student may lose eligibility under the Good Conduct Rule for any of the following behaviors:

- possession, use, or purchase of tobacco products, regardless of the student's age;
- possession, use, or purchase of alcoholic beverages, including beer and wine (having the odor of alcohol on one's breath is evidence of "use"; "possession" has been defined by the Iowa Supreme Court as being within reach of or in "close proximity to" the contraband [e.g., alcohol or other drugs]).

Mere presence is a violation of our policy. Mere presence would include the following:

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

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

If a student transfers from another school and the student had not completed a period of ineligibility for a violation of a Good Conduct Rule or Academic Policy in the previous school, the student shall be ineligible. Violations not served would be completed based on Shenandoah's policies before the student would be declared eligible.

Suspension of a student from an extracurricular activity shall be the decision of the principal or principal's designee within the parameters of this policy. Any student who, after a hearing at which the student shall be confronted with the allegation, the basis of the allegation, and given an opportunity to tell the student's side, is found to have violated the school's Good Conduct Rule will be deemed ineligible for a period of time, as described below.

**Penalties:**

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

First Offense: 33 1/3% loss of eligibility

The student will not be permitted to dress for, or participate in, 33 1/3% of consecutive contests or performances of the activities in which he/she participates after the violation

Second Offense: 66 2/3% loss of eligibility

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

Third Offense: 100% loss of eligibility

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

Fourth or More Offenses: 12 month loss of eligibility

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

Refer to the "Activities - Number of Contests/ Performances" schedule that follows for the number of ineligible contests/performances or number of days per activity.

An ineligible student shall attend all practices or rehearsals but may not "suit up" for, nor perform/participate in, the assigned number of consecutive ineligible contests/ performances. The practice/rehearsals guideline may be waived if agreed to by student, coach/sponsor/director and administrator.

Activities	Number of Contests/Performances <sup>1</sup>			
	1st offense	2nd offense	3rd offense	All other
	33 1/3%	66 2/3%	100%	12 mos.
Academic Competition	1	3	4	12 mos.
Band <sup>2</sup>	5	11	16	12 mos.
Baseball	8	16	24	12 mos.
Basketball	7	14	21	12 mos.
Bowling	4	8	12	12 mos.
Cheerleading <sup>3</sup>	3-7	7-14	9-21	12 mos.
Class Officers(listed in days)	60	120	180	12 mos.
Club/Organizations	1	3	4	12 mos.
Cross Country	3	6	9	12 mos.
Drama (Plays/Musical)	1	3	4	12 mos.

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

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

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

<sup>3</sup> Cheerleading ineligibility is equal to a sport cheered.

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

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

- The student's name and the names and address of the student's parents or guardians.
- A statement as to the time, place and circumstances of the violation that student is alleged to have committed.
- A statement describing the sanction to be imposed upon the student for violating the Good Conduct Rule and the effective date on which such sanction shall commence.
- A statement that the school administrator or designee's determination as to the student's violation of the Good Conduct Rule and the punishment imposed therefore shall become final and effective as state above, unless an appeal is taken within two (2) days to the Superintendent of Schools.

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

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

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

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

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

#### Reduction in Penalty:

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

- there is admission prior to determination. If a student comes forward to a coach/director, administrator, or activity sponsor to admit (self-report) a violation of the extracurricular activities code of the Good Conduct Rule prior to the finding of guilt by the administration, the student's penalty may be reduced (as listed below);
- the student agrees to complete an established number of hours of "school service." The type of "school service" will be determined and agreed upon by the student and administrator of Shenandoah High School. The number of hours of "school service" are listed below.;
- the student agrees to complete an educational component(s). The educational component(s) could include, (but is not limited to any of the following): an evaluation and treatment process (at student's expense), research, reading, viewing of informational video(s) or written testing. The educational component(s) will be determined and agreed upon by the student, parent/guardian, and an administrator of the Shenandoah High School. The educational component(s) is listed below with the offenses.

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

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

--for self reporting\* (And)

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

**Second Offense** - 1/3 Reduction of loss of eligibility

--for self reporting\* (And)

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

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

**Third Offense** - 1/3 Reduction of loss of eligibility

--for self reporting\* (And)

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

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

**Fourth/More Offenses** - No Reduction of loss of eligibility

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

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

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

### Appeal Process

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

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

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

### Violations Occurring During Ineligibility:

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

### Academic Consequences:

There will be no academic consequences for the violation (e.g., detention, suspension, expulsion from school, or grade reduction/withholding) unless the violation of the Good Conduct Rule occurred (a) on school grounds, (b) at a school event regardless of location, or (c) the violation has a direct and immediate negative impact on the efficient operation of the school despite occurring off school grounds/time.

### Letters and Awards:

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

**State and Conference Affiliations:**

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

**Use of Keys:**

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

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

**Clinic Attendance:**

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

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

**State Tournament Attendance:**

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

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

**Method of Reimbursement:**

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

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

**Extra Duty Assignments:**

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

**Safety Obligations:**

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

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

### **Conflict of Seasons - Use of Athletes:**

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

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

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

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

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

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

### **Coaching Endorsement and Authorization Requirements:**

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

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

Renewals:

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

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

**Summer Camps & Clinics and Coaching Contacts Out of Season:**

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

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

36.15(6)

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

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

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

Out-of-Season Contact

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

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

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

- (1) An out-of-season coach may not have contact with a student who is participating in softball or baseball if the contact results in the student missing a softball or baseball practice or game;
- (2) A coach may not require students to participate in any activity during the summertime. Participation will not be considered voluntary in the following examples:
  - a. Attendance is taken at the activity (for example, weightlifting);
  - b. Participation is a condition of lettering, making the varsity team, etc.
  - c. Participation is otherwise rewarded by means such as having one's name printed on the back of one's jersey.

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

- (1) If the coach uses the facilities of his/her employer, the school MUST charge actual costs to the coach, and the charge must be in accordance with local board policies for school facility rental.
- (2) Attendance/admission costs paid by the attendees must be paid to the coach, NOT to the school. The camp or clinic is NOT a school-sponsored activity!

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

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

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

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

Coaches may supervise, but not instruct or participate at open facilities.

FAQ:

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

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

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

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

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

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

**Open Gym Policy:**

A member or associate member school may open its gym or athletic facilities for the purpose of making recreational activities available for all students or the community. SCHOOL PERSONNEL shall be assigned to supervise when students are participating in open gym in the hours immediately before or after school, Times other than what is mentioned will be supervised by a school employee or someone 21 years or older and approved by the activities director. Open gyms are subject to the following restrictions:

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

#### **Sexual Abuse and Harassment:**

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

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

Sexual abuse includes, but is not limited to, sexual acts, intentional sexual behavior as well as sexual harassment. Sexual harassment is unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when submission to such conduct is made either implicitly or explicitly a term or condition.

#### **Shenandoah Team Travel Guidelines:**

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

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

During the trip the following guidelines will be followed:

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

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

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

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

#### **Fundraising Request Form:**

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

#### **Athletic Coaches Evaluation Information:**

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

The Evaluation Process Should Reflect The Following Points:

1. The evaluation process should provide an opportunity for the coach and administrator to emphasize, review and clarify responsibilities and expectations.
2. The evaluation process should provide for the opportunity to promote the exchange of ideas and concepts.
3. The evaluation process should provide for the encouragement of positive professional growth.
4. The evaluation process requires a cooperative effort between the evaluator and coach.
5. The evaluation process should not be an end product but should be continuous throughout the school year.
6. The evaluation process should encourage and promote continuous self-evaluation by the staff being evaluated.

7. The evaluation process should assist in determining weak areas and in follow-up activities to strengthen these areas.

The Stages Of The Evaluation Process Shall Include:

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

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

## **School, Media & Athletic Contact Information**

Shenandoah Schools Athletic Department

### Important Phone Numbers

Bus Barn ..... 712-246-2815

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

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

### Media Information:

KMA: 246-5270

Fax: 246-5275

Shenandoah Valley News: 246-3097

Fax: 246-3099

The Daily Nonpareil: 712-328-1811

Fax: 712-325-5776

Omaha World Herald: 800-284-6397

Fax: 402-344-3343

Des Moines Register: 515-284-8311

KETV: 800-279-5388

### H-10 Sporting Reporting

KMA

[dmartin@kmaland.com](mailto:dmartin@kmaland.com)

[sports@kmaland.com](mailto:sports@kmaland.com)

712-246-5270- KMA

Valley News

660-833-6357 –Cell

[bryan.clark@valleynewstoday.com](mailto:bryan.clark@valleynewstoday.com)

IGHSAU

IAHSAA

Harley Schieffer (H-10 website)

[www.Hawkeyeten.org](http://www.Hawkeyeten.org)

[harleyschieffer@gmail.com](mailto:harleyschieffer@gmail.com)

Parent-Athlete Release Form

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

CONTEST \_\_\_\_\_ DATE \_\_\_\_\_

ATHLETE

PARENT SIGNATURE

1. \_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

3. \_\_\_\_\_

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4. \_\_\_\_\_

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14. \_\_\_\_\_

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15. \_\_\_\_\_

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# **Shenandoah School District Preschool Program 2019-2020**

*Program Policies and Procedures*



***Shenandoah Community School District***

Located at 304 West Nishna Rd

Shenandoah, IA 51601

(712) 246-1581

# Shenandoah Community School District

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# **Shenandoah Preschool Policies and Procedures**

## **WELCOME TO SHENANDOAH PRESCHOOL (QPPS 10.1)**

Shenandoah Community School District has a full inclusive preschool program. The program's goal is to provide a high quality preschool program meeting each child's needs, including children with disabilities and those from a diverse background. The preschool provides a rich learning environment that encourages children's natural curiosity and supports them to take risks that lead to new skill development. It is a setting where children feel safe, respected, and cared for. This is an opportunity for three and four-year-old children to take part in planned, active learning experiences to build their foundational skills. This program also serves children on individualized education plans (IEP) that are transitioning from Early Access Services into the public school system. The preschool program has adopted and meets the Iowa Quality Preschool Program Standards, administered by the Iowa Department of Education. The Iowa Early Learning Standards are used to guide expectations for the children and instructional practices. The IGDIs, GOLD, and C4L Assessments are used as tools to align all curriculum, instruction, and assessment.

## **MISSION, VISION, AND STUDENT GOALS (QPPS 10.1)**

### **Mission Statement**

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

### **Vision Statement**

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

### **Student Goals**

- . Students will listen for information and respond effectively.
- . Students will use math skills to solve problems encountered as consumers and workers.
- . Students will apply technology to gather and use information in real situations.

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

## **ENROLLMENT**

### **Eligibility**

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

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

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

### **Attendance**

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

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

If your child is late to school, the student needs to check in at the office. Students are considered late immediately following the start time of class.

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

1 Day Absent – If the parent does not report a student absent, school personnel will call to confirm the absence and the child’s safety. If no phone contact is made, the school interventionist may make a home visit. If contact was not made by the school regarding an absence, a note should be sent

or a telephone call made at the time of the child's return to school giving the reason for the absence. Any absence which occurs without parental knowledge will be classified as truancy. Parents will be notified when a student is truant from school. If a student is absent 3 or more consecutive days, the school may require a doctor's statement confirming the illness.

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

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

## Tuition

3 year old program 2 days/week: \$50.00/month

3 year old program 3 days/week: \$75.00/month

4 year old program: tuition free

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

\*Four year old programming is tuition free due to state allocation for four year old programming.

## Hours/Days

3 year old program: 8:00am-12:00pm

Session A: Tuesdays and Thursdays

Session B: Mondays, Wednesdays, and Fridays

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

All classes: Monday-Friday

The elementary school will provide a yearly academic calendar. The preschool programs are on the same schedule as the district calendar. There will be several dates that preschool is not in session when K-12 grades are in session. This is for teacher training out of district.

- Preschool will participate in early out Wednesdays per district calendar.
  - 4 year old preschool participates in 2 hour early dismissal; dismissing at 12:30pm.
  - 3 year old preschool remains the same time on Early Out Wednesdays.
- No school on the following dates for all preschoolers due to professional development off-site: Sept 24, Oct 17, Nov 16, Jan 17, Feb 20, Mar 20

Lunch is served daily for 3 and 4 year old programs. Lunch is provided free for all students through Nutrition grants.

## Transportation

Transportation is provided to preschool students. The school district will offer town stops and country stops. An adult rides the bus with the preschool students and driver.

## **General Information (QPPS 3.9, 5.1, 10.4)**

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

- The maximum class size in each session is based on square footage of the current location.
- Our programs maintain a ratio of **1 adult to 8 for 3 year old programs** and 1 adult to 10 children for 4 year old programs. Additional staff may be provided based on the individual needs of children.
- Classroom student numbers will not exceed 20 and the number of children allowed is based on usable square footage.
- Each classroom has a licensed/certified early childhood teacher.
- All children will be within “line of sight” of adults both indoors and outdoors unless toileting.
- When toileting, students will be monitored by sound and checked visually when necessary.
- First Aid Kits are available for use in the classroom at all times.
- Adult-student ratios are maintained on field trips.
- The **Director of Early Childhood** will maintain a current list of available substitutes for both the teacher and associates. Should one of the teaching staff need to temporarily leave the room, arrangements will be made to cover the classroom to maintain the staff-child ratio. **QPPS 10.4**

## **Inclusion**

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

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

### **Who Works In the Preschool**

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

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

Teacher Assistant/Paraeducator

A full time teacher assistant in the classroom carries out activities under the supervision of the teacher.

The teacher assistant will have specialized training. **QPPS 6.4**

School Nurse

The preschool will have the assistance of the school nurse. She attends to the health needs of the students

while they are at school. She is available for parent consultation when necessary.

**QPPS 10.10**

### Support Staff

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

## **Daily Activities (QPPS 4.10)**

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

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

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

## **Curriculum (QPPS 2.1 - 2.4, 3.13)**

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

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

**QPPS 1.7**

The preschool program uses **C4L (Connected for Learning), Heggerty, and Handwriting Without Tears.** This is research and evidence based comprehensive curriculums designed for three to five year-olds. It addresses all areas of early learning: language and literacy, math, science, physical skills, and social skills. It provides children an opportunity to learn in a variety of ways - through play, problem solving, movement, art, music, drawing writing, listening, and storytelling. Suggestions for modifications and adaptations are an integral part of the curriculum. **QPPS 2.1, 2.2**

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

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

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

Children are assessed in the following ways:

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

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

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

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

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

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

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

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

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

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

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

### **Program Assessment (4.1, 4.2, 7.6)**

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

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

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

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

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

### **Child Guidance and Discipline (QPPS 1.11, 10.6)**

Preschool staff will equitably use positive guidance, redirection, and planning ahead to prevent problems. They will encourage appropriate behavior through the use of consistent clear rules, and involving children in problem solving to foster the child's own ability to become self disciplined. Where the child understands words, discipline will be explained to the child before and at the time of any disciplinary action. Preschool staff will encourage children to respect other people, to be fair, respect property and learn to be responsible for their actions. Preschool staff will use discipline that is consistent, clear, and

understandable to the child. They will help children learn to persist when frustrated, play cooperatively with other children, use language to communicate needs, learn turn taking, and respect and use property appropriately.

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

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

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

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

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

### Permissible Methods of Discipline:

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

### *Prohibited Practices*

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

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

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

There is a water table in the classroom for children to engage in learning activities through play. During

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

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

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

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

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

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

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

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

The school district does not use foods or beverages as rewards for academic performance or good behavior, and will not withhold food or beverages as a punishment, nor will teaching staff ever threaten to withhold food as a form of discipline.

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

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

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

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

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

## **Clothing**

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

## **Toilet Learning (QPPS 5.7)**

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

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

purposes, including temporary placement of other objects, and especially not for any object involved with food or feeding.

- Containers that hold soiled diapers and diapering materials have a lid that opens and closes tightly using a hands-free device (e.g., a step can). Containers are kept closed and are inaccessible to children. The container will be clearly labeled to show its intended use.
3. Potty chairs will not be used due to the risk of spreading infectious diarrhea.
  4. Families will be asked to provide an extra set of clothing for their child in case of an “accident” or messy play. Please clearly label the clothing with your child’s name to reduce the possibility of mistakes.

### **Objects From Home**

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

### **Weapon Policy (QPPS 10.6)**

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

### **Animal and Pet Policy (QPPS 5.26)**

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

### **Birthdays (QPPS 5.13)**

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

## **COMMUNICATION WITH FAMILIES (QPPS 1.1, 7.5)**

The program will promote communication between families and staff by using written notes, daily folders, informal conversations, or e-mail. Families are encouraged to send written notes with important information so all the staff who work with the child can share the parent’s communication. Staff will inform families about the child’s experiences, accomplishments, behavior, and other issues that affect the

child's development and well-being. Parents are encouraged to maintain regular, on-going, two-way communication with the teaching staff in a manner that best meets their needs - email, in person, notes, or phone calls.

### **Arrival and Departure of Children (QPPS 10.11)**

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

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

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

### **Field Trips**

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

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

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

### **Ethics and Confidentiality (QPPS 4.1, 6.2)**

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

### **Children's Records (QPPS 4.1, 5.1)**

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

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

### **Preschool Advisory Committee (QPPS 7.2)**

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

### **Grievance Policy (QPPS 7.6)**

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

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

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

### **FAMILY INVOLVEMENT (QPPS 7.1, 7.2)**

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

Program staff use a variety of formal and informal ways to become acquainted with and learn from families about their family structure and their preferred means of child-rearing practices and communication; and information about their socioeconomic, linguistic, racial, religious, and cultural backgrounds as they wish to share. Program staff members communicate with families regarding children's activities and developmental milestones, shared care-giving issues, and other information that affects the well-being of their children. Parent/Teacher conferences are held in both the fall and spring semesters, as well as when either party requests. At least one Family Event is held during the year.

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

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

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

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

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

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

### **Parent / Teacher Conferences**

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

## **Transitions (QPPS 7.9, 7.10)**

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

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

## **HEALTH AND SAFETY (QPPS 10.6, 10.7)**

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

### **Emergency Procedures (QPPS 10.13)**

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

### **Health and Immunization Certificates (QPPS 5.1)**

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

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

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

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

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

request. **QPPS 10.10**

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

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

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

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

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

In the case of serious illness or injury, the school shall attempt to notify the parents according to the information on the registration form. If the student is too ill to remain in school, the student will be released to the student's parents or, with parental permission, to another person directed by the parents.

While the school district is not responsible for treating medical emergencies, employees may administer emergency or minor first aid if possible. The school will contact emergency medical personnel, if necessary, and attempt to notify the parents where the student has been transported for treatment.

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

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

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

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

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

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

### **Reporting Communicable Diseases (QPPS 5.4)**

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

### **Medication Policies and Procedures (QPPS 5.10)**

**Policy:** The school will administer medication to children with written approval of the parent and an order from a health provider for a specific child. Because administration of medication in the school is a

safety hazard, medication administration will be limited to situations where an agreement to give medicine outside preschool hours cannot be made. Whenever possible, the first dose of medication should be given at home to see if the child has any type of reaction.

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

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

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

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

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

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

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

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

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

#### **QPPS 5.24**

Staff will be trained in cleaning techniques, proper use of protective barriers such as gloves, proper

handling and disposal of contaminated materials, and information required by the US Occupational Safety and Health Administration about the use of any chemical agents. **QPPS 5.23**

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

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

### **Hand Washing Practices (QPPS 5.8)**

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

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

Children and adults wash their hands:

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

Adults also wash their hands:

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

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

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

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

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

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

### **First Aid Kit (QPPS 9.13)**

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

### **Fire Safety (QPPS 9.14, 10.6, 10.13)**

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

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

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

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

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

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

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

## **Inclement Weather**

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

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

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

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

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

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

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

## **Smoke Free Facility (QPPS 9.19, 10.6)**

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

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

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

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

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

### **Substance Abuse**

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

### **Volunteers (QPPS 10.15, 10.17)**

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

### **STAFF (QPPS 10.15 - 10.20)**

#### **General Information**

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

#### **Orientation (QPPS 6.2)**

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

- Program philosophy, mission, and goals;

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

Follow-up training expands on the initial orientations.

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

### **Staffing patterns and schedule (QPPS 10.18)**

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

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

### **Staff development activities (QPPS 6.6, 10.15)**

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

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

### **Evaluation and Professional Growth Plan (QPPS 6.5, 6.6)**

All staff are evaluated at least annually by an appropriate supervisor or, in the case of the program administrator, by the superintendent. Staff also evaluate and improve their own performance based on

ongoing reflections and feedback from supervisors, peers, and families. From this, they develop an annual individualized professional development plan with their supervisor and use it to inform their continuous professional development.



Teneshia Miller  
 Kaplan Early Learning Company  
 1310 Lewisville-Clemmons Road  
 Lewisville, NC 27023-0609  
 Phone: 1-800-334-2014 ext. 2232  
 Email: temiller@kaplanco.com

**BILL TO:**

91136150-1  
 SHENANDOAH COMMUNITY SCH DIST  
 304 W NISHNA RD  
 SHENANDOAH, IA 51601-2399  
 Phone: 7122461581  
 Fax: 7122463722

**SHIP TO:**

91136150-1  
 SHENANDOAH COMMUNITY SCH DIST  
 304 W NISHNA RD  
 SHENANDOAH, IA 51601-2399  
 Phone: 7122461581  
 Fax: 7122463722

Product	Description	Qty	List Price	Price	Extended
<b>Mark For:</b>	<b>TIFFANY SPIEGEL PROFESSIONAL DEVELOPMENT</b>				
NC-29800	C4L COMPLETE CLASSROOM KIT	2	\$2,995.00	\$2,995.00	\$5,990.00
NC-SP-84993	C4L ONE YEAR ONLINE SUBSCRIPTION	2	\$0.00	\$0.00	\$0.00
NC-SP-83314	C4L PRINCIPAL HANDBOOK	2	\$0.00	\$0.00	\$0.00

**Mark For Totals \$5,990.00**

Additional Services					
FREIGHT	Freight	1	\$898.50	\$0.00	\$0.00
Freight charges will be free for all UPS/small parcel products.					

<b>Your Savings</b>		<b>SubTotal</b>	<b>\$5,990.00</b>
<b>Freight Savings</b>	<b>\$898.50</b>	<b>Tax</b>	<b>\$0.00</b>
<b>Total Savings</b>	<b>\$898.50</b>	<b>Freight</b>	<b>\$0.00</b>
		<b>Grand Total</b>	<b>\$5,990.00</b>

Quote valid for 60 days. Prices are subject to change after this period. This quote includes estimated sales tax. Applicable sales tax will be added to your invoice when this quote is approved for order processing. Please reference quote number 276319 when placing this order.

## **Budget Guarantee Resolution**

BE IT RESOLVED, that the Board of Directors of Shenandoah Community School District, will levy property tax for fiscal year 2019-20 for the regular program budget adjustment as allowed under section 257.14, Code of Iowa.

---

Jean Fichter, Board President

Attest:

---

Lisa Holmes, Board Secretary



Architecture Engineering Planning Interiors

6457 Frances Street, Suite 200  
Omaha, NE 68106

February 27, 2019

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

Re: Project Name: Shenandoah Bond Planning Services, High School Renovation & Additions Design Services.  
DLR Group Project No.: 11-16116-02, 11-16116-20

Dear Kerri:

The purpose of this letter is to request an amendment to our AIA B103 contract between Owner and Architect signed in October of 2016. This will address the following items.

1. Bond Planning Services:

A. Scope: Provide support services for bond planning including assist in organizing and guidance for the bond planning. Graphics, pamphlets, display boards, presentations, coordination with bond finance planner, public presentations, and participating in events to assist with bond promotion.

B. Compensation: Based on a bond / total project cost of \$14.3 million, fee is 0.25% of bond value, for a cost of \$35,750. Subject to adjustment based on final bond project costs. To be billed on a monthly basis.

2. High School Renovations & Additions.

A. Scope: Starting the design process up to 25% of Schematic Design work. Documenting / scanning existing conditions will be required to have an accurate model of the existing.

B. Compensation: Based on a construction cost of \$10 million, a lump sum cost of \$32,432 for partial SD. Subject to adjustment based on final bond construction cost. To be billed on a monthly basis as occurs. Scanning existing conditions for the High School including above ceiling is \$33,339 plus an expense budget of \$500 (billed as occurs).

With your approval of this request, we will prepare an AIA G802 Amendment 002 for your signature. Please let us know if you have any questions.

Sincerely,  
DLR Group

Mike Kros, AIA, LEED AP BD+C  
Principal

Shenandoah Community School District

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

INIT: MJK

cc: Vanessa Schutte, AIA



# AIA<sup>®</sup> Document G802<sup>™</sup> – 2017

## Amendment to the Professional Services Agreement

**PROJECT:** *(name and address)*  
11-16116-02 - Bond Planning Services

**AGREEMENT INFORMATION:**  
Date: October 5, 2016

**AMENDMENT INFORMATION:**  
Amendment Number: 002

11-16116-20 - Shenandoah High School  
Renovation & Additions Design  
Services

Date: February 27, 2019

**OWNER:** *(name and address)*  
Shenandoah Community School District  
304 West Nisha Road  
Shenandoah, Iowa 51601

**ARCHITECT:** *(name and address)*  
DLR Group inc. (an Iowa Corporation)  
6200 Aurora Avenue, Suite 210W  
Des Moines, Iowa 50322

The Owner and Architect amend the Agreement as follows:

**Bond Planning Services:**

Scope: Provide support services for bond planning including assist in organizing and guidance for the bond planning. Graphics, pamphlets, display boards, presentations, coordination with bond finance planner, public presentations, and participating in events to assist with bond

**High School Renovations & Additions.**

Scope: Starting the design process up to 25% of Schematic Design work. Documenting / scanning existing conditions will be required to have an accurate model of the existing.

The Architect's compensation and schedule shall be adjusted as follows:

**Compensation Adjustment:**

**Bond Planning Services:**

Compensation: Based on a bond / total project cost of \$14.3 million, fee is 0.25% of bond value, for a cost of Thirty-Five Thousand Seven Hundred Fifty Dollars (\$35,750.00). Subject to adjustment based on final bond project costs. To be billed on a monthly basis.

**High School Renovations & Additions.**

Compensation: Based on a construction cost of \$10 million, a lump sum cost of Thirty-Two Thousand Four Hundred Thirty-Two Dollars (\$32,432.00) for partial SD. Subject to adjustment based on final bond construction cost. To be billed on a monthly basis as occurs. Scanning existing conditions for the High School including above ceiling is Thirty Three Thousand Three Hundred Thirthy-Nine Dollars (\$33,339.00) plus an expense budget of Five Hundred Dollars (\$500.00 billed as occurs).

**Schedule Adjustment:**

NA

### SIGNATURES:

DLR Group inc.  
(an Iowa Corporation)

\_\_\_\_\_  
**ARCHITECT** *(Firm name)*

Shenandoah Community School  
District

\_\_\_\_\_  
**OWNER** *(Firm name)*



SIGNATURE

Michael Kros  
Vice President

PRINTED NAME AND TITLE

February 27, 2019

DATE

SIGNATURE

Dr. Kerri Nelson  
Superintendent

PRINTED NAME AND TITLE

DATE

**Carpet Bids For High School  
Library  
2-2019**

<b>Shiplely Flooring</b>	<b>\$8.992.24</b>	
<b>Sheridan Decorating</b>	<b>\$9078.30</b>	<b>(Recommend)</b>
<b>Cabinets By Stac</b>	<b>\$10.764.00</b>	

**Carpet Bids For K-8 Building  
2-2019**

**Includes / 17 classrooms, Middle School Vocal Music & Band Room,  
All Administration Offices, Guidance Offices, Staff Lounge, Secretary  
Offices. ( Carpet Tile )  
Broadloom Carpet will include Elementary Commons & Middle School  
Commons Stairs.**

<b>Cabinets By Stac</b>	<b>\$ 59.232.00</b>
<b>ShIPLEY Flooring</b>	<b>\$ 60.929.24</b>
<b>Sheridan Decorating</b>	<b>\$ 72.326.62</b>

**Bids on Two Commercial  
Lawn Mower with 72" Deck  
2-2019**

**Vetter Equipment**

**Cub Cadet**

**\$ 20,758.00**

**John Deere**

**John Deere**

**\$ 20,800.00**

**Rolling Hills Sales in Service**

**Grass Hopper**

**\$ 21,993.20**



# Johnson Fitness & Wellness

Tim Maynard (3471)  
 10201 University Ave C-1  
 Clive, IA 50325  
 Phone: (816) 599-0012  
 Fax: (952) 906-6912

# Quote

Quote Order 22-043371  
 Date 03/06/19

### Ship To Information

Shenandoah High School  
 Aaron Budorf  
 1000 Mustang Drive  
 Shenandoah, IA 51601

Work: (712) 246-4727  
 Fax: (712) 246-2842 Cell: (515) 520-7640  
 Email: burdorfa@shenandoah.k12.ia.us

### Bill To Information

Shenandoah High School  
 Aaron Budorf  
 1000 Mustang Drive  
 Shenandoah, IA 51601

Work: (712) 246-4727  
 Fax: (712) 246-2842 Cell: (515) 520-7640  
 Email: burdorfa@shenandoah.k12.ia.us

Expiration Date: 3/31/2019

Terms: Prepaid

Qty	SKU	Description	Delivery Method	Tax	Your Price	Ext. Price
		<b>NEW AirDynes-Built In HIIT Training</b>		<input type="checkbox"/>		
5	SCHADPRO	Schwinn AD Pro Dual Action Bike	Deliver	<input type="checkbox"/>	\$729.00	\$3,645.00
				<input type="checkbox"/>		
		<b>NEW Strength Items</b>		<input type="checkbox"/>		
2	HF-HD-3000	Hoist 3000 Functional Trainer w/200lb Stack	Deliver	<input type="checkbox"/>	\$3,129.00	\$6,258.00
				<input type="checkbox"/>		
2	VY-D96	Matrix Varsity Series Glute Ham Bench	Deliver	<input type="checkbox"/>	\$959.00	\$1,918.00
1		Factory Freight		<input type="checkbox"/>	\$180.00	\$180.00
				<input type="checkbox"/>		
		<b>Multi Tiered Storage and Suspension System</b>		<input type="checkbox"/>		
1	TF-XCSW-1M-05	Torque Fitness X-Create 1 Module Storage Wall	Deliver	<input type="checkbox"/>	\$2,297.00	\$2,297.00
2	TF-XCREATE-BT-101-C	Torque Fitness Ball Target-X Create Model	Deliver	<input type="checkbox"/>	\$189.00	\$378.00
2	TRX-CLUB4	TRX Commercial Suspension Trainer	Deliver	<input type="checkbox"/>	\$169.00	\$338.00
2	HWB-10	Hampton Hero 10lb Wall Ball - Black/Grey	Deliver	<input type="checkbox"/>	\$46.00	\$92.00
2	HWB-12	Hampton Hero 12lb Wall Ball - Black/Grey	Deliver	<input type="checkbox"/>	\$48.00	\$96.00
2	HWB-18	Hampton Hero 18lb Wall Ball - Black/Grey	Deliver	<input type="checkbox"/>	\$52.00	\$104.00
1	TF-XBHSEAPI-C	BALL & HANGING STORAGE EXTENSION Acc Package	Deliver	<input type="checkbox"/>	\$370.00	\$370.00
		**X create will need to be bolted to ground by SHS		<input type="checkbox"/>		
		**Anchoring instructions will be provided		<input type="checkbox"/>		
				<input type="checkbox"/>		
				<input type="checkbox"/>		
1	commdel08	Commercial Delivery & Assembly	Deliver	<input type="checkbox"/>	\$1,285.00	\$1,285.00

Special Instructions:

NET30 payment terms  
6 week order to install timeframe

**Item Total:** \$16,961.00

Tax: \$0.00

**TOTAL:** \$16,961.00

## Standard Terms and Conditions

1. All orders must be prepaid before shipment without approved credit.
2. These prices are subject to change after 30 days from document date.
3. There will be a 1.5% monthly service charge on all overdue accounts. The buyer is also responsible for any collection and/or legal fees involved in collecting past due accounts.
4. Any changes on orders must be made within 7 days after the order is accepted.
5. If customer requires a certificate of insurance that includes a waiver of subrogation or if the additional insured is to be on a primary non-contributory basis the customer agrees to assume the additional cost.
6. Clerical errors subject to correction. All prices and agreements are contingent upon strikes, accidents, and other causes avoidable or beyond our control.
7. Buyer agrees to promptly file claim for all goods damaged in transit.
8. There will be a 15% restocking charge on merchandise ordered but not accepted. Delivery, Set-Up and Freight charges will not be refunded.
9. A Preventative Maintenance Agreement is available for all equipment.
10. Equipment lease is available with approved credit.
11. All unit prices are F.O.B. manufacturer.
12. Products purchased without commercial warranties that are placed in non-residential settings void manufacturer's warranty. All repair costs are customers responsibility.

### Acceptance of Proposal:

These prices, specifications and conditions are satisfactory and are hereby accepted.  
I am authorized to order the listed equipment with full understanding  
of the payment terms.

Authorized Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

P.O. Number: \_\_\_\_\_

Date of Acceptance: \_\_\_\_\_

*....Isn't it time you  
got your 2<sup>nd</sup> Wind?*

[www.2ndwindexercise.com](http://www.2ndwindexercise.com)

# SCHWINN

# AirDyne

## New Technology Delivers Totally New Spin on Classic Schwinn® AirDyne® Pro Bike

### AirDyne Pro Bike

With a long heritage of innovation and performance, the Schwinn AirDyne bike is a classic workhorse that has delivered superior cardio workouts for decades, making it one of the most popular traditional fitness machines in history. And now, this breakthrough fan technology has been precisely refined for greater challenge and customized intensity for today's exercisers. This ultra-durable gym mainstay withstands the toughest sweat sessions on cardio floors, in small group training, in functional training workouts and at specialty fitness studios.

#### ADVANTAGES

- 26-blade performance fan
- Performance drive system
- Single-stage belt for instant activation
- Smooth motion
- HIIT training
- Calibration technology
- Moisture-repellent, double-coated steel body construction
- Biomechanically correct positioning
- Cordless operation



#### INHERENT SUPERIORITY

It's simple to see why the AirDyne Pro bike is superior. With its custom-designed, 26-blade performance fan and single-stage belt drive, the AirDyne Pro bike responds to an exerciser's power, and helps to reduce wasted energy for more efficient, effective workouts.



# AIRDYNE PRO BIKE SPECIFICATIONS

• Standard ○ Optional

## KEY MECHANICAL FEATURES

MultiGrip handlebars	•
Performance fan	26-blades
Weighted inertia ring	•
Drive system	Single-stage belt
Sealed bearings at pivot points	•
Solid steel cranks	•
Stabilizer feet/levers	•
Foot pegs	•
Replaceable pedals	•
Multiposition seat	•
Replaceable seat	•
Water bottle holder	•
Wind diverter	○

## PRODUCT SPECIFICATIONS

Max user weight	350 lbs (160 kg)
Footprint	55"L x 26"W x 53"H (140 x 66 x 135 cm)
Product weight	113 lbs (51 kg)

## ELECTRONIC FEATURES

LCD tachometer display	•
Resistance levels	Progressive wind resistance
Quick start	•
Quick program keys	•
Polar® wireless heart rate compatible	•
Watts calibration	•
Class A Watts rating	•

## WORKOUTS

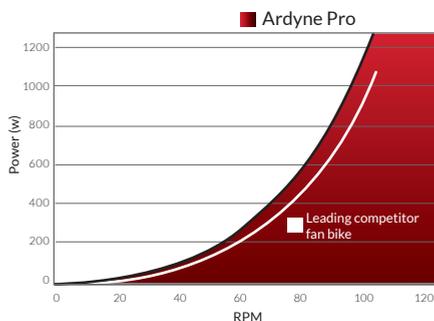
Number of programs 9

## AIRDYNE PRO WORKOUTS

Manual	•
20/10 Interval	•
30/90 Interval	•
Custom Interval	•
Time Target	•
Calorie Target	•
Kilojoules Target	•
Miles Target	•
Kilometers Target	•

## WARRANTY

Frame	10 years
Parts	2 years
Labor	6 months



## BURN MORE CALORIES

Exercisers burn more calories on the AirDyne Pro bike compared to a leading competitor fan bike at the same RPM\*. The custom designed performance fan enables them to generate more watt power efficiently. **That means greater motivation and results.**

\*Engineering internal study versus a leading competitor fan bike at the same RPM. Individual results will vary.



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## CONSOLE

The addictive tachometer visually signals how hard exercisers are working and shows the average calorie burn per minute – making it an excellent motivator for them to bury the needle! The calibration technology produces accurate and consistent results from bike to bike, making it ideal for challenges and competitions.

Plus, the digital display simultaneously provides essential stats – heart rate, RPM, distance, watts and total calories.

## UPPER-BODY

The cushioned MultiGrip handlebars let exercisers choose from horizontal or vertical placement options to target different muscles and add variety; or isolate the upper body using the stationary anti-slip foot pegs with triple-sided grip pads for traction.

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# Functional Trainer 400

G3MSFT4P



- 1:4 ratio for low starting resistance and high-speed movements
- Swivelling accessory station accommodates more training handles and attachments
- Integrated foldaway step for easy access
- Available with 290lb or 390lb stacks
- Multi-grip position pull-up handles with unique rock climbing attachment

## EASE OF USE

Color-coded Pivots & Adjusts	Yes
Instructional Placards	Yes
Bottle & Towel Holder	Yes
Ergo Form Cushions	No

## FRAME

Over-sized Frame Tubing	Yes
Frame finish	Proprietary two-coat powder process
Frame Color	Iced Silver

## TECH SPECS

Overall Dimensions Functional Trainer	67"L x 44"W x 92.5"H
Weight Stack Functional Trainer G3-MSFT 400	2 x 400lbs. (1:4 Ratio, Effective Resistance 100lbs)
Total Weight Functional Trainer G3-MSFT 400	697 kg / 1537 lbs.

## TECH SPEC

Cable Travel Length	427 cm / 14'
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## WEIGHT STACK

Self-lubricating Weight Stack Bushings	Solid cold-rolled steel plate, with Teflon inner bushings.
Suspension	3-Point Design
Guards & Pulleys Covers	Yes
Weight Pins	Magnetic & tethered

# Glute Ham Bench

VY-D96



- Handles for reverse hypers provide dual movement
- Fore/aft and vertical adjustment to accommodate all user sizes

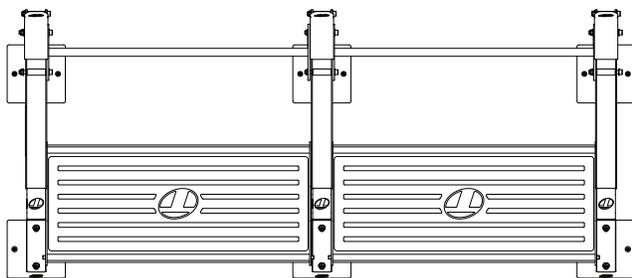
## TECH SPECS

Shipping Weight	79 kg / 175 lbs.
Overall Dimensions (L x W x H)	140 x 76 x 127 cm / 55" x 30" x 50"



Model number	XCSW-2M
Footprint	36.7" x 99" (93 cm x 251 cm)
Height	Frame 95.8" (243 cm)
Minimum Required Live Area	11' x 12.3' (3.37 m x 3.75 m)
Warranty	10 year frame and welds/1 year parts/90 days misc.

### TOP VIEW



### MAIN OPTIONS / SUBSTITUTIONS

- BALL TARGET
- BALL & HANGING STORAGE EXTENSION
- GROUND ROTATIONAL TRAINER
- BAR/WEIGHT STORAGE
- DIP ATTACHMENT
- PLYO ATTACHMENT
- STALL BARS
- BALL TARGET WALL
- MONKEY BAR CONFIGURATIONS
- 3D HEAVY BAG SWIVEL
- ENDLESS ROPE
- ROCK CLIMBING GRIPS

**NOTE:** X-Create systems are required to be bolted to a concrete sub-floor.

## **Proposed Additions to the Activities Department**

Survey sent out to student body. 115 responses, some Seniors. We tried to pull them out and predict for future numbers. 200 students did not respond. Below are 2 activities that stood out as potential expansions to our offerings. Dance and Soccer. Flag or Color Guard is another option within our current arrangement. Others to consider perhaps: Trap, Archery, and a few other clubs such as photography, drama, and books. We have addressed some clubs via our current offerings and schedule advancement.

### **Dance Team:**

Description: Any number of students can be involved. Numerous categories to choose from to compete at the state level. State Solo competition is held in early November while the State Team competition is held in early December. Other area schools have competitions throughout the winter.

Sponsor: 1 Sponsor paid at rate (per 18-19 schedule) \$1,822. Same amount as cheer sponsors.

Numbers: good numbers responded on survey (16 Highly Likely, another 20 would consider)

Goal: Create a dance team for competition season and for halftime of Winter sports. Team of 8-12 students with tryouts.

### **Soccer Team:**

Description: Season runs from late March through early June.

Sponsor: Paid 2 hourly sponsors this spring at an hourly rate similar to summer school. This will start the foundation for next spring's team if commitment is made for boys and/or girls teams.

Hourly Intramural: \$25 per hour for Spring 2019, with hopes for 2 sponsors.

Seasonal Pay: \$4,372 or same amount as Tennis, XC, Golf for Boys and Girls Teams.

Numbers: good numbers responded on survey (14 Boys Highly Likely, 17 Girls Highly Likely, another 30 would consider.)

Goal: Boy Varsity Team, Girl Varsity Team. Each team needs 11 to make team. 15-20 would be desired for team. If more, could look at JV team.

### **Flags (Color Guard)**

Description: Would be part of the band's Fall show season.

Sponsor: Part of current Band. Would begin with Fall Flags within Band march. Possibly add to competitive color guard season in winter.

Goal: Create flags within marching band. If interest gained, pursue competitive color guard season in winter.

**Middle School Cheer**

Description: Would provide an opportunity for 7th/8th students to try our cheer before High School. It would start with just a cheer team during the Boys Basketball season and then could possibly move to other sports seasons.

Sponsor: Paid 3% or currently would \$1093.00

Goal: Give an opportunity for more students to get exposed to Cheer team before reaching the high school level.

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