

Shenandoah Community School District Board of Directors
Shenandoah Administrative Board Room
August 9, 2021 – 5:00 p.m.

Board Agenda

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

Brent Ehlers	MS Football	\$2,898
Kelsey Potratz	K8 After School Coordinator	\$25/hr
Morgan Schmitz	K8 Associate	\$12.19/hr probationary
Norma Olinger	K8 Associate	\$12.19/hr probationary
Pamela Wright	K8 Associate	\$12.19/hr probationary
Risa Graham	HS Associate	\$13.54/hr
Tahrae Bonnes	PK After School Coordinator	\$25/hr

Resignations:

Jacqie Nelson	MS Associate
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Transfers:

Holly Olson	MS Associate to HS Associate
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Volunteer Coaches:

John Connell	MS Football
Logan Roberts	HS Football

Retirement Incentive (effective June 30, 2022):
Theresa Swank
 - d. Fundraising Requests
*on attached sheet
 - e. Out of State Travel Requests
 - i. JV Football to Falls City, NE – September 7, 2021
7. Action Items
 - a. Approve Final Reading of the 300 and 400 Sections of Board Policies
 - b. Approve Teacher Handbook
 - c. Approve Teacher Personnel Handbook

- d. Approve Support Staff Handbook
- e. Approve School Improvement Advisory Committee
 - Paul Berning*, Abby DeLong, Kari Martin, Amy Parker, Christi Slater, Jason Rystrom, Michael Waite, Teacher Leaders (Instructional Coaches, Mentor Teachers), HS Principal, JK-8 Principal, Curriculum Director
 - *Pending final confirmation
- f. Approve Southwest Iowa Apex Consortium Agreement with Glenwood CSD
- 8. Discussion Items (possible action if necessary)
 - a. ESSER Funding and COVID Mitigation Plans
 - b. IASB Legislative Priorities
- 9. Informational Items:
 - Next Regular Meeting –September 13, 2021 at 5:00 p.m.
- 10. Adjournment

Shenandoah Community School District
Minutes of the Regular Meeting of the Board of Directors – July 12, 2021
Administration Board Room

Call to Order:

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

Roll Call:

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

Mission Statement:

The SCSD Mission Statement was read by Director Langley.

Welcome to Audience:

President Fichter welcomed everyone to the meeting.

Open Forum:

President Fichter read the rules for speaking during the open forum. Mike Peterson with KMA introduced Ethan Hewett who is a new journalist with the station.

Consent Agenda:

Approve the consent agenda to include previous minutes, the financial accounts and the payment of bills. Personnel Requests: Contracts: Andrew Lynes, K8 Counselor – MA+15/Step 4 - \$48,539.20 with 10 additional contract days; Hannah Rodgers, Associate - \$12.19/hr probationary; Terri Henderson, Sub Van Driver - \$14.72/hr; Timothy Akers, Night Custodian - \$13.95/hr probationary; Tyler Fulks, 6-12 Social Studies Content Specialist- \$6,000. Resignations: Loriann Ward, Night Custodian – effective July 20th. Transfers: Kristin Moore, 1.0 FTE Remote Learning Coordinator to .5 FTE Remote Learning Coordinator and .5 FTE MS Social Studies – pending proper licensure. Grant Requests: Tiffany Spiegel, Iowa Child Care Grant Application – funding to be used for startup for after school care program. Motion to approve by Director Langley, second by Director Fichter. Ayes – Langley, Fichter; Nays – Hiser. Motion carried 2-1.

Action Items:

Approve Second Reading of the 300 and 400 Sections of Board Policies:

Motion to approve by Director Langley, second by Director Hiser. Motion carried unanimously.

Approve Milk Bid for 2021-22 with Kemps (DFA) – Low Bid:

Motion to approve by Director Hiser, second by Director Langley. Motion carried unanimously.

Approve Consortium Agreement with Council Bluffs CSD for students enrolled at Children’s Square or Heartland Family Service:

Motion to approve by Director Langley, second by Director Hiser. Motion carried unanimously.

Approve PowerSchool Access Agreement:

Motion to approve by Director Hiser, second by Director Langley. Motion carried unanimously.

Approve Screencastify Student Data Privacy Addendum:

Motion to approve by Director Langley, second by Director Hiser. Motion carried unanimously.

Approve Agreement with ICN for Category One Data Transmission and/or Internet Access Service:

Motion to approve by Director Hiser, second by Director Langley. Motion carried unanimously.

Informational Items:

Special Meeting – July 22, 2021 at 5:00 pm.

Next Regular Meeting – August 9, 2021 at 5:00 pm.

Adjournment:

Motion by Director Langley, second by Director Hiser to adjourn the meeting at 5:10 pm. Motion carried unanimously.

Board Secretary

Board President

Shenandoah Community School District
Minutes of the Special Meeting of the Board of Directors – July 22, 2021
Administration Board Room & Via Zoom

Call to Order:

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

Roll Call:

Roll Call was answered by Directors Jean Fichter, Jeff Hiser, Kathy Langley and Adam Van Der Vliet (via zoom – out of state). Also present were Superintendent Dr. Kerri Nelson and Board Secretary Lisa Holmes.

Consent Agenda:

Approve the consent agenda: Personnel Requests: Contracts: Kady VanFosson, 8th Grade Volleyball – \$2,635; Ryan O'Rourke, MS Football - \$2,635. Transfers: Stacy Resh, 1.0 FTE Librarian/Media Center to .75 FTE Librarian/Media Center and .25 FTE HS Social Studies. Motion to approve by Director Langley, second by Director Hiser. Motion carried unanimously.

Action Items:

Approve Page County Fair Agreement:

Motion to approve by Director Hiser, second by Director Langley. Motion carried unanimously.

Interview and Appoint a Board Member to fill existing vacancy:

Candidates present were Kristofer Anderzhon, Todd Maher, Benne Rogers (via zoom – out of state), George Shaw, Staci Shearer and Clint Wooten. All candidates were given 2 minutes to introduce themselves with questions from the board following. Director Langley nominated Benne Rogers to fill the vacancy, second by Director Van Der Vliet. Ayes – Langley, Van Der Vliet, Fichter. Nays – Hiser. Motion carried 3-1.

The oath of office will be given in person within the next 10 days.

Informational Items:

Next Regular Meeting – August 9, 2021 at 5:00 pm.

Adjournment:

Motion by Director Hiser, second by Director Langley to adjourn the meeting at 6:09 pm. Motion carried unanimously.

Board Secretary

Board President

SHENANDOAH ACCOUNT BALANCES						
ACCOUNT	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
General Fund (10)						
Beg Balance Checking (FNBC)	\$129,006.49	\$129,031.80	\$0.00	\$0.00	\$0.00	\$0.00
Beg Balance Checking (BI)	\$320,150.16					
Beg Balance Savings (BI)	\$3,004,505.60					
Revenues	\$266,888.56					
Expenditures	-\$879,448.71					
End Balance Checking (FNBC)	\$129,031.80					
End Balance Checking (BI)	\$484,369.36					
End Balance Savings (BI)	\$2,227,700.94					
Total General Fund	\$2,841,102.10	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Management Fund (22)						
Beg Balance Checking (BI)	\$3,476.54					
Beg Balance Savings (BI)	\$971,974.89					
Revenues Checking	\$6,950.40					
Expenditures Checking	-\$315,363.70					
End Balance Checking (BI)	\$3,476.54					
End Balance Savings (BI)	\$971,974.89					
Total Management Fund	\$975,451.43	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
SAVE Fund (33)						
Beg Balance Checking (FNBC)	\$57,542.21	\$57,542.21	\$0.00	\$0.00	\$0.00	\$0.00
Beg Balance Checking (BI)	\$236,888.35					
Beg Balance Savings (BI)	\$940,954.18					
Revenues Checking	\$88,916.78					
Expenditures Checking	-\$77,236.68					
End Balance Checking (FNBC)	\$57,542.21					
End Balance Checking (BI)	\$236,987.95					
End Balance Savings (BI)	\$952,534.68					
Total SAVE Fund	\$1,247,064.84	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
PPEL Fund (36)						
Beg Balance Checking (FNBC)	\$13,319.26	\$13,319.26	\$0.00	\$0.00	\$0.00	\$0.00
Beg Balance Checking (BI)	\$24,899.69					
Beg Balance Savings (BI)	\$607,642.71					
Revenues Checking	\$4,766.17					
Expenditures Checking	-\$35,989.90					
End Balance Checking (FNBC)	\$13,319.26					
End Balance Checking (BI)	\$24,899.69					
End Balance Savings (BI)	\$607,642.71					
Total PPEL Fund	\$645,861.66	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Debt Service Fund (40)						
Beg Balance Fiscal Agent (BI)	\$2,416.80					
Revenues Checking	\$77,266.78					
Expenditures Checking						
End Balance Fiscal Agent (BI)	\$79,683.58					
Total Debt Service Fund	\$79,683.58	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Nutrition Fund (61)						
Beg Balance Checking (BI)	\$100,376.21					
Beg Balance Savings (BI)	\$67,205.86					
Revenue	\$48,114.52					
Expenditure	-\$94,020.66					
End Balance Checking (BI)	\$82,950.93					
End Balance Savings (BI)	\$38,723.66					
Total Nutrition Fund	\$121,674.59					

SHENANDOAH ACCOUNT BALANCES						
Total Checking Acct 1	\$199,893.27	#REF!	#REF!	#REF!	#REF!	#REF!
Total Checking Acct 10	\$832,684.47					
Total Savings Acct 14	\$4,878,260.46					
Grand Total General and Schoo	\$5,910,838.20	#REF!	#REF!	#REF!	#REF!	#REF!
Reconciliation						
Bank Statement Checking (FNBC	\$204,400.64					
Bank Statement Checking (BI)	\$1,078,936.87					
Bank Statement Savings (BI)	\$4,878,260.46					
Less Outstanding Checks	-\$250,759.77					
Oustanding Deposits/GJE						
Total Reconciliation	\$5,910,838.20	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Amount Reconciliation Off	\$0.00	#REF!	#REF!	#REF!	#REF!	#REF!
ACCOUNT						
	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
Activity Fund (21)						
Beg Balance Checking (BI)	\$3,470.55	\$3,470.59	\$0.00	\$0.00	\$0.00	\$0.00
Beg Balance Checking (FNBC)	\$8,027.57					
Beg Balance Savings (FNBC)	\$87,807.04					
Revenues Savings	\$11,380.72					
Expenditures Checking	-\$1,672.51					
End Balance Checking (BI)	\$3,470.59					
End Balance Checking (FNBC)	\$11,384.60					
End Balance Savings (FNBC)	\$94,158.18					
Total Activity Fund	\$109,013.37	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Scholarships (81)						
Beg Balance Savings FNBC	\$383,051.57					
Revenues Savings	\$47.23					
Expenditures Checking	-\$1,500.00					
End Balance Savings (FNBC)	\$381,598.80					
Total Scholarships	\$381,598.80	#REF!	#REF!	#REF!	#REF!	#REF!
Agency Fund (91)						
Beg Balance Checking (FNBC)	\$174.78					
Beg Balance Savings (FNBC)	\$1,816.74					
Revenues Savings						
Expenditures Checking						
End Balance Checking (FNBC)	\$174.78					
End Balance Savings (FNBC)	\$1,816.74					
Total Agency Fund	\$1,991.52	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Checking Acct 3	\$3,470.59	#REF!	#REF!	#REF!	#REF!	#REF!
Total Checking Acct 40	\$11,559.38					
Total Checking Acct 44	\$95,974.92					
Total Savings Acct 16	\$381,598.80					
Grand Total Activity Accounts	\$492,603.69	#REF!	#REF!	#REF!	#REF!	#REF!
Reconciliation						
Bank Statement Checking	\$5,010.35					
Bank Statement Checking FNBC	\$14,212.60					
Bank Statement Savings FNBC	\$95,974.92					
Bank Statement Savings FNBC	\$383,098.80					
Less Outstanding Checks	-\$5,692.98					
Total Reconciliation	\$492,603.69	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Amount Reconciliation Off	\$0.00	#REF!	#REF!	#REF!	#REF!	#REF!

SHENANDOAH ACCOUNT BALANCES						
ACCOUNT	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
Nutrition (61)						
Beg Balance Checking (FNBC Bar	\$10,758.72	\$10,760.06	\$0.00	\$0.00	\$0.00	\$0.00
Revenues Checking	\$1.34					
Expenditures Checking						
End Balance Checking (FNBC)	\$10,760.06					
Reconciliation						
Bank Statement Checking (FNBC	\$10,882.39					
Less Outstanding Checks	-\$372.33					
Deposits in Transit	\$250.00					
Total Reconciliation	\$10,760.06	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Amount Reconciliation Off	\$0.00	#REF!	#REF!	#REF!	#REF!	#REF!

**SHENANDOAH COMMUNITY SCHOOL
CALCULATION OF MISCELLANEOUS INCOME
2020-2021**

	STATE AID/ SRCIPVR (CNI) Source Codes	TLC/FOUR YEAR-OLD STATE AID/TSS/ INTERVENTION/PDI/ TRANSPORTATION Source Code	SPED DEFICIT SUPPLEMENTAL STATE AID Source Code	AEA FLOWTHROUGH Source Code	PROPERTY TAX Source Codes	INSTRUCTIONAL SUPPORT THROUGH INCOME SURTAXES Source Codes	EXCISE TAXES UTILITY REPL. Source Codes	** MISCELLANEOUS REVENUE	TOTAL REVENUE (Includes Flowthrough)	FY '20 Actuals
	3801, 3803, 3111	3116, 3117, 3119 3204, 3216, 3376	3113	3214	1110-1119	1134	1170-1179			
JUL				\$80,722.00				\$201,437.73	\$282,159.73	\$56,424.76
AUG				\$40,361.00	\$17,375.68			\$25,217.15	\$82,953.83	\$135,923.00
SEP	\$543,215.00	\$143,641.00		\$40,361.00	\$590,276.63		\$38.08	\$17,282.46	\$1,334,814.17	\$1,276,172.26
OCT	\$543,215.00	\$143,641.00		\$40,361.00	\$1,191,943.21		\$2,159.16	\$91,587.12	\$2,012,906.49	\$2,058,639.45
NOV	\$568,520.94	\$143,641.00		\$40,361.00	\$181,717.44		\$36,798.94	\$84,604.07	\$1,055,643.39	\$934,962.32
DEC	\$580,078.40	\$143,641.00		\$40,361.00	\$84,311.35	\$150,234.37		\$137,300.52	\$1,135,926.64	\$1,002,951.38
JAN	\$548,241.11	\$143,641.00		\$40,361.00	\$66,224.93			\$33,012.61	\$831,480.65	\$986,711.76
FEB	\$538,788.00	\$143,641.00		\$40,361.00	\$41,042.13	\$56,676.80		\$242,489.62	\$1,062,998.55	\$1,001,794.03
MAR	\$538,788.00	\$143,641.00		\$40,361.00	\$140,031.93		\$564.43	\$36,381.95	\$899,768.31	\$971,305.33
APR	\$618,838.34	\$143,641.00		\$40,361.00	\$1,062,029.12		\$38,393.67	\$34,714.71	\$1,937,977.84	\$1,738,242.95
MAY	\$538,788.00	\$143,641.00		\$40,361.00	\$119,555.20			\$239,535.43	\$1,081,880.63	\$1,240,285.46
JUN	\$538,793.00	\$143,634.00	\$1,461.00	\$0.00	\$122,266.19			\$407,686.90	\$1,213,841.09	\$1,203,329.49
TOTAL	\$5,557,265.79	\$1,436,403.00	\$1,461.00	\$484,332.00	\$3,616,773.81	\$206,911.17	\$77,954.28	\$1,551,250.27	\$12,932,351.32	\$12,606,742.19

SHENANDOAH COMMUNITY SCHOOL				
UNSPENT AUTHORIZED BUDGET CALCULATION				
2020-2021				
REGULAR PROGRAM DISTRICT COST	\$7,459,603.00			
+ REGULAR PROGRAM BUDGET ADJUSTMENT	\$0.00			
+ SUPPLEMENTARY WEIGHTING DISTRICT COST	\$135,512.00			
+ SPECIAL ED DISTRICT COST	\$971,849.00			
+ TEACHER SALARY SUMPLEMENT DISTRICT COST	\$674,095.00			
+ PROF DEV SUPPLEMENT DISTRICT COST	\$73,061.00			
+ EARLY INTERVENTION SUPPL DISTRICT COST	\$85,540.00			
+ TEACHER LEADERSHIP SUPP DISTRICT COST	\$360,798.00			
+ AEA SPECIAL ED SUPPORT	\$369,546.00			
+ AEA SPECIAL ED SUPPORT ADJUSTMENT	\$0.00			
+ AEA MEDIA SERVICES	\$61,421.00			
+ AEA EDUCATIONAL SERVICES	\$67,903.00			
+ AEA SHARING DISTRICT COST	\$834.00			
+ AEA TEACHER SALARY SUPPL DISTRICT COST	\$37,946.00			
+ AEA PROF DEV SUPPL DISTRICT COST	\$4,067.00			
+ DROPOUT ALLOWABLE GROWTH	\$289,426.00			
+ SBRC ALLOWABLE GROWTH OTHER #1	\$168,221.00	Increased Enrollment/ Open Enrolled out not in 2019		
+ SBRC ALLOWABLE GROWTH OTHER #2	\$50,000.00	LEP (Estimate)		
+ SPECIAL ED DEFICIT ALLOWABLE GROWTH	\$250,000.00	(Determined when I did the SES at time of CAR - September, 2019)		
- SPECIAL ED POSITIVE BALANCE REDUCTION	\$0.00			
- AEA SPECIAL ED POSITIVE BALANCE	\$0.00			
+ ALLOWANCE FOR CONSTRUCTION PROJECTS	\$0.00			
- UNSPENT ALLOWANCE FOR CONSTRUCTION	\$0.00			
+ ENROLLMENT AUDIT ADJUSTMENT	\$0.00			
- AEA PRORATA REDUCTION	\$57,385.00			
= MAXIMUM DISTRICT COST	\$10,982,437.00			
+ PRESCHOOL FOUNDATION AID	\$229,060.00			
+ INSTRUCTIONAL SUPPORT AUTHORITY	\$546,267.00			
+ ED IMPROVEMENT AUTHORITY	\$0.00			
+ OTHER MISCELLANEOUS INCOME	\$1,551,250.27	\$ 1,404,271.00	Estimate on Budget Worksheet	This is a fluctuating #.
+ UNSPENT AUTH BUDGET - PREVIOUS YEAR	\$3,910,338.00			
= MAXIMUM AUTHORIZED BUDGET	\$17,219,352.27			
- EXPENDITURES	\$13,707,258.47	79.60%		
= UNSPENT AUTHORIZED BUDGET	\$3,512,093.80			
EXPENDITURES	FY 21		FY '20 Actuals	
JULY	\$237,873.72		\$199,722.68	
AUGUST	\$507,123.63		\$384,876.61	
SEPTEMBER	\$1,053,480.60		\$1,011,518.98	
OCTOBER	\$1,136,957.50		\$1,008,378.85	
NOVEMBER	\$1,091,707.89		\$1,020,147.22	
DECEMBER	\$1,084,758.37		\$995,838.21	
JANUARY	\$1,051,604.51		\$1,011,435.89	
FEBRUARY	\$1,040,102.26		\$1,052,786.73	
MARCH	\$1,382,017.22		\$1,280,733.46	
APRIL	\$1,047,831.04		\$951,086.89	
MAY	\$1,167,556.08		\$993,718.57	
JUNE	\$2,906,245.65		\$2,570,936.36	
TOTAL	\$13,707,258.47		\$12,481,180.25	

SHENANDOAH COMMUNITY SCHOOL
UNSPENT AUTHORIZED BUDGET CALCULATION
2020-2021

	REGULAR PROGRAM DISTRICT COST	\$7,459,603.00	
+	REGULAR PROGRAM BUDGET ADJUSTMENT	\$0.00	
+	SUPPLEMENTARY WEIGHTING DISTRICT COST	\$135,512.00	
+	SPECIAL ED DISTRICT COST	\$971,849.00	
+	TEACHER SALARY SUMMPLEMENT DISTRICT COST	\$674,095.00	
+	PROF DEV SUPPLEMENT DISTRICT COST	\$73,061.00	
+	EARLY INTERVENTION SUPPL DISTRICT COST	\$85,540.00	
+	TEACHER LEADERSHIP SUPP DISTRICT COST	\$360,798.00	
+	AEA SPECIAL ED SUPPORT	\$369,546.00	
+	AEA SPECIAL ED SUPPORT ADJUSTMENT	\$0.00	
+	AEA MEDIA SERVICES	\$61,421.00	
+	AEA EDUCATIONAL SERVICES	\$67,903.00	
+	AEA SHARING DISTRICT COST	\$834.00	
+	AEA TEACHER SALARY SUPPL DISTRICT COST	\$37,946.00	
+	AEA PROF DEV SUPPL DISTRICT COST	\$4,067.00	
+	DROPOUT ALLOWABLE GROWTH	\$269,426.00	
+	SBRC ALLOWABLE GROWTH OTHER #1	\$168,221.00	Increased Enrollment/ Open Enrolle
+	SBRC ALLOWABLE GROWTH OTHER #2	\$50,000.00	LEP (Estimate)
+	SPECIAL ED DEFICIT ALLOWABLE GROWTH	\$250,000.00	(Determined when I did the SES at
-	SPECIAL ED POSITIVE BALANCE REDUCTION	\$0.00	
-	AEA SPECIAL ED POSITIVE BALANCE	\$0.00	
+	ALLOWANCE FOR CONSTRUCTION PROJECTS	\$0.00	
-	UNSPENT ALLOWANCE FOR CONSTRUCTION	\$0.00	
+	ENROLLMENT AUDIT ADJUSTMENT	\$0.00	
-	AEA PRORATA REDUCTION	\$57,385.00	
=	MAXIMUM DISTRICT COST	\$10,982,437.00	
+	PRESCHOOL FOUNDATION AID	\$229,060.00	
+	INSTRUCTIONAL SUPPORT AUTHORITY	\$546,267.00	
+	ED IMPROVEMENT AUTHORITY	\$0.00	
+	OTHER MISCELLANEOUS INCOME	\$1,551,250.27	\$ 1,404,271.00 Estimate on Budge
+	UNSPENT AUTH BUDGET - PREVIOUS YEAR	\$3,910,338.00	
=	MAXIMUM AUTHORIZED BUDGET	\$17,219,352.27	
-	EXPENDITURES	\$13,707,258.47	79.60%
=	UNSPENT AUTHORIZED BUDGET	\$3,512,093.80	
	EXPENDITURES	FY 21	FY '20 Actuals
	JULY	\$237,873.72	\$199,722.68
	AUGUST	\$507,123.63	\$384,876.61
	SEPTEMBER	\$1,053,480.60	\$1,011,518.98
	OCTOBER	\$1,136,957.50	\$1,008,378.85
	NOVEMBER	\$1,091,707.89	\$1,020,147.22
	DECEMBER	\$1,084,758.37	\$995,838.21
	JANUARY	\$1,051,604.51	\$1,011,435.69
	FEBRUARY	\$1,040,102.26	\$1,052,786.73
	MARCH	\$1,382,017.22	\$1,280,733.46
	APRIL	\$1,047,831.04	\$951,086.89
	MAY	\$1,167,556.08	\$993,718.57
	JUNE	\$2,906,245.65	\$2,570,936.36
	TOTAL	\$13,707,258.47	\$12,481,180.25

Vendor Name	Invoice Detail Amount	Invoice Detail Description
Checking Account ID 10	Fund Number 10	GENERAL FUND
ACADEMIC THERAPY PUBLICATIONS	990.00	Shipping
ACCELERATE LEARNING, INC.	20,571.95	STEMSCOPES HS
AHLERS & COONEY PC	406.00	LAWYER/NEGOTIATIONS
ATLANTIC NEWS TELEGRAPH	810.00	Science and SS Ad
BLICK ART MATERIALS	1,782.05	Art supplies 21/22
CABINETS BY STAC	1,270.76	supplies
CDW GOVERNMENT	171.42	Targus Intellect Sleeve with Strap
CENEX FLEET FUELING	2,191.78	DRIVERS EDUCATION GASOLINE
CENTER FOR THE COLLABORATIVE CLASSROOM	259.20	Shipping
CENTURYLINK	620.71	BUSINESS MANAGER TELEPHONE
CHAT MOBILITY	57.01	BUSINESS MANAGER TELEPHONE
CITY OF SHENANDOAH	6,823.88	WATER-SEWER
CLARINDA CSD	27,779.36	TUITION OE TO LEA WITHIN IA LEVEL I
CLAYTON RIDGE COMMUNITY SCHOOL DISTRICT	5,066.10	TUITION OE TO LEA WITHIN IA LEVEL I
CODEMONKEY STUDIOS	800.00	Code Monkey Course
CONSCIOUS DISCIPLINE	2,167.75	Shipping and Handling
COUNCIL BLUFFS CSD	10,252.44	TUITION TO LEA WITHIN IA NOT OE LEVEL I
CRAIG HOLMES	1,351.93	PARENT TRANSPORTATION REIMBURSEMENT
CULLIGAN WATER	178.00	water softener
CURRICULUM ASSOCIATES	9,161.46	iReady Assessment 9-12
DICK BLICK	693.21	Conover foundation grant -Wittmer
DISCOUNT SCHOOL SUPPLY	57.98	Plastic Sand Tray With Sand And Letter A
EDGENUITY INC.	35,375.00	Professional Development Webinar Trainin
EGAN SUPPLY	24.19	supplies
ELECTRONIC CONTRACTING COMPANY OMAHA	7,917.00	Quote 14288 wireless mic - Conover Grant
ELEVATE ROOFING	337.96	roof repairs at the HS
ESSEX CSD	79,484.22	TUITION OE TO LEA WITHIN IA LEVEL III
GILLESPIE-JENSEN, KATIE	460.07	PARENT TRANSPORTATION REIMBURSEMENT
GREAT WESTERN BANK	30.00	SAFETY DEPOSIT BOX RENTAL
HD PRO INSTITUTIONAL	587.80	CUSTODIAL SUPPLIES
HEATHER COSHOW	460.07	NON PUBLIC TRANSPORTATION
HINELINE HOME FURNISHINGS, INC.	27,310.06	ESSER II FURNITURE AND FIXTURES
HOTSY EQUIPMENT CO.	14.39	TRANSPORTATION SUPPLIES
HOUGHTON MIFFLIN	2,838.00	Math 180 Subscription Package 1 Year
IAMO COMMUNICATIONS	30.00	ESSER II TECHNOLOGY SUPPLIES
IMPERIUM DATA NETWORKS	3,528.62	SHIPPING
IOWA ASSOC OF AGRICULTURE EDUCATORS (IAAE)	140.00	21 IAAE Educational Packet /S Martin
IOWA WESTERN COMMUNITY COLLEGE	100.00	NON INSTRUCTION STAFF WORKSHOP/CONF REG
JB PARTS & SUPPLY	83.48	battery for mower
JOHN GOWING PLUMBING AND HEATING INC.	503.50	toilet and sink drain repair
KENDALL HUNT PUBLISHING CO	14,776.00	Illustrative Mathematics Professional Le
KMA BROADCASTING, LP	925.00	IGNITE ADVERTISING
LAKESHORE LEARNING	360.81	SHIPPING
LEARNING WITHOUT TEARS	213.51	Pre-K Name Plates
MCGRAW HILL COMPANIES	527.01	SHIPPING
MENARDS	57.96	summer school supplies
MIDAMERICAN ENERGY	22,432.79	UTILITIES-ELECTRICITY
MILLER BUILDING	550.63	summer school/J sweet
MINNESOTA CLAY USA	529.18	Art supplies/Clay 2021/22
MITEL NET SOLUTIONS	584.47	ELEM PRINCIPAL TELEPHONE
MOC-FLOYD VALLEY CSD	7,963.20	TUITION TO LEA WITHIN IA NOT OE LEVEL I
MOLLY HAWKINS' HOUSE	389.79	Watercolor Refills Magenta
NAVIGATE360, LLC	3,526.00	ALICE TRAINING SUBSCRIPTION

Vendor Name	Invoice Amount	Invoice Detail	Description
ORIENTAL TRADING	21.98	Match the Letter Learning Activity Match	
PLANK ROAD PUBLISHING	127.45	PROCESSING FEE	
RASMUSSEN MECHANICAL SERVICES	11,510.50	Heat Pump repair at K8	
REALLY GOOD STUFF	40.93	Shipping	
SAVVAS LEARNING COMPANY LLC	17,064.74	Shipping and Handling	
SCHOLASTIC INC	104.39	HS - action Mag	
SCHOOL BUS SALES	447.79	TRANSPORTATION REPAIR PARTS	
SCHOOL DATEBOOKS	1,124.53	Student agendas Invoice #S21-0205491	
SCHOOL SPECIALTY, LLC	1,197.15	Shipping	
SHENANDOAH CHAMBER & INDUSTRY	200.00	ADVERTISING	
SHENANDOAH MEDICAL CENTER	95.00	BUS DRIVER PHYSICALS	
SHENANDOAH SANITATION	507.74	MAINTENANCE GARBAGE COLLECTION	
SHERIDAN DECORATING	959.35	paint	
SIDNEY CSD	170,159.02	TUITION-OPEN ENROLLMENT	
SOUTHWESTERN COMM COLLEGE	25.00	NON INSTRUCTION STAFF WORKSHOP/CONF REG	
SUCCESS BY DESIGN	367.90	SHIPPING	
SWIFT SERVICES LLC	1,574.90	ESSER II TECHNOLOGY SUPPLIES	
TCI	342.00	SSA! Regions of Our Country Teacher Subs	
TEACHER DIRECT	227.48	Pacon Array White Card Stock 100ct 8.5x1	
TEACHER INNOVATIONS, INC.	324.00	21/22 subscription for Invoice # 761127	
TRUCK CENTER COMPANIES	1,743.84	VEHICLE REPAIR SERVICES	
US CELLULAR	1,774.08	ESSER II TECHNOLOGY SUPPLIES	
VETTER EQUIPMENT CO	78.97	parts	
WELLMARK BLUE CROSS BLUESHEILD	117,373.06	OTHER BENEFITS-FLEX SPENDING/DIRECT DEP	
WOODWARD GRANGER CSD	2,236.80	TUITION OE TO LEA WITHIN IA LEVEL III	
ZANER-BLOSER	1,113.98	Shipping	
Fund Number 10	<u>636,266.28</u>		
Checking Account ID 10	Fund Number 22	MANAGEMENT FUND	
IOWA WORKFORCE DEVELOPMENT	618.00	UNEMPLOYMENT COMPENSATION	
WELLMARK BLUE CROSS BLUESHEILD	4,150.24	EARLY RETIREES MEDICAL INSURANCE	
Fund Number 22	<u>4,778.24</u>		
Checking Account ID 10	Fund Number 33	SAVE (SECURE AN ADVANCED VISION FOR ED.	
ELEVATE ROOFING	6,603.00	roof repair K8	
Fund Number 33	<u>6,603.00</u>		
Checking Account ID 10	Fund Number 36	PHYSICAL PLANT & EQUIPMENT	
ASSOCIATED COMPUTER SYSTEMS LTC	2,050.50	Kaspersky Endpoint Security Bus Select E	
BLUPOINTE DRS	750.00	Maintenance, Support and Services:BDR MA	
BRIDGES TRANSITIONS CO	675.00	I have a plan for 21/22	
CDW GOVERNMENT	12,490.08	StarTech.com TV Wall Mount up to 70" VES	
CONTROL MANAGEMENT, INC.	675.00	BUILDING REPAIR	
COUNSEL OFFICE & DOCUMENT	1,012.40	HIGH SCHOOL COPIER LEASE	
CROWLEY CONSTRUCTION	46,725.00	GROUNDS REPAIR	
CULLIGAN WATER	253.47	water softener	
ELEVATE ROOFING	2,423.00	BUILDING REPAIR	
GREAT AMERICAN FINANCIAL SERVICES	1,064.38	HIGH SCHOOL COPIER LEASE	
HODGES CONSTRUCTION	21,568.75	GROUNDS REPAIR	
VETTER EQUIPMENT CO	4,093.88	parts and equipment repair	
WALLIN PLUMBING & HEATING	1,923.53	Repair parts not covered by BDI	
Fund Number 36	<u>95,704.99</u>		
Checking Account ID 10	Fund Number 40	DEBT SERVICE	
UMB BANK, N.A.	500.00	DEBT SERVICE FEE	
Fund Number 40	<u>500.00</u>		
Checking Account ID 10	<u>743,852.51</u>		
Checking Account ID 40	Fund Number 21	ACTIVITY FUND	
ASPI SOLUTIONS, INC	750.00	21/22 renewal Invoice#13049	

Shenandoah CSD
 08/06/2021 08:19 AM
 Vendor Name

MONTHLY BOARD VENDOR BILLS
 August 2021 Accounts Payable

Page: 3
 User ID: RUZEKSHE

Vendor Name	Invoice Amount	Invoice Detail	Description
BROADCAST MUSIC INC.	154.23	Subscription	21/22 #10272323
GRISWOLD CSD	160.00	ENTRY FEE TO ANOTHER SCHOOL	
HARLAN COMMUNITY SCHOOL DISTRICT	100.00	ENTRY FEE TO ANOTHER SCHOOL	
HEARTLAND SCENIC STUDIO	238.37	Lamp (bulbs) musical supplies	
IOWA DEPARTMENT OF INSPECTIONS AND APPEA	0.00	SUPPLIES/FFA	
JUMP AND JAM	802.00	Cheer Clinic	8/2/21
PAPER TRAIL	22.10	21/22 student activity tickets	
RIDDELL/ALL AMERICAN SPORTS	3,908.22	2021 Football helmets	
Fund Number 21	<u>6,134.92</u>		
Checking Account ID 40		Fund Number 81	TRUST FUNDS NON EXPENDABLE
CAIN LORIMOR/IWCC	750.00	SCHOLARSHIPS/I&C WILSON	
DELANIE VOSHELL/DMACC	500.00	INGRIM SCHOLARHIP TUITION	
DOMINICK REYNOLDS/IWCC	250.00	SCHOLARSHIPS/I&C WILSON	
SIDDA RODEWALD/IWCC	250.00	BOB FOLDEN SCHOLARSHIP	
Fund Number 81	<u>1,750.00</u>		
Checking Account ID 40	<u>7,884.92</u>		

First Name	Last Name	Organization	Start Date	End Date	Name of Fundraiser	What specific funds will be used for	Percentage of profit	Population
Ty	Ratliff	weight club	7/19/2021	8/5/2021	Lift a Thon	weight room upgrades	80%	Students
Danielle	Terry	? I will be sharing an Amazon Wishlist link on social media and with friends and family, hoping for donations.	ASAP	5/25/2022	Stem Bin Supplies for Mrs. Terry's Classroom	Items for Stem Bins I am looking to make for my students this school year. (Blocks, legos, plus-plus blocks, etc)	None- just whatever items are bought and donated to my classroom.	Staff or General Public
Jon	Weinrich	Shenandoah CSD	9/2/2021	6/30/2022	Clothing Sales	Athletic Department and sport accounts for camps, travel, supplies	30	Staff or General Public

Shenandoah Community School District



**Teacher Handbook
2021-2022**

Excellence in Every Endeavor

www.shencsd.com

Administration Office & Preschool
304 W. Nishna Rd.
Shenandoah, IA 51601
712-246-1581

Jr. Kindergarten - 8th Grade
601 Dr. Creighton Cir.
Shenandoah, IA 51601
712-246-2520

High School
1000 Mustang Dr.
Shenandoah, IA 51601
712-246-4727

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Mission Statement

The Shenandoah Community School District, in partnership with families and the community, will provide each student an educational environment that maximizes his or her potential to meet the challenge of an ever-changing world.

Vision Statement

It is the vision of the Shenandoah Schools, in partnership with the community that we provide:

- Students the tools to become responsible, successful citizens and lifelong learners in an ever-changing world.
- A safe and caring environment that ensures the dignity of all.
- Opportunities that stretch student and staff capabilities.
- School staff that are focused and visionary, collaborative and empowered to make knowledgeable decisions.

Board Goals

With a goal of excellence, we are committed to:

Increasing academic achievement;

Increasing STEM (Science Technology Engineering, Mathematics) Literacy; Expanding and furthering Career Technical Education and vocational programs; Developing a comprehensive K-12 activities program; and

Maximizing sharing programs for students and operational expenses.

Abuse of Students by Employees

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

Activity Supervision

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

Activity Passes

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

Admission Slips/Field Trips/(Pre-Excused)

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

Announcements - HS

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

Attendance

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

Board Policies

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

Building Leadership Team (BLT)

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

Bus/Vehicle Requests

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

Bus/Vehicle Use:

Picking up the vehicle

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

Route

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

Returning the vehicle

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

Fueling the vehicle

- If possible, fuel vehicle at RocStop or other Cenex station. If there is not a Cenex station, the card should work at most other locations.
- Use the Cenex Fleet Card that is in the console of the vehicle. The gas pump will ask you for an ID#, which is written on the envelope the card is in. It will also ask you for the odometer reading. This card may also be used to purchase anti-freeze, oil, windshield wiper fluid, or any other vehicle need.
- Place the receipt on the vehicle clipboard.

Cell Phones

All staff is expected to use cell phones in a professional manner and avoid accepting calls or texting when it interrupts instruction, while on supervision duty or participating in professional learning unless there is an unusual circumstance or some type of emergency.

Child Abuse

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

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

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

A school employee would have cause to suspect abuse when the following is indicated:

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

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

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

Classroom

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

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

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

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

Class Meetings

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

Class Record

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

Controversial Issues

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

It is the belief of this school board that controversial issues should be fairly presented in a spirit of honest academic freedom to the end that individual students may recognize the validity of other points of view, but can learn to formulate their own opinions based upon dispassionate, objective, unbiased study and discussion of the factual basis underlying the controversy.

It shall be the responsibility of the instructor to present fully and fairly the opportunity and means for students to study, consider and discuss all sides of controversial issues, including, but not limited to political philosophies.

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

Corporal Punishment

Section 280.21 was passed by the Iowa Legislature and signed by the Governor in 1989. In general, it states that a school employee shall not inflict or cause to be inflicted, corporal punishment upon a student. For purposes of this Section, corporal punishment means the intentional physical punishment of a student. HF 2416, passed by the Legislature in 1990, requires the Department of Education to adopt rules which hold that a school district employee’s physical contact with the body of a student is

not considered corporal punishment if it is reasonable and necessary under the circumstances and is not designed or intended to cause pain, or if the employee uses reasonable force for the protection of the employee, the student or other students, or to obtain the possession of a weapon or other dangerous object within a student's control, or for the protection of property.

Course Syllabus

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

HS Dances

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

Detention (Elementary)

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

Dress Code

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

Drug-Free Workplace

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

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

Dual Enrollment Students

Home-school or home-school-assistance-program students enrolled in classes or participating in school

activities in the school district are disciplined in the same manner as other students. Dual enrollment students interested in participating in school activities or enrolling in classes should contact the Principal or designee.

Employee Hours

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

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

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

Employee Parking

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

Emergency Drills

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

Emergency/Weather-Related School Closings

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

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

Exposure to Blood Borne Pathogens, Occupational

The Shenandoah Community School District has established a written exposure control plan to eliminate or minimize occupational exposure to blood borne pathogens and to meet the requirements of the Department of Labor, Occupational Safety and Health Administration, 29 Code of Federal Regulations (CFR), Part 1910.1030. The District exposure control plan, which is available in each attendance center, includes: Exposure determination, schedule and method of compliance, provision

for plan copies to be accessible and available upon request, and the review and updating of the plan.

Expulsion

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

Faculty Smoking/Tobacco Use

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

Family Education Rights and Privacy Act (FERPA)

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

Fundraiser

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

Good Conduct Policy

See student handbook for information on Good Conduct Policy.

Grades and Grade Reporting

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

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

	5.0 GPA =	
A 4.0	A 5.0	I Incomplete
A- 3.7	A- 4.7	
B+ 3.3	B+ 4.3	
B 3.0	B 4.0	
B- 2.7	B- 3.7	
C+ 2.3	C+ 3.3	
C 2.0	C 3.0	
C- 1.7	C- 2.7	
D+ 1.3	D+ 2.3	
D 1.0	D 2.0	
D- 0.7	D- 1.7	
F 0.0	F 0	

A four (4) point system shall be used for middle school report cards. 3.9-

4.0	A+
-----	----

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

Graduate Work

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

Graduation Requirements

50 credits are required for graduation.

Hall Duty/ Assembly Supervision

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

Hall Passes

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

Hazardous Chemicals Program

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

Health Services

The office will have a building schedule for the Nurse.

Homeroom

Teachers may be assigned a homeroom.

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

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

In-School Suspension (ISS)

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

In-school suspension rules:

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

Inventories

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

Keys

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

Lunchroom Supervision

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

Master Events Calendar

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

Out of School Suspension (OSS)

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

Parent Teacher Conferences and Student Led Conferences

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

Participation in Extra-Curricular Activities

Students participating in school activities must be in school at least one-half day on the day of the event in order to participate in the activity. Cut-off time is considered 11:30 a.m. Only in pre- excused

circumstances, may this rule be waived by the principal.

Phone logs

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

Post-Secondary Enrollment Act

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

Progress Reports (HS)

Refer to the Student Handbook under High School Academic Eligibility.

Purchase Orders – District and Activity

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

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

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

Reimbursement

To receive reimbursement, staff must first have prior administrative approval for the purchase. Then the reimbursement form must be accompanied by a detailed receipt.

Smoking, Possession of Drugs and Alcohol

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

Staff Meetings

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

Standardized Tests

Iowa Statewide Assessment of Student Progress (ISASP) is administered each year.

Student Assistance Team

The purpose of this team is:

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

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

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

Substitutes/Teacher absences

When a teacher knows that he/she is going to be gone, it is his/her responsibility to enter that absence into Absence Management (AESOP) www.aesoponline.com . The teacher has the ability to assign a

substitute to that absence if he/she has already contacted one. If one has not already been contacted, the system will post the job for a substitute to pick up. In the case of illness or emergency when the absence cannot be entered into Aesop at least 1 hour prior to the teacher's report time, the office must be notified so that a substitute can be manually called.

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

Tardy Policy:

Elementary

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

Middle School

Students are expected to be in class on time. If students arrive at school late, they need to report to the office to check in before going to class. Students who arrive late to a class must have a pass from the teacher or staff member who caused them to be late. If a student is more than 25 minutes late to 1st period and unexcused they will be counted absent.

High School

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

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

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

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

Telephone calls

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

Textbooks

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

Tutoring

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

Visitation by Other Students

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

Worker's Compensation

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

It is the responsibility of the employee injured on the job to inform their supervisor and the business office of all injuries (minor and more serious) within **twenty-four** hours of the occurrence. An accident report needs to be completed by calling **EMC onCall Nurse at 1-844-322-4668 and notifying the business office**. The employee will need to work with the business office to file and Worker's Compensation claims that need to be filed.

SAFETY PROCEDURES - SPECIAL EDUCATION SAFETY PLANS

Fire Evacuation-Physically Handicapped Students

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

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

Hearing Impaired Students

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

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

Visually Impaired Students

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

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

Tornado Precautions - Physically Handicapped Students

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

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

Tornado Precautions - Hearing Impaired Students

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

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

Tornado Precautions - Visually Impaired Students

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

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

Gas Leak Evacuation – Physically Handicapped Students

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

The teacher/teacher associate will assist the physically disabled students to an “area of safe refuge” away from the building. The teacher/teacher associate will stay with each physically disabled student. The building principal will notify the fire department of the location of the “areas of safe refuge” where physically disabled students may be found. The local fire and police departments will be notified.

Gas Leak Evacuation – Hearing Impaired Students

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

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

Gas Leak Evacuation – Visually Impaired Students

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

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

Intruder Alert – Physically Handicapped Students

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

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

Intruder Alert – Hearing Impaired Students

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

The teacher/teacher associate of a hearing-impaired student will make eye contact with the

student and communicate the nature of the emergency. One staff member will assist the hearing-impaired student to an “area of safe refuge” within the classroom.

Intruder Alert – Visually Impaired Students

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

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

Shenandoah Community School District



Personnel Handbook for Teachers 2021-2022

Excellence in Every Endeavor

www.shencsd.com

Administration Office & Preschool
304 W. Nishna Rd.
Shenandoah, IA 51601
712-246-1581

Jr. Kindergarten - 8th Grade
601 Dr. Creighton Cir.
Shenandoah, IA 51601
712-246-2520

High School
1000 Mustang Dr.
Shenandoah, IA 51601
712-246-4727

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Attendance Expectations

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

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

Confidentiality

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

Drug and Alcohol Testing Program

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

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

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

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

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

Employee Hours

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

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

On Fridays or days preceding holidays or recesses, the employee's day will generally end at 3:30P.M. When school is dismissed due to inclement weather, teachers are able to leave within ten (10) minutes of the students' dismissal. An employee may be asked to stay by a building principal or other administrator in the event of a unique situation or emergency.

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

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

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

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

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

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

Employee Safety

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

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

Use of Reasonable Force

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

Emergency Evacuations

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

Assaults

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

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

Harassment Prohibited

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

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

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

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

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

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

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

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

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

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

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

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

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

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

To the extent provided in Iowa Code Section 280.28, any person who promptly, reasonably, and in good faith reports an incident of bullying or harassment under this policy to a school official, shall be immune from civil or

criminal liability relating to such report and to the person's participation in any administrative, judicial, or other proceeding relating to the report.

Retaliation, reprisal, or false accusation against any person because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding is also prohibited. Individuals who knowingly file false harassment complaints and any person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. A school officer or board director found to have retaliated in violation of this policy shall be subject to measures up to, and including, public reprimand and removal from office, in accordance with applicable board policies and procedures and the law. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds. Other persons found to have retaliated in violation of this policy shall be subject to appropriate measures as determined by the school district.

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

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

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

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

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

Legal References:

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

Senate File 61, 1st Regular Session, 82nd General Assembly, (2007). Iowa Code §§ 216.9; 280.3 (2009).

281 I.A.C. 12.3(6).

Morse v. Frederick, 127 S. Ct. 2618 (2007)

103.1 E1 ANTI-BULLYING/HARASSMENT COMPLAINT FORM

Name of complainant: _____

Position of complainant: _____

Name of student or employee target: _____

Date of complaint: _____

Name of alleged harasser or bully: _____

Date and place of incident or incidents: _____

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

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

Description of misconduct: _____

Name of witnesses (if any): _____

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

Any other information: _____

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

Signature: _____

Date: _____

104.1E2 ANTI-BULLYING/HARASSMENT WITNESS DISCLOSURE FORM

Name of witness: _____

Position of witness: _____

Date of testimony, interview: _____

Description of incident witnessed: _____

Any other information: _____

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

Signature: _____

Date: _____

DISPOSITION OF ANTI-BULLYING/HARASSMENT COMPLAINT FORM

Name of complainant: _____

Name of student or employee target: _____

Grade and building of student or employee: _____

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

Date of initial complaint: _____

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

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

Summary of investigation: _____

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

Signature: _____

Date: _____

104.1R1 ANTI-HARASSMENT/BULLYING INVESTIGATION PROCEDURES

Individuals who feel that they have been harassed should:

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

COMPLAINT PROCEDURE

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

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

INVESTIGATION PROCEDURE

Level One

The building principal (or designee), for harassment or bullying occurring at the school building level, and the superintendent (or designee), for harassment or bullying occurring at the district administration or board level, will assign an investigator. The investigator will be designated by the building principal or superintendent and can be a supervisor, a building or district administrator, or a designated level 1 investigator for Chapter 102 complaints. The complainant should be informed of these choices and given the opportunity for input into the choice of investigator assigned to the complaint. Once assigned, the investigator will reasonably and promptly commence the investigation. The investigator will interview the complainant and the alleged harasser/bully. The alleged harasser/bully may file a written statement in response to the complaint. The investigator may also interview witnesses and consider other evidence as deemed appropriate. Upon completion of the investigation, the investigator will make written findings and conclusions as to each allegation of harassment or bullying and report the findings and conclusions to the principal (or designee), superintendent (or designee) or board president (or designee), depending upon whether the alleged harassment or bullying occurred at the school building or district administration or board level. The investigator will provide a copy of the written findings and conclusions of the investigation to the principal (or designee), superintendent (or designee) or board president (or designee), as appropriate.

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

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

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

Level Two

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

POINTS TO REMEMBER IN THE INVESTIGATION

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

CONFLICTS

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

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

Health Provisions

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

requested by the administration, will rest with the Board of Education.

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

Insurance

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

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

Open Enrollment for insurance is in May.

Leaves of Absence

Jury Duty Leave

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

- Immediately notify his/her supervisor of the receipt of summons for jury duty;
- Be available for work on the next scheduled workday after the period of required jury duty;
- Furnish the employer with proper evidence of the number of days and the amount of jury duty pay; and
- Be available for work for the remainder of any day which the employee is not required to perform jury duty.

Emergency Leave

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

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

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

Professional Leave

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

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

or organizations.

Personal Leave

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

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

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

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

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

Each employee will be reimbursed for a maximum of four (4) personal days not used during a school year. This reimbursement will be \$100 per day. This reimbursement must be requested in writing. Request must be submitted on or before June 1st and will be added to the employee's June check with appropriate taxes withheld.

An employee may purchase two (2) additional personal leave days, per year, by paying the current substitute teacher rate plus FICA and IPERS. No more than four (4) personal days will be allowed in a contract year. The superintendent has discretion under highly unique circumstances or emergencies to allow for additional days. Additional leave should be considered a rare exception, not something that will automatically be granted. The superintendent's decision will stand final as there are other forms of leave that are appropriate under most circumstances.

Consultant Leave

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

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

Discretionary Leave

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

Adoptive Leave/Foster Leave

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

Maternity Leave

Maternity leave is allowed under the general provisions of the Pregnancy Discrimination Act and FMLA and is

allowed for the period of time that is deemed medically necessary. An employee will be allowed to be paid using any accumulated sick leave, personal leave, and emergency leave during this period of time. The remaining time off from work will be unpaid time but will be allowed for the period of time that is deemed necessary by a medical professional. Please notify your building principal and the business office of the need for maternity leave as soon as possible so arrangements can be made for an approved long-term substitute and appropriate paperwork can be completed.

Educational Improvement

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

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

Public Office

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

Military Leave

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

Temporary Military Leave

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

Extended Leave

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

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

Sick Leave

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

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

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

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

Sick Leave Pool

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

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

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

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

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

Sick Leave Reimbursement

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

In years where a School Board Incentive Plan is not offered, each employee will be paid \$25 for each unused sick day upon resigning from the district, provided the employee has been under contract with the district for a minimum of six years. After 15 years of consecutive employment with the district, reimbursement will be made

at a rate of \$35 for each unused sick day upon resignation. After 25 consecutive years of employment, the rate will increase to \$45 per unused sick day. This payment will be made in July of the next fiscal year.

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

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

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

Licensure

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

Observations and Evaluations

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

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

Out of District Employment

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

Requesting a Transfer

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

Voluntary Transfer

Any employee possessing the necessary certification and qualifications may apply for reassignment to another building, and to another position within the building, and all applicants will be carefully considered. All applications will be submitted electronically on Teachlowa. The granting of such transfer will be based upon the needs of the district as determined by the administration.

Posting of Opportunities to Transfer

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

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

Involuntary Transfer

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

Salary Schedule

Placement on Salary Schedule

Employees will be granted one-year increment or vertical step on the schedule for each year of service until the maximum for their educational classification is reached unless the salary schedule is not aged or moved (frozen).

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

Credit for Teaching Experience

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

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

Method of Payment

Each employee will be paid in twelve (12) equal monthly installments on the twentieth (20th) of each month. Payment or notification of payment will be received at the teacher's regular school building during the school year and to an address designated by the teacher during the summer months.

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

When a pay date falls on or during a school holiday, vacation, or weekend, the Central Office will attempt to

distribute the checks on the last previous working day.

Extended Contracts

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

Supplemental Pay

The supplemental pay schedule in effect for the 2019-2020 school year is set forth in Schedule II which is attached to this document.

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

Horizontal Movement

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

Substitute Teaching During Preparation Time

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

Ticket-taking

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

Teacher Salary Supplement Funds

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

Shenandoah School District Technology Agreement

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

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

Social Networking or Other External Web Sites

For purposes of this policy any web site, other than the school district web site or school-school district sanctioned web sites, are considered external web sites. Employees shall not post confidential or proprietary information, including photographic images, about the school district, its employees, students, agents or others on any external web site without consent of the superintendent. The employee shall adhere to all applicable privacy and confidentiality policies adopted by the school district when on external web sites. Employees shall not use the school district logos, images, iconography, etc. on external web sites. Employees shall not use school district time or property on external sites that are not in direct-relation to the employee's job.

Employees, students and volunteers need to realize that the Internet is not a closed system and anything posted on an external site may be viewed by others, all over the world. Employees, students and volunteers who don't want school administrators to know their personal information, should refrain from exposing it on the Internet. Employees, who would like to start a social media site for school district sanctioned activities, should contact the superintendent.

General

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

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

Prohibited Activity and Uses

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

- Using the network for commercial activity, including advertising, or personal gain.
- Infringing on any copyrights or other intellectual property rights, including copying, installing, receiving, transmitting or making available any copyrighted software on the school district computer network. See *Policy 605.7, Use of Information Resources* for more information.

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

Staff Reduction Procedures

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

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

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

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

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

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

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

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

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

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

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

Substance-Free Workplace Notice to Employees

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

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

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

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

SALARY SCHEDULE I

	STEP	BA	BA+15	BA+30	MA	MA+15	MA+30	PhD
	1	37,640	38,680	39,730	40,930	42,140	43,360	44,590
	2	38,920	39,970	41,030	42,240	43,460	44,690	45,820
Index Base \$32,305	3	40,200	41,260	42,330	43,550	44,780	46,020	47,050
	4	41,480	42,550	43,630	44,860	46,100	47,350	48,280
	5	42,760	43,840	44,930	46,170	47,420	48,680	49,510
TSS Funds \$5,335 per cell	6	44,040	45,130	46,230	47,480	48,740	50,010	50,740
	7	45,320	46,420	47,530	48,790	50,060	51,340	51,970
	8	46,600	47,710	48,830	50,100	51,380	52,670	53,200
	9	47,880	49,000	50,130	51,410	52,700	54,000	54,430
Combined Base \$37,640	10	49,160	50,290	51,430	52,720	54,020	55,330	55,660
	11	50,440	51,580	52,730	54,030	55,340	56,660	56,890
	12	51,720	52,870	54,030	55,340	56,660	57,990	58,120
	13	53,000	54,160	55,330	56,650	57,980	59,320	59,350
	14	54,280	55,450	56,630	57,960	59,300	60,650	60,580
	15	55,560	56,740	57,930	59,270	60,620	61,980	61,810
	16			59,230	60,580	61,940	63,310	63,040
	17			60,530	61,890	63,260	64,640	64,270

An earned doctorate is equal to \$1280

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

Extra-Duty Schedule II A

Index Base (\$32305) + TSS (\$5,335 per cell) = Combined Base	CATEGORY											
	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII
\$37,640	14%	12%	10%	9.5%	7%	6%	5%	4.5%	4%	3%	2%	1%
High School Head Coach												
Football	\$ 5,270											
Basketball	\$ 5,270											
Wrestling	\$ 5,270											
Track	\$ 5,270											
Baseball	\$ 5,270											
Softball	\$ 5,270											
Volleyball	\$ 5,270											
Tennis	\$ 5,270											
Cross Country		\$ 4,517										
Golf		\$ 4,517										
Bowling		\$ 4,517										
Assistant Coaches												
Football				\$ 3,576								
Basketball				\$ 3,576								
Wrestling				\$ 3,576								
Track				\$ 3,576								
Baseball				\$ 3,576								
Softball				\$ 3,576								
Volleyball				\$ 3,576								
Cross Country (MS & Asst)				\$ 3,576								
Bowling				\$ 3,576								
Middle School Coaches												
Football					\$ 2,635							
Basketball					\$ 2,635							
Track					\$ 2,635							
Wrestling					\$ 2,635							
Volleyball					\$ 2,635							
Speech and Drama												
Small/Large Group				\$ 3,576								
Drama Coach							\$ 1,882					
Asst. Group Speech						\$ 2,258						
Cheerleaders												
High School Football							\$ 1,882					
High School Basketball							\$ 1,882					
High School Wrestling							\$ 1,882					
High School Dance							\$ 1,882					
Middle School Cheer										\$ 1,118		
Music												
H.S. Instrumental	\$5,270											
M.S. Instrumental			\$ 3,764									
H.S. Vocal			\$ 3,764									
M.S. Vocal			\$ 3,764									
H.S. Musical Director								\$1,694				
H.S. Music Accompanist						\$ 2,258						
M.S. Music Accompanist									\$1,506			
Class Sponsors												
Freshman											\$ 753	
Sophomore											\$ 753	
Junior									\$ 1,506			
Senior											\$ 753	
Club Sponsor												
Art Club										\$ 1,129		
BPA											\$ 753	
H.S. FCCLA										\$ 1,129		
M.S. FCCLA										\$ 1,129		
National Honor Society										\$ 1,129		
H.S. Student Council										\$ 1,129		
M.S. Student Council										\$ 1,129		
M.S. Yearbook										\$ 1,129		
H.S. Yearbook				\$ 3,576								
Other												
Summer Weight Program			\$3,764									
MS Weight Program					\$ 2,635							
EXTRA DUTY - Sell tickets, etc. \$18/up to 3 hours of said duty												
***if not included in the curriculum as regularly scheduled class.												

Extra-Duty Schedule II B

Index Base (\$32305) + TSS (\$5335per cell) = Combined Base		CATEGORY										
		0 - C/1	I - C/2	II - C/3	III - C/4	IV - C/5	V - C/6	VI - C/7	VII - C/8	VIII - C/9	IX - C/10	X - C/11
	\$37,640	\$0	0.1	0.2	0.3	0.4	0.5	0.6	0.7	0.8	0.9	1.0
Index	High School Head Coach											
1	Football	\$5,270	\$ 5,307	\$ 5,345	\$ 5,383	\$ 5,420	\$ 5,458	\$ 5,495	\$ 5,533	\$ 5,571	\$ 5,608	\$ 5,646
2	Basketball	\$5,270	\$ 5,307	\$ 5,345	\$ 5,383	\$ 5,420	\$ 5,458	\$ 5,495	\$ 5,533	\$ 5,571	\$ 5,608	\$ 5,646
3	Wrestling	\$5,270	\$ 5,307	\$ 5,345	\$ 5,383	\$ 5,420	\$ 5,458	\$ 5,495	\$ 5,533	\$ 5,571	\$ 5,608	\$ 5,646
4	Track	\$5,270	\$ 5,307	\$ 5,345	\$ 5,383	\$ 5,420	\$ 5,458	\$ 5,495	\$ 5,533	\$ 5,571	\$ 5,608	\$ 5,646
5	Baseball	\$5,270	\$ 5,307	\$ 5,345	\$ 5,383	\$ 5,420	\$ 5,458	\$ 5,495	\$ 5,533	\$ 5,571	\$ 5,608	\$ 5,646
6	Softball	\$5,270	\$ 5,307	\$ 5,345	\$ 5,383	\$ 5,420	\$ 5,458	\$ 5,495	\$ 5,533	\$ 5,571	\$ 5,608	\$ 5,646
7	Volleyball	\$5,270	\$ 5,307	\$ 5,345	\$ 5,383	\$ 5,420	\$ 5,458	\$ 5,495	\$ 5,533	\$ 5,571	\$ 5,608	\$ 5,646
8	Tennis	\$5,270	\$ 5,307	\$ 5,345	\$ 5,383	\$ 5,420	\$ 5,458	\$ 5,495	\$ 5,533	\$ 5,571	\$ 5,608	\$ 5,646
9	Cross Country	\$4,517	\$ 4,554	\$ 4,592	\$ 4,630	\$ 4,667	\$ 4,705	\$ 4,743	\$ 4,780	\$ 4,818	\$ 4,856	\$ 4,893
10	Golf	\$4,517	\$ 4,554	\$ 4,592	\$ 4,630	\$ 4,667	\$ 4,705	\$ 4,743	\$ 4,780	\$ 4,818	\$ 4,856	\$ 4,893
11	Bowling	\$4,517	\$ 4,554	\$ 4,592	\$ 4,630	\$ 4,667	\$ 4,705	\$ 4,743	\$ 4,780	\$ 4,818	\$ 4,856	\$ 4,893
12	Assistant Coaches	\$4,423	\$4,460	\$4,498	Softball	Co Head	C/1					
13	Football	\$3,576	\$ 3,613	\$ 3,651	\$ 3,689	\$ 3,726	\$ 3,764	\$ 3,802	\$ 3,839	\$ 3,877	\$ 3,915	\$ 3,952
14	Basketball	\$3,576	\$ 3,613	\$ 3,651	\$ 3,689	\$ 3,726	\$ 3,764	\$ 3,802	\$ 3,839	\$ 3,877	\$ 3,915	\$ 3,952
15	Wrestling	\$3,576	\$ 3,613	\$ 3,651	\$ 3,689	\$ 3,726	\$ 3,764	\$ 3,802	\$ 3,839	\$ 3,877	\$ 3,915	\$ 3,952
16	Track	\$3,576	\$ 3,613	\$ 3,651	\$ 3,689	\$ 3,726	\$ 3,764	\$ 3,802	\$ 3,839	\$ 3,877	\$ 3,915	\$ 3,952
17	Baseball	\$3,576	\$ 3,613	\$ 3,651	\$ 3,689	\$ 3,726	\$ 3,764	\$ 3,802	\$ 3,839	\$ 3,877	\$ 3,915	\$ 3,952
18	Softball	\$3,576	\$ 3,613	\$ 3,651	\$ 3,689	\$ 3,726	\$ 3,764	\$ 3,802	\$ 3,839	\$ 3,877	\$ 3,915	\$ 3,952
19	Volleyball	\$3,576	\$ 3,613	\$ 3,651	\$ 3,689	\$ 3,726	\$ 3,764	\$ 3,802	\$ 3,839	\$ 3,877	\$ 3,915	\$ 3,952
20	Cross Country (MS & Asst)	\$3,576	\$ 3,613	\$ 3,651	\$ 3,689	\$ 3,726	\$ 3,764	\$ 3,802	\$ 3,839	\$ 3,877	\$ 3,915	\$ 3,952
21	Tennis	\$3,576	\$ 3,613	\$ 3,651	\$ 3,689	\$ 3,726	\$ 3,764	\$ 3,802	\$ 3,839	\$ 3,877	\$ 3,915	\$ 3,952
22	Bowling	\$3,576	\$ 3,613	\$ 3,651	\$ 3,689	\$ 3,726	\$ 3,764	\$ 3,802	\$ 3,839	\$ 3,877	\$ 3,915	\$ 3,952
23	Middle School Coaches											
24	Football	\$2,635	\$ 2,672	\$ 2,710	\$ 2,748	\$ 2,785	\$ 2,823	\$ 2,861	\$ 2,898	\$ 2,936	\$ 2,974	\$ 3,011
25	Basketball	\$2,635	\$ 2,672	\$ 2,710	\$ 2,748	\$ 2,785	\$ 2,823	\$ 2,861	\$ 2,898	\$ 2,936	\$ 2,974	\$ 3,011
26	Track	\$2,635	\$ 2,672	\$ 2,710	\$ 2,748	\$ 2,785	\$ 2,823	\$ 2,861	\$ 2,898	\$ 2,936	\$ 2,974	\$ 3,011
27	Wrestling	\$2,635	\$ 2,672	\$ 2,710	\$ 2,748	\$ 2,785	\$ 2,823	\$ 2,861	\$ 2,898	\$ 2,936	\$ 2,974	\$ 3,011
28	Volleyball	\$2,635	\$ 2,672	\$ 2,710	\$ 2,748	\$ 2,785	\$ 2,823	\$ 2,861	\$ 2,898	\$ 2,936	\$ 2,974	\$ 3,011
29	Baseball	\$2,635	\$ 2,672	\$ 2,710	\$ 2,748	\$ 2,785	\$ 2,823	\$ 2,861	\$ 2,898	\$ 2,936	\$ 2,974	\$ 3,011
30	Softball	\$2,635	\$ 2,672	\$ 2,710	\$ 2,748	\$ 2,785	\$ 2,823	\$ 2,861	\$ 2,898	\$ 2,936	\$ 2,974	\$ 3,011
31	Speech and Drama											
32	Small/Large Group	\$3,576	\$ 3,613	\$ 3,651	\$ 3,689	\$ 3,726	\$ 3,764	\$ 3,802	\$ 3,839	\$ 3,877	\$ 3,915	\$ 3,952
33	Drama Coach	\$1,882	\$ 1,920	\$ 1,957	\$ 1,995	\$ 2,033	\$ 2,070	\$ 2,108	\$ 2,145	\$ 2,183	\$ 2,221	\$ 2,258
34	Asst. Group Speech	\$2,258	\$ 2,296	\$ 2,334	\$ 2,371	\$ 2,409	\$ 2,447	\$ 2,484	\$ 2,522	\$ 2,560	\$ 2,597	\$ 2,635
35	Cheerleaders											
36	High School Football	\$1,882	\$ 1,920	\$ 1,957	\$ 1,995	\$ 2,033	\$ 2,070	\$ 2,108	\$ 2,145	\$ 2,183	\$ 2,221	\$ 2,258
37	High School Basketball	\$1,882	\$ 1,920	\$ 1,957	\$ 1,995	\$ 2,033	\$ 2,070	\$ 2,108	\$ 2,145	\$ 2,183	\$ 2,221	\$ 2,258
38	High School Wrestling	\$1,882	\$ 1,920	\$ 1,957	\$ 1,995	\$ 2,033	\$ 2,070	\$ 2,108	\$ 2,145	\$ 2,183	\$ 2,221	\$ 2,258
39	High School Dance	\$1,882	\$ 1,920	\$ 1,957	\$ 1,995	\$ 2,033	\$ 2,070	\$ 2,108	\$ 2,145	\$ 2,183	\$ 2,221	\$ 2,258
40	MS Cheerleading	\$1,118	\$ 1,156	\$ 1,193	\$ 1,231	\$ 1,269	\$ 1,306	\$ 1,344	\$ 1,381	\$ 1,419	\$ 1,457	\$ 1,494
41	Music											
42	H.S. Instrumental	\$5,270	\$ 5,307	\$ 5,345	\$ 5,383	\$ 5,420	\$ 5,458	\$ 5,495	\$ 5,533	\$ 5,571	\$ 5,608	\$ 5,646
43	M.S. Instrumental	\$3,764	\$ 3,802	\$ 3,839	\$ 3,877	\$ 3,915	\$ 3,952	\$ 3,990	\$ 4,027	\$ 4,065	\$ 4,103	\$ 4,140
44	H.S. Vocal	\$3,764	\$ 3,802	\$ 3,839	\$ 3,877	\$ 3,915	\$ 3,952	\$ 3,990	\$ 4,027	\$ 4,065	\$ 4,103	\$ 4,140
45	M.S. Vocal	\$3,764	\$ 3,802	\$ 3,839	\$ 3,877	\$ 3,915	\$ 3,952	\$ 3,990	\$ 4,027	\$ 4,065	\$ 4,103	\$ 4,140
46	H.S. Musical Director	\$1,694	\$ 1,731	\$ 1,769	\$ 1,807	\$ 1,844	\$ 1,882	\$ 1,920	\$ 1,957	\$ 1,995	\$ 2,033	\$ 2,070
47	H.S. Music Accompanist	\$2,258	\$ 2,296	\$ 2,334	\$ 2,371	\$ 2,409	\$ 2,447	\$ 2,484	\$ 2,522	\$ 2,560	\$ 2,597	\$ 2,635
48	M.S. Music Accompanist	\$1,506	\$ 1,543	\$ 1,581	\$ 1,619	\$ 1,656	\$ 1,694	\$ 1,731	\$ 1,769	\$ 1,807	\$ 1,844	\$ 1,882
49	Class Sponsors											
50	Freshman	\$753	\$ 790	\$ 828	\$ 866	\$ 903	\$ 941	\$ 979	\$ 1,016	\$ 1,054	\$ 1,092	\$ 1,129
51	Sophomore	\$753	\$ 790	\$ 828	\$ 866	\$ 903	\$ 941	\$ 979	\$ 1,016	\$ 1,054	\$ 1,092	\$ 1,129
52	Junior	\$1,506	\$ 1,543	\$ 1,581	\$ 1,619	\$ 1,656	\$ 1,694	\$ 1,731	\$ 1,769	\$ 1,807	\$ 1,844	\$ 1,882
53	Senior	\$753	\$ 790	\$ 828	\$ 866	\$ 903	\$ 941	\$ 979	\$ 1,016	\$ 1,054	\$ 1,092	\$ 1,129
54	Club Sponsor											
55	Art Club	\$1,129	\$ 1,167	\$ 1,204	\$ 1,242	\$ 1,280	\$ 1,317	\$ 1,355	\$ 1,393	\$ 1,430	\$ 1,468	\$ 1,506
56	BPA	\$753	\$ 790	\$ 828	\$ 866	\$ 903	\$ 941	\$ 979	\$ 1,016	\$ 1,054	\$ 1,092	\$ 1,129
57	H.S. FCCLA	\$1,129	\$ 1,167	\$ 1,204	\$ 1,242	\$ 1,280	\$ 1,317	\$ 1,355	\$ 1,393	\$ 1,430	\$ 1,468	\$ 1,506
58	M.S. FCCLA	\$1,129	\$ 1,167	\$ 1,204	\$ 1,242	\$ 1,280	\$ 1,317	\$ 1,355	\$ 1,393	\$ 1,430	\$ 1,468	\$ 1,506
59	National Honor Society	\$1,129	\$ 1,167	\$ 1,204	\$ 1,242	\$ 1,280	\$ 1,317	\$ 1,355	\$ 1,393	\$ 1,430	\$ 1,468	\$ 1,506
60	H.S. Student Council	\$1,129	\$ 1,167	\$ 1,204	\$ 1,242	\$ 1,280	\$ 1,317	\$ 1,355	\$ 1,393	\$ 1,430	\$ 1,468	\$ 1,506
61	M.S. Student Council	\$1,129	\$ 1,167	\$ 1,204	\$ 1,242	\$ 1,280	\$ 1,317	\$ 1,355	\$ 1,393	\$ 1,430	\$ 1,468	\$ 1,506
62	M.S. Yearbook	\$1,129	\$ 1,167	\$ 1,204	\$ 1,242	\$ 1,280	\$ 1,317	\$ 1,355	\$ 1,393	\$ 1,430	\$ 1,468	\$ 1,506
63	H.S. Yearbook	\$3,576	\$ 3,613	\$ 3,651	\$ 3,689	\$ 3,726	\$ 3,764	\$ 3,802	\$ 3,839	\$ 3,877	\$ 3,915	\$ 3,952
64	Other											
65	Summer Weight Program	\$3,764	\$ 3,802	\$ 3,839	\$ 3,877	\$ 3,915	\$ 3,952	\$ 3,990	\$ 4,027	\$ 4,065	\$ 4,103	\$ 4,140
66	MS Weights	\$2,635	\$ 2,672	\$ 2,710	\$ 2,748	\$ 2,785	\$ 2,823	\$ 2,861	\$ 2,898	\$ 2,936	\$ 2,974	\$ 3,011
67	EXTRA DUTY - Sell tickets, etc. \$18/up to 3 hours of said duty											
	**If not included in the curriculum as regularly scheduled class.											

Shenandoah Community School District



Support Staff Handbook 2021-2022

Excellence in Every Endeavor

www.shencsd.com

Administration Office & Preschool
304 W. Nishna Rd.
Shenandoah, IA 51601
712-246-1581

Jr. Kindergarten - 8th Grade
601 Dr. Creighton Cir.
Shenandoah, IA 51601
712-246-2520

High School
1000 Mustang Dr.
Shenandoah, IA 51601
712-246-4727

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Mission Statement

The Shenandoah Community School District, in partnership with families and the community, will provide each student an educational environment that maximizes his or her potential to become responsible, successful citizens and lifelong learners in an ever-changing world.

Vision Statement

It is the vision of the Shenandoah Schools, in partnership with the community that we provide:

- Students the tools to become responsible, successful citizens and lifelong learners in an ever-changing world.
- A safe and caring environment that ensures the dignity of all.
- Opportunities that stretch student and staff capabilities.
- School staff that are focused and visionary, collaborative and empowered to make knowledgeable decisions.

Theory of Action

If...

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

Then...

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

Board Goals

Excellence in Every Endeavor

- With a goal of excellence, we are committed to:
- Demonstrating an increase in annual academic student achievement in all core areas using multiple assessing measures (ACT, Iowa Assessments, iReady, FAST)
- Committing resources to mental health supports for staff and students
- Maintaining a strong financial position to support the comprehensive education program
- Using effective communication to enhance school-family relationships and school-community partnerships

Attendance Expectations

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

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

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

Confidentiality

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

Drug and Alcohol Testing Program

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

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

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

Electronic Google Forms for District Procedures

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

AESOP

Need to be absent for any reason and or need a substitute? Please use AESOP to submit leave requests for approval. You can also find this on the staff page of the district website.

Maintenance Form

Something not working or needs repair? Please use this link to make a maintenance request. You can also find this on the staff page of the district website.

Master Calendar Form

If you need to schedule an event or student activity of any kind please use this link. You can also find this on the staff page of the district website.

Fundraiser Form

Planning a fundraiser for your activity or club? Please use this link to make a request permission for a fundraiser. You can also find this on the staff page of the district website.

Out of State Travel

Planning a field trip or activity out of state? Please use this link to

Form

request permission to take students out of State for a field trip or activity. You can also find this on the staff page of the district website.

Technology Form

If you need any type of technology assistance or purchase, please use this link to make a technology request. You can also find this on the staff page of the district website.

Transportation Form

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

Emergency Dismissals

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

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

Employee Evaluation

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

Employee Safety**Health and Safety Provisions**

The District strives to make reasonable provisions for the health and safety of its employees during the hours of employment. It is important that employees extend their complete cooperation to the District in maintaining District policies, rules and regulations as to health and safety. This includes but is not limited to using proper safety equipment, participating in required trainings, maintaining a clean work environment, properly storing equipment and chemicals, using equipment for its designated purpose and promptly reporting any unsafe conditions to their immediate supervisor.

Use of Reasonable Force

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

Emergency Situations and Evacuations

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

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

Assaults

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

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

Harassment Prohibited

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

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

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

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

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

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

the following conditions:

Places the student, employee, officer, board director or volunteers in reasonable fear of harm to their person or property;

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

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

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

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

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

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

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

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

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

Retaliation, reprisal, or false accusation against any person because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding is also prohibited. Individuals who knowingly file false harassment complaints and any person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. A school officer or board director found to have retaliated in violation of this policy shall be subject to measures up to, and including, public reprimand and removal from office, in accordance with applicable board policies and procedures and the law. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds. Other persons found to have retaliated in violation of this policy shall be subject to appropriate measures as determined by the school district.

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

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

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

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

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

Legal References:

20 U.S.C. §§ 1221-1234i (2004).
 29 U.S.C. § 794 (1994).
 42 U.S.C. §§ 2000d-2000d-7 (2004).
 42 U.S.C. §§ 12001 *et. seq.* (2004).
 Senate File 61, 1st Regular Session, 82nd General Assembly, (2007).
 Iowa Code §§ 216.9; 280.3 (2009).
 281 I.A.C. 12.3(6).
Morse v. Frederick, 127 S Ct. 2618 (2007)

103. E1 ANTI-BULLYING/HARASSMENT COMPLAINT FORM

Name of complainant: _____

Position of complainant: _____

Name of student or employee target: _____

Date of complaint: _____

Name of alleged harasser or bully: _____

Date and place of incident or incidents:

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

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

Description of misconduct: _____
_____Name of witnesses (if any): _____
_____Evidence of harassment or bullying, i.e., letters, photos, etc. (attach evidence if possible):

_____Any other information: _____

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

Signature: _____

Date: _____

104.1E2 ANTI-BULLYING/HARASSMENT WITNESS DISCLOSURE FORM

Name of witness: _____

Position of witness: _____

Date of testimony, interview: _____

Description of incident witnessed: _____

Any other information: _____

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

Signature: _____

Date: _____

DISPOSITION OF ANTI-BULLYING/HARASSMENT COMPLAINT FORM

Name of complainant: _____

Name of student or employee target: _____

Grade and building of student or employee: _____

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

Date of initial complaint: _____

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

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

Summary of investigation: _____

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

Signature: _____ Date: _____

104.1R1 ANTI-HARASSMENT/BULLYING INVESTIGATION PROCEDURES

Individuals who feel that they have been harassed should:

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

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

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

COMPLAINT PROCEDURE

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

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

INVESTIGATION PROCEDURE

Level One

The building principal (or designee), for harassment or bullying occurring at the school building level, and the superintendent (or designee), for harassment or bullying occurring at the district administration or board level, will assign an investigator. The investigator will be designated by the building principal or superintendent and can be a supervisor, a building or district administrator, or a designated level 1 investigator for Chapter 102 complaints. The complainant should be informed of these choices and given the opportunity for input into the choice of investigator assigned to the complaint. Once assigned, the investigator will reasonably and promptly commence the investigation. The investigator will interview the complainant and the alleged harasser/bully. The alleged harasser/bully may file a written statement in response to the complaint. The investigator may also interview witnesses and consider other evidence as deemed appropriate. Upon completion of the investigation, the investigator will make written findings and conclusions as to each allegation of harassment or bullying and report the findings and conclusions to the principal (or designee), superintendent (or designee) or board president (or designee), depending upon whether the alleged harassment or bullying occurred at the school building or district administration or board level. The investigator will provide a copy of the written findings and conclusions of the investigation to the principal (or designee), superintendent (or designee) or board president (or designee), as appropriate.

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

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

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

Level Two

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

POINTS TO REMEMBER IN THE INVESTIGATION

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

in any investigation.

CONFLICTS

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

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

Holidays

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

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

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

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

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

Hours of Work

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

Principals and department supervisors are responsible for scheduling the hours and work assignments for employees. A reasonable effort will be made to schedule an employee's hours of work in a single block of time. However, the assigned hours may vary according to the needs of the employer. It is within the right of the employer to schedule employees, substitutes, and temporary workers to meet the needs of the district.

Duty Free Meal Break

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

Injury on the Job

The district strives to maintain a safe and accident free work environment. Employees are expected to use good

judgment, follow safety guidelines and procedures, and avoid taking hazardous actions such as but not limited to not using equipment that they have not been trained on, standing on chairs, or inappropriately attempting to lift objects.

It is the responsibility of the employee injured on the job to inform their supervisor and the business office of all injuries (minor and more serious) within **twenty-four** hours of the occurrence. An accident report needs to be completed by calling **EMC onCall Nurse at 1-844-322-4668 and notifying the business office**. The employee will need to work with the business office to file any Worker's Compensation claims that need to be filed.

Insurance

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

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

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

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

Leave Requests

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

Bereavement Leave

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

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

Family Medical Leave Act

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

Illness in the Immediate Family

Employees shall be granted leave of absence at full pay for an illness in the immediate family (spouse, children,

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

Jury Duty

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

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

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

Military Service

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

The leave shall be without loss of status or efficiency rating, and without loss of pay during the first thirty calendar days of the leave.

Personal Leave

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

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

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

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

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

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

taxes withheld.

Political Leave

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

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

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

Professional Leave

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

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

Sick Leave (for personal use only)

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

Sick leave applies as follows:

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

Unused sick leave is cumulative to 120 days.

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

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

fiscal year. This item would become effective with the 2006-2007 school year and will not be retroactive.

Unpaid Leave

Unpaid leave, not to exceed 5 per school year, may be used to excuse an involuntary absence not provided for in other leave policies. Unpaid leave for employees must be submitted on AESOP and authorized by the Superintendent/ or designee. Whenever possible, employees shall make a written request (email is acceptable) for unpaid leave ten days prior to the beginning date of the requested leave. If the leave is granted, the deductions in salary shall be made unless they are waived specifically by the Superintendent.

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

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

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

Vacation Leave

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

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

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

Licensure

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

Out of District Employment

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

Overtime

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

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

Pay Differential

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

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

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

Pay Schedule

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

Probationary Status

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

Physical Exams

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

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

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

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

Professional Attire

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

Reduction in Force

The Board of Education retains the sole and exclusive right to determine the number of staff members to employ. If the Board determines that there shall be a reduction in the number of staff members, the Board will act upon the recommendation of the superintendent and administrative team to make such decisions. Consideration will

be given to but not limited to an employee's past evaluations, attendance, experience, qualifications, training, licensing and other identified factor deemed appropriate to the given situation.

Resignation

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

Reporting for Duty on Emergency Dismissals

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

Required Training

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

Safety Procedures- Special Education Safety Plans

Fire Evacuation-Physically Handicapped Students

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

The teacher/teacher associate will assist the disabled student to an "area of safe refuge" behind fire doors. One staff member will be identified to stay with each physically disabled student.

The building principal will notify the fire department of the location of the "areas of safe refuge" where physically disabled students may be found. One staff member will be responsible to notify the fire department.

Hearing Impaired Students

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

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

Visually Impaired Students

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

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

Tornado Precautions - Physically Handicapped Students

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

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

Tornado Precautions - Hearing Impaired Students

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

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

Tornado Precautions - Visually Impaired Students

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

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

Gas Leak Evacuation – Physically Handicapped Students

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

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

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

The local police department will be notified.

Gas Leak Evacuation – Hearing Impaired Students

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

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

Gas Leak Evacuation – Visually Impaired Students

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

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

Intruder Alert – Physically Handicapped Students

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

Physically disabled students will be moved to an “area of safe refuge” within the classroom.

One staff member will be identified to stay with each physically disabled student.

Intruder Alert – Hearing Impaired Students

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

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

Intruder Alert – Visually Impaired Students

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

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

Staff/Student Relationships

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

Substance-Free Workplace

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

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

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

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

Transfer of Assignment

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

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

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

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

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

Time Clock

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

Employees are to clock in at the beginning and out at end of their work assignment. A lunch period of 30 minutes will automatically be deducted for employees who are assigned to work 6 or more hours in a shift. Employees who are required to return to their work assignment by their supervisor or building principal during their lunch period will be paid for their lunch.

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

Some positions require the use of paper time sheets. Employees assigned to use paper time sheets must have their time sheet signed and submitted to their supervisor. Failure to do so may delay in payment for service performed.

Transportation Pay Types

Route Pay

Drivers who are assigned standard bus routes that provide a group of students transportation for their daily commute to school and home from school will be paid route pay.

Drivers who are assigned routes are responsible for completing and documenting pre-trip and post-trip inspections, fueling, cleaning, and washing the bus. This includes such things as adding oil, transmission fluid, etc.

Activity/Hourly Pay

Drivers who are providing transportation for school activities, field trips, individualized transportation for special education students, after school or summer camps, and similar activities that are not required by all students will be paid activity pay.

Drivers will be paid the activity pay or hourly rate for attending staff meeting and for required trainings.

Drivers who are assigned additional duties to clean, repair, remove snow, plan or other such duties will be paid at the activity pay or hourly rate.

Drivers must have their supervisor's approval in advance to be paid for additional duties.

All driving assignments that qualify for activity pay will be paid a minimum of an hour regardless of the amount of time the trip takes to complete.

Drivers that take students to APEX, Clarinda Academy, or other such specialized programs will be paid the activity pay or hourly rate. If a student refuses to transport or the parent cancels within 10 minutes of their pick-up time, the driver will be paid for a minimum of one hour.

Use of District Technology

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

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

Social Networking or Other External Websites

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

General

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

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

- Network users identifying a security problem on the school district's network must notify appropriate staff. Any network user identified as a security risk or having a history of violations of school district computer use guidelines may be denied access to the school district's network.

Prohibited Activity and Uses

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

- Using the network for commercial activity, including advertising, or personal gain.
- Infringing on any copyrights or other intellectual property rights, including copying, installing, receiving, transmitting or making available any copyrighted software on the school district computer network. See Policy 605.7, Use of Information Resources for more information.
- Using the network to receive, transmit or make available to others obscene, offensive, or sexually explicit material
- Using the network to receive, transmit or make available to others messages that are racist, sexist, and abusive or harassing to others.
- Use of another's account or password.
- Attempting to read, delete, copy or modify the electronic mail (e-mail) of other system users.
- Forging or attempting to forge e-mail messages.
- Engaging in vandalism. Vandalism is defined as any malicious attempt to harm or destroy school district equipment or materials, data of another user of the school district's network or of any of the entities or other networks that are connected to the Internet. This includes, but is not limited to, creating and/or placing a computer virus on the network.
- Using the network to send anonymous messages or files.
- Revealing the personal address, telephone number or other personal information of oneself or another person.
- Intentionally disrupting network traffic or crashing the network and connected systems.
- Installing personal software or using personal disks on the school district's computers and/or network without the permission of the director of technology.
- Using the network in a fashion inconsistent with directions from teachers and other staff and generally accepted network etiquette.

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

Agreement to Establish a Consortium to Jointly Administer an Instructional Program Located in space within the boundaries of the Glenwood Community School District

This Agreement between the member school districts whose signatures appear at the end of this document (hereafter “members”), including the Glenwood Community School District (hereafter “host”), is to establish a jointly administered program for the enrollment of students from the host and members’ school districts, hereafter called the Southwest Iowa Apex Consortium (hereafter “SWIAC”), pursuant to Iowa Code sections 28E.3 and 280.15(1) to provide quality education and activities for students enrolled from each member district, by the most efficient and economically responsible means; and

Whereas, each member wishes to enroll one or more of its students in classes or programs that are offered and available at the SWIAC Consortium and that are not otherwise available at each member’s site, and

Whereas, the host is willing to jointly administer the programs and activities at the SWIAC Consortium with the members with the costs determined as stated in this Agreement, and

Whereas, Iowa Code section 28E.3 provides, in part, that the boards of directors of two or more school districts may by agreement jointly administer any power, privilege or authority each member school district is capable of exercising individually, and

Whereas, Iowa Code section 280.15, subsection 1, provides, in part, that the boards of directors of two or more school districts may by agreement jointly share services of school personnel, acquire and share classrooms, facilities, and equipment,

Therefore, the member school districts agree to establish a jointly administered instructional program in the form of a Consortium as authorized by Iowa Code under the following terms and conditions:

PURPOSE

Each member school district, pursuant to Iowa Code, has responsibility for the educational outcomes of its resident students. Members agreeing to be part of this Consortium Agreement by sending students to the SWIAC Consortium will become members of the Consortium. This Agreement describes the arrangement for the provision of instructional services for the Consortium. This Agreement further describes certain terms and conditions to participate in SWIAC through a consortium arrangement for the students of each member district, including the host district, and other students not residents of any member district. This Agreement provides a means by which the members may jointly and cooperatively provide greater educational opportunities for students through the offering of educational programs and the collective operation of facilities for student use by exercising powers, privileges, and authority and proceeding to participate in and help administer the program, pursuant to the joint powers authorized by Iowa Code.

A school district, which is not a member of the consortium, may contact the host district member of the Intake Committee for one of its students to be enrolled into the SWIAC Consortium; however, the fact that a school district submits a request to enroll one of its students does not guarantee that the student will be assigned to the consortium site. Upon receipt of a request to enroll a student from a non-member school district, the Intake Committee member will review the student's IEP and determine whether the student is eligible to enroll in the program and whether the program has capacity to admit the student into the program. If a student is eligible to enroll in the program and the program has capacity, the non-member district's request to enroll the student will be forwarded to the host district business office to arrange SWIAC membership for the non-member district. Should the district refrain from joining the consortium, the student will not be enrolled in the SWIAC Consortium program. Should the district agree to join the consortium, given the student's eligibility and program capacity, the district's request for enrollment will be reviewed by the SWIAC Intake Committee. Upon approval for enrollment by the Intake Committee, the student will be enrolled in the Consortium program at the earliest possible date. If the student is eligible to enroll in the program and the district agrees to join the SWIAC, but the program does not have capacity, the non-member school district will be notified by the host district Intake Committee member that it cannot enroll the student in the consortium program. At that time, the resident district remains responsible for locating an appropriate program for the student elsewhere.

PROGRAM DESCRIPTION

Apex serves students grades Pre-K (at least age 3 with an instructional individualized education plan (IEP) through 12 with significant (Level III) cognitive or behavioral needs, e.g., including but not limited to students with BD, SED, ASD, and other intellectual and developmental disabilities, and students with dual diagnoses who have exhausted special education services in the student's resident school district. The overwhelming majority (95%) of students served by Apex have a DSM-5 diagnosis. Apex serves students who have been assigned to the consortium site by their resident districts, which are members of the consortium, and such assignment has been recommended by the IEP team in the student's resident school district.

The Apex Program is based on sound, well-researched theoretical foundations (e.g., Social Learning Theory, Social Interactionist Perspective, Coercion Theory, Cognitive-Behavioral Theory, and Behavior Momentum Theory) and includes:

- A predictable environment with clear social, emotional, behavioral, and academic expectations
- Attention for students who meet those expectations
- Effective correction when students miss expectations
- A Response-to-Intervention approach utilizing research-supported interventions to address social, emotional, behavioral, and academic needs and a variety of assessments to assess intervention fidelity and outcomes

Children may be enrolled in the SWIAC Consortium after completing the intake process and receiving the approval for enrollment from the Intake Committee. The Intake Committee will be comprised of a representative from the host district, Apex, a member district, an AEA special

education consultant, and an AEA regional administrator. The Intake Committee will determine the enrollment status of any SWIAC Consortium student applicant referred to the Consortium and address any concerns about the student referral. Children excluded from enrollment in the SWIAC Consortium include children who (a) are not from a SWIAC Consortium member district, (b) are actively suicidal or homicidal and not under the care and supervision of a psychiatrist, and (c) have a medical or physical challenge that cannot be adequately addressed by Apex staff (as determined by the Intake Committee). Students attending Apex are transported to and from the program campus by the student's resident district or by a contracted arrangement made by the resident district. Pursuant to this Agreement, instructional services will be provided by Apex.

NAME/ORGANIZATION

To accomplish the purposes stated above and to carry out joint and cooperative activity associated with the program, there is hereby created the Southwest Iowa Apex Consortium (SWIAC; hereafter "Consortium"). This Consortium shall consist of the original member districts and host district, and shall include additional districts added from time to time, but said Consortium shall not be considered a separate legal entity for purpose of Iowa Code Chapter 28E.

"Host district" means the district of location.

"Member district" means each public school district whose board has agreed to participate in the Consortium program, including the host district.

"Administrators" mean the superintendents of each public school district whose board has agreed to participate in the Consortium program, including the host district.

"Fiscal agent" means the district that is established within the terms of this Agreement to provide the administrative business services, including student, staff, and financial accounting/management on behalf of the Consortium.

FISCAL AGENT

The host district will serve as the fiscal agent for purposes of all administrative business services associated with participation in the Consortium pursuant to the terms of this Agreement. The fiscal agent shall receive funds, handle student, staff, and financial accounting, make timely payments, and provide timely itemized billings to member districts. The host district agrees to enter into the Student Record Information System (SRI) students in classes offered through the SWIAC Consortium Program.

ADMINISTRATION

The SWIAC Consortium shall be governed and administered by the superintendents of each participating member school district (collectively, "the Administrators"). However, contracts

must be approved and signed by the board president and board secretary of the governing boards of member districts rather than the Administrators.

The administrators of the district which are members of the Consortium shall have all powers, privileges, and authority necessary and incidental to manage the affairs of the Consortium, to exercise any power common to the members, and to work with each other to manage this program. The Administrators shall also carry out the intent and purpose of this Agreement not inconsistent with law or this Agreement.

The powers and responsibilities of the Administrators shall include general administrative duties which may arise from time to time, including, but not limited to:

- A. Setting policy and directing administrative regulations for the Consortium.
- B. Evaluating and preparing required reports on the effectiveness of the Consortium and the contracted instructional program from Apex.
- C. Assessing the educational needs and interests of the students within their respective district.
- D. Providing long-range planning for the Consortium.
- E. Discussing collective purchases for supplies, equipment, rental/leases, etc., on behalf of the Consortium.
- F. Meeting periodically, as needed, to discuss issues associated with the instructional program contracted from Apex and the Consortium.
- G. Other reasonable and necessary administrative duties.

Votes and approvals by the Administrators may be accomplished by a consensus, a vote at a meeting or by written affirmation by letter or e-mail. However, if the fiscal agent is entering into a contract or agreement on behalf of the Consortium, the governing boards of the member districts shall first approve the contract or agreement. The participating member districts may at any time restrict the powers of the fiscal agent of the Consortium.

JOINT MEETINGS

The Administrators shall meet at least twice each school year, or more often if necessary, to discuss items of mutual concern.

BOARD APPROVAL

Consortium membership shall be approved by the board of directors of each member district. Failure of a board of directors to approve the Consortium Agreement shall remove that school district from Consortium membership.

JURISDICTION

The students attending the Consortium program shall be allowed to participate in the student activities in their districts of residence and will be subject to the eligibility rules of their resident districts. Students in the Consortium continue to be enrolled in their resident districts and are subject to the testing requirements, graduation requirements, and disciplinary procedures of their

resident districts. The Consortium will contract with the service provider to administer required assessments and forward the results of the individual assessments to each resident district. The resident districts remain responsible for the achievement of resident students pursuant to the provisions of the No Child Left Behind Act. Permanent school records shall be maintained at the student's resident district.

The resident districts, through the Consortium, must be actively involved in monitoring adherence to all pertinent state and federal laws, including, but not limited to: testing requirements, No Child Left Behind provisions, IDEA provisions, EDGAR provisions, OMB circular A-87 and A-133 provisions, FERPA provisions, teacher licensure, curriculum development, professional development and expectations, and core curriculum implementation.

Member district students shall be under the jurisdiction of, and be the responsibility of, the host district while in attendance at the Consortium, except as set out in this Agreement. Member district students may be subject to the same academic, disciplinary, and other additional requirements that apply to host district resident students. Member district students may also be subject to additional disciplinary action at their resident district. All disciplinary or other hearings, if any, will be conducted by the administration or board of directors hosting the program with the exception of hearings regarding suspension of more than ten (10) days and expulsions, which will be held by the resident district. The board of the resident district will work with the host district to determine an appropriate course of action to the extent of the Consortium program.

INDEPENDENCE RETAINED

It is expressly understood and agreed to by the member districts that nothing contained in this Agreement shall be construed to create a partnership, association or other affiliation or like relationship between the member districts, it being specifically agreed that their relationship is and shall remain that of independent parties participating in a cooperative mutual relationship in the Consortium. In no event shall a school district be liable for the debts and/or obligations of another school district.

It is further expressly understood and agreed to by the member districts that nothing contained in this Agreement shall be construed to create a partnership, association or other affiliation or like relationship between the member district (or consortium) and the contracted service provider. In no event shall a school district or the consortium be liable for the debts and/or obligations of the contracted service provider. Likewise, in no event shall the contracted service provider be liable for the debts and/or obligations of a school district or the consortium.

NON-DELEGATION

Unless specifically provided in this Consortium Agreement, the Agreement shall not be construed as a delegation of the authority by the boards of directors of any member school districts or the powers or responsibilities conferred upon them by Iowa Code.

DISPUTE RESOLUTION AND ARBITRATION

In the event that the member districts are unable to agree to the interpretation or operation of this Agreement, the dispute shall be referred to a “Conflict Resolution Committee” made up of the president and vice-president of the board of directors of the host district and the chief administrator of the area education agency (AEA) in which the Consortium program is located. The Committee shall meet to discuss the dispute and make recommendations to the Administrators as to resolution of the dispute.

In the event that the dispute remains unresolved, the fiscal agent shall request that a mediator knowledgeable in Iowa school district matters be appointed by the chief administrator of the AEA in which the Consortium program is located to assist in a negotiated resolution to the dispute.

In the event that mediation does not resolve the dispute, it will be submitted to arbitration by a single neutral arbitrator who is knowledgeable in Iowa school district matters appointed by the chief administrator of the AEA in which the Consortium program is located.

SPECIAL EDUCATION

Each member district referring students to the Consortium, shall remain responsible for insuring the special education instructional and related services offered to its students at the Consortium provides a free and appropriate public education (FAPE) pursuant to federal and state law.

Each district is to maintain a file on each resident student attending the Consortium program. For special education students, this file should contain the student’s current IEP and progress reports.

The resident district, working with the private provider and the fiscal agent district, is responsible for IEP development and review.

LIMITED ENGLISH PROFICIENT

If any student enrolled and served in the Consortium requires a limited English proficient [LEP] program, the resident district shall be billed for the cost of those services provided above the regular instructional program provided. This will be billed as an individualized cost and will be considered non-special education costs.

STAFFING

Instructional staff for the consortium will be contracted for and are the employees of the contracted service provider, unless this Agreement assigns member districts to provide specific staff positions for the Consortium. Staff providing special education services will be considered employed by the contracted service provider.

The fiscal agent may employ, on behalf of the Consortium, an appropriately licensed person or assign a portion of an appropriately licensed person's time (with time records to show exclusively devoted to the Consortium) to perform the duties of a principal or special education director. Only the employing member district has the power to terminate the employment of the principal/director; however, if a majority of administrators give notice seeking the removal of the principal/director from the Consortium program, the employing member district shall in good faith attempt to reassign or terminate the employment of the principal/director.

If the time records support that a specific portion of the time of the principal or special education director was exclusively devoted to special education at the consortium, the fiscal agent shall provide such records to each member district. The member districts may use this information to request approval of the School Budget Review Committee (SBRC) to treat this cost as a special education cost. Otherwise, without SBRC approval, the cost cannot be expended from special education funding.

TRANSPORTATION

Transportation of active member students to and from the Consortium site will be determined by the resident member district and will not be the responsibility of the host district. In addition, any additional supervision required for a member district student(s) while en route to and from the Consortium site will be the sole responsibility of the resident member district.

The host district agrees to allow vehicles from active member districts to cross its boundaries for purposes of providing such transportation.

PROPERTY

It is not contemplated that the Consortium will acquire, hold or dispose of any real property as part of this undertaking. However, the fiscal agent in the Consortium may enter into leases or sublease arrangements for a classroom to house the program, with approval of the member districts' boards, if that space is not owned or leased by an Iowa school district. Any allowable lease or sublease arrangements may be payable from the Physical Plant and Equipment Levy Fund or other legally authorized funds but not General Fund. Classrooms must meet all legal requirements for classroom space. Any lease for space shall be limited to the space within the classroom used exclusively for the consortium and shall reflect the fair rental value (FRV) for the community in which the private facility is located.

Existing equipment, supplies, furniture, and textbooks of each member district may be used in the Consortium program. Such use will be determined by the Administrators based upon the appropriate need for the item. An inventory of exchanged items will be maintained.

Upon termination of this Consortium Agreement, identifiable exchanged items shall be returned to the district of original ownership. All items purchased separately by each member district during the term of this Agreement shall remain the property of that member district.

Each member district shall be responsible for its own buildings, non-instructional equipment and supplies, school buses, custodial and maintenance, utilities, insurance, and similar costs outside of the Consortium.

NON-MEMBER DISTRICTS

Occasionally, a district which is not a member of the Consortium may want to refer students to the SWIAC Consortium through the IEP process, with the approval of the governing board of the resident district. Any non-member district that wishes to enroll a student in the consortium must first join the consortium prior to enrolling the student for in the program.

FINANCIAL PROVISIONS

Members agree to pay Consortium costs to the fiscal agent for their students' enrollment in the Consortium Program. The costs shall be computed by determining actual costs for providing educational services to each member's students with IEPs as defined in this Agreement. Billable costs will include staff salaries and benefits; employee travel; supplies and materials; contract services; and equipment related to special education services for enrolled student in the Consortium Program. Billing will be done monthly with itemized billing quarterly.

A member district may be involuntarily terminated at the end of a school year by a majority vote of the Administrators for failure to pay timely or otherwise not abiding by the terms of this Agreement, if the billings were correctly calculated and appropriate, allowable costs pursuant to state guidance.

If statutory changes or additions, (i.e., state incentives for such sharing), mandate adjustments in the payments required pursuant to this Agreement, addenda shall be executed to bring the Agreement into compliance with statutory requirements.

The fiscal agent shall receive no more than one (1) percent of the regular program DCPD for each student (FTE) enrolled and served in the Consortium program. This is a regular education cost and cannot be charged to special education and includes covering incidental administrative costs such as clerical and business services, postage, and telephone.

The fiscal agent member district shall establish an operating budget for the Consortium program. The budget shall include all anticipated revenues and expenditures for instruction, instructional supervision, and operation and maintenance. If the revenues or cash flow are insufficient to meet the costs of the Consortium, the Administrators shall discuss adjustments to the revenues, expenditures or budget. The budget and any amendments to the budget shall be approved by a majority of the Administrators. Because the costs to districts must be based on actual resident students enrolled and served in the Consortium program, and students may move, drop out or join the program throughout the school year, the budget estimated to be paid by each member district may require adjustment throughout the year accordingly.

The fiscal agent member shall provide itemized billings for the costs set out in this Agreement, within thirty (30) days of the end of each month. No billing shall be provided directly to resident

districts from a third party provider, including the purchased service provider. Each member shall promptly pay its amount at its next board meeting, but no later than thirty (30) days from receipt of the itemized bill. If any costs were estimated in the first three quarters, the final quarter's billing shall be adjusted to ensure that the costs are the actual costs for special education for the entire year and the correct share of costs pursuant to this Agreement. "Itemized" billing means a bill in sufficient detail that each member district can meet its legal fiscal responsibilities, including but not limited to, determining performance of the IEP requirements for each of its students, reporting expenditures from the correct funding source in accordance with the permissive uses guidance document issued in December 2013, filing Medicaid claims or special education claims or determining that such claims have been filed and billed costs reduced by that amount, etc.

Each resident district shall be billed for and pay the actual costs of the educational program for each of its resident students pursuant to the IEP. "Actual costs" is a term referring to the excess costs of providing instruction for children requiring special education, above the costs of instruction of pupils in a regular curriculum. "Actual costs" should not be confused with the common meaning of actual as 'all costs incurred' which might include non-instructional costs or costs of instruction that are substantially similar to the costs of instruction in regular curriculum. To the extent that the costs are directly related to the provision of special education services pursuant to the IEPs, these costs are special education costs in the member districts. In the case of a Consortium, the general purpose percentage [GPP] would not be billed as a part of the actual costs, because the non-IEP costs are being allocated to member districts otherwise; billing for GPP would result in duplicated billing.

Specialized costs for identified limited English proficient (LEP) students above the costs of providing instruction for students in a regular curriculum, may be billed to each member district of such identified LEP students in the proportion that each member's student FTE enrolled in the Consortium program and using that specialized LEP instruction bears to the total of all members' student FTE enrolled and using that specialized LEP instruction. Costs must be exclusively for identified LEP students and must be related to LEP instruction above the regular curriculum. Such costs will be billed as an individualized cost and may be paid from the LEP weighted funding (280.4), from SBRC modified supplemental amount (257.31(5)"j"), or from general fund, general purpose funding.

In the case where a lease agreement is approved by the Administrators and their respective boards, and the facility being leased is not a school building owned or leased by a member district, the annual cost of the lease may be billed to each member district in the proportion that each member's student FTE enrolled in the Consortium program bears to the total of all members' student FTE enrolled during that school year. This must be agreed to by the majority of the Administrators. The lease would be paid from either PPEL or SAVE and is not a special education cost. No costs related to debt, facility use charges or new construction/remodeling may be charged. No lease or use of space cost is permitted if the building is owned or leased by a member school district. The lease agreement will cover only classroom space utilized exclusively by the consortium and shall be at the FRV for the community in which the classroom space is located. The FRV will include operation and maintenance costs.

If a lease agreement is not approved and the cost of insurance other than employee insurances for the host district is increased as a result of the Consortium Program (liability), the excess cost of liability insurance over the normal cost of liability in the host district, may be billed to each member district in the proportion that each member's student FTE enrolled in the Consortium program bears to the total of all members' student FTE enrolled during that school year. This must be agreed to by the majority of the Administrators. The cost is a management fund cost.

Each resident district shall be billed for and pay costs related to the use of the host district's facilities for operation of the SWIAC consortium classroom if those costs exceed the costs the host district would have had if the consortium classroom was not in that district school building. The non-instructional costs may include maintenance (janitorial services, snow and ice removal, and lawn care) estimated at \$9,196.20, and utilities and services (gas, electricity, water, sewer, garbage disposal, and pest control) estimated at \$11,348.00. Costs shall exclude any costs of the Apex Program which are not exclusively related to offering the special education instructional program to the consortium. Because the consortium is located on district property, there shall be NO use charge, lease or rental charged to school districts. Operation and maintenance costs, if allowable, are General Fund costs and may be billed to each member district in the proportion that each member's student FTE enrolled in the Consortium program bears to the total of all members' student FTE enrolled during that school year.

Food service will be provided by the host district in the same way that food service is provided to other students attending public school within the district boundaries.

The cost of teachers and aides that are not included in actual costs of special education (salaries, FICA, IPERS, health insurances (but not such things as early retirement incentives, TSAs, worker compensation payments or premiums, unemployment)), may be billed to each member district in the proportion that each member's student FTE enrolled in the Consortium program bears to the total of all members' student FTE enrolled during that school year. This must be agreed to by the majority of the Administrators. These costs would be general fund, general purpose expenditures.

Professional development and teacher travel that is specific and unique to the students served in the Consortium Program, may be billed to each member district in the proportion that each member's student FTE enrolled in the Consortium program bears to the total of all members' student FTE enrolled during that school year. This must be agreed to by the majority of the Administrators. If the professional development/travel is special education professional development directly related to provision of IEP services, it may be charged to special education funding by the member districts; if not special education professional development directly related to provision of IEP services or is generic professional development even if to special education staff, it is a general fund, general purpose expenditure.

The cost of supplies and equipment that are not included in actual costs of special education, may be billed to each member district in the proportion that each member's student FTE enrolled in the Consortium program bears to the total of all members' student FTE enrolled during that school year. This must be agreed to by the majority of the Administrators. These costs would be general fund, general purpose expenditures.

The cost of purchased instructional services (whether from the AEA or from a private provider) that are not individualized costs or not appropriate to be included in actual costs of special education, may be billed to each member district in the proportion that each member's student FTE enrolled in the Consortium program bears to the total of all members' student FTE enrolled during that school year. This must be agreed to by the majority of the Administrators. These costs would be general fund, general purpose expenditures.

CONTRACTED SERVICES

Billings from any purchased service provider must be "itemized" in sufficient detail that each member district can meet its legal fiscal responsibilities, including but not limited to, the ability to:

- Determine performance of the IEP requirements for each of its students.
- Report expenditures from the correct funding source in accordance with the permissive uses guidance document issued in December 2013 and any subsequent rules or Department guidance.
- Ensure that costs are itemized for the purpose of submitting Medicaid claims or special education claims or determining that such claims have been filed and billed costs reduced by that amount, etc.
- Ensure that the costs are limited to actual costs of special education as defined by Iowa Code, rules, or Department guidance.
- Ensure that each item is an item on the student's individual IEP so that re-billings are accurate.
- Ensure that items such as services of a nurse are identified and are linked only to students with services of a nurse included on the individual student's IEP.
- Ensure that each item is paid from the correct fund.
- Ensure that each item is paid from the correct funding stream (special education weighted funding, IDEA Part B or Part C, LEP, Title 1, general purpose funding, etc.).
- Ensure that any administrative costs are allowable and itemized for the purpose of requesting permission from the SBRC to pay those costs from special education weighted funding rather than general purpose funding.
- Ensure that costs that are not included within the definition of actual costs of special education instructional programs are separately identified so that they are not paid from any special education funding streams. For this purpose, at a minimum, this would require costs itemized to the function and object level that districts are required to enter on the CAR-COA. There cannot be a single special education cost when that cost includes non-instructional items or includes mixed programs, funds, functions or objects. Therefore, there would be separate purchased services (even if in the same Agreement) for such things as instruction, support services, administration.
- Ensure that no costs were paid from grants or other funding resources the private purchased service provider received or was entitled to receive for any cost to be paid by the district which was properly paid from, or should have been paid from, a different source. The IDEA provides that education agencies are payors of last resort.

- Ensure that any profit built in by a private for-profit service provider is reasonable. The district has a stewardship responsibility to look at those costs to evaluate the cost effectiveness of purchasing services versus providing the services directly as well as to have procedures in place to meet the coming requirements of the omni-circular related to procurement.
- Ensure that no costs are “per pupil rates.”
- Ensure that no costs are related to purchasing spaces or other phantom student models.
- Ensure time records are maintained when personnel are paid from multiple funding streams and costs are proportionate to time.
- Ensure that if GPP is part of the billing, that the GPP has been used to reduce the costs which are not defined by Code as special education instructional costs.

AMENDMENTS

The provisions of this Agreement may be added to, amended or modified by a unanimous vote of the administrators of all member districts and approved by their respective school boards. Votes must be cast at a duly called meeting by all administrators physically present. All other Consortium business not pertaining to amending this Agreement shall be decided by a simple majority of the administrators of all member districts.

DURATION

Subject to the rights of amendment, modification or termination, this Agreement shall be in full force and in effect from the date of execution until June 30, 2020 and shall automatically renew every July 1 for one-year periods unless participation is terminated by a member by providing written notice to all other members on or before January 1 or terminated by mutual agreement of all of the member districts. This Agreement will be reviewed annually by the Administrators, beginning in January 2020.

TERMINATION

On termination of the Agreement, all assets owned by member districts shall be returned to the member district, and all Consortium assets remaining after payment of all liabilities shall be distributed to each member district, at fair value, on the basis of its total FTE of student enrollment on October 1 in the year of termination in proportion to the total student enrollment of all member districts on October 1. If assets are insufficient to pay all liabilities, members shall be assessed in such proportion. Also, upon termination of this Consortium Agreement, any remaining equipment, supplies, textbooks, and furniture purchased jointly on a prorated basis shall be divided by the same proration, subject to depreciation. Such items will be physically divided, if possible. If not possible, one district shall compensate the other districts for their prorated share of the depreciated value.

CROSS INDEMNIFICATION

If any claim for damage, injury or other loss (hereinafter “loss”) is made by or on behalf of a student, the district transporting or supervising the student at the time of the loss shall be

responsible for any payment of claims, damages or judgments arising out of the loss, and that transporting or supervising district shall indemnify, defend, and hold harmless the non-transporting or non-supervising district if a claim is made against the non-transporting or non-supervising district for a loss which occurred while the student was under the supervision and control of the transporting or supervising district. Both member districts and the host district agree to carry liability insurance or otherwise contract for coverage of claims consistent with this Agreement.

Otherwise, to the extent permitted by law, each of the member districts shall protect, defend, hold harmless, and indemnify the other member districts from and against any and all claims, losses, costs, damages, and expenses including attorneys' fees and expenses, which the other districts may incur by reason of the indemnifying party's negligence, breach of this Agreement or violation of law or right of a third party or that of the indemnifying party's officers, employees or agents.

APPLICATION OF LAWS, RULES, AND REGULATIONS

This Agreement and all policies, rules, and regulations adopted by the Administrators to govern the operation of the program shall comply with the laws of the state of Iowa, with rules and regulations of the Iowa Department of Education, and with federal laws and regulations. Any provisions of this Agreement in conflict therewith shall be null and void and the remainder of the Agreement shall be binding upon all members.

All member districts shall refrain from any action which would violate any law, rule, policy or regulation of any governmental body or agency having jurisdiction over this Agreement.

All member districts agree to cooperate as needed to assure that all required services and responsibilities are provided by the members and that the educational programs and activities are operated in compliance with all applicable laws.

BINDING EFFECT

This Agreement shall be binding upon, and inure to the benefit of, the member districts hereto and their successors and assigns.

EXECUTION IN COUNTERPARTS

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

SEVERABILITY

If any clause, provision or section of this Agreement shall, for any reason, be held illegal or invalid by a court or state or federal agency, the illegality or invalidity of such clause, provision or section shall not affect any of the remaining clauses, provisions or sections hereof, and this

Agreement shall be construed and enforced as if such illegal or invalid clause, provision or section had not been contained herein. In case any agreement or obligation contained in this Agreement is held to be in violation of law, then such agreement or obligation shall be deemed to be void. Failure of a member to enter into this Agreement in accordance with Iowa law or inability of a member to be a party to this Agreement shall not affect the validity or enforceability of this Agreement as to all other members.

In commemoration of this Consortium Agreement, the presidents and secretaries of the respective boards of education sign this Agreement on the dates set below, the Agreement having been passed by a majority roll call vote of each board.

Agreement shall be construed and enforced as if such illegal or invalid clause, provision or section had not been contained herein. In case any agreement or obligation contained in this Agreement is held to be in violation of law, then such agreement or obligation shall be deemed to be void. Failure of a member to enter into this Agreement in accordance with Iowa law or inability of a member to be a party to this Agreement shall not affect the validity or enforceability of this Agreement as to all other members.

In commemoration of this Consortium Agreement, the presidents, and secretaries of the respective boards of education sign this Agreement on the dates set below, the Agreement having passed by a majority roll call vote of each board.

For the Host and Fiscal Agent Member School District – Glenwood CSD:

Board President _____ Dated _____

Board Secretary _____ Dated _____

For the Member School District - _____

Board President _____ Dated _____

Board Secretary _____ Dated _____

2021 IASB Legislative Resolutions

STUDENT ACHIEVEMENT AND ACCOUNTABILITY

RESEARCH-BASED INITIATIVES

Supports implementation of initiatives in Iowa's PK-12 education system that:

- Are research-based;
- Are focused on student achievement; and
- Do not "re-purpose" existing education funds.

STANDARDS AND ACCOUNTABILITY

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

- Provide and fund technical assistance to help school districts fully implement the Iowa Core Content Standards which define what students should know and be able to do in math, science, literacy, social studies, and 21st Century skills in areas such as financial and technological literacy;
- Continue to improve the implementation of the statewide assessment to ensure alignment to the Iowa Core Content standards and provide the necessary funding and technological capacity for every student to successfully complete the assessment;
- Support research-based professional development that provides educators with training, support and time to work together so that they can successfully teach a rigorous curriculum to all students. Ensure that curriculum decisions about how to teach remain in the hands of local schools and teachers; and
- Include and fund all the components of successful standards systems: assessments aligned to high expectations, improved and aligned instruction and quality professional development.

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

PRESCHOOL

Supports continued funding to ensure that all 4 and 5-year-olds have access to the Statewide Voluntary Preschool Program.

Supports an increase in funding from the current weighting of 0.5 to 1.0 full-time equivalent to increase the ability of districts to provide services such as full-day programming and transportation to ensure that all 4 and 5-year-olds have the ability to attend the Statewide Voluntary Preschool Program.

Districts should be given maximum flexibility to assign costs to the program.

EARLY LITERACY

Supports the continued development of and funding for research on best practices for improving proficiency in early literacy strategies.

Supports continued funding for professional development and classroom intervention strategies focused on implementing best practices for early literacy in grades PK-3.

Supports the continuation of programs currently funded by the early intervention block grant program with flexibility to use those funds for other K-3 literacy programs if approved by the school board.

Supports additional funding for programs designed to ensure that all students meet literacy expectations by the end of 3rd grade.

2021 IASB Legislative Resolutions

ENGLISH LEARNERS

Supports sufficient and on-time funding for English-learners (EL) until the students reach proficiency.

COVID-19 REMEDIATION

Supports additional resources to school districts and AEAs to:

- Identify achievement gaps among individual students that have occurred as a result of COVID-19 breaks in instruction; and
- Provide remediation for all students impacted negatively by loss of instruction due to COVID-19 school closings.

DROPOUT/AT RISK

Supports the inclusion of dropout prevention and funding for at-risk students in the foundation formula and the inclusion of socio-economic status as a factor in determining a student's at-risk status. Supports allowing districts to request additional dropout prevention modified supplemental amount up to the 5% maximum cap. Opposes changes to the compulsory age of attendance unless sufficient funds are provided to implement strategies to retain those students.

MENTAL HEALTH

Supports efforts to establish comprehensive community mental health systems to offer preventative and treatment services and comprehensive school mental health programs that include:

- Increased access for in-school and telehealth services;
- Increased access to mental health professionals via in-person or telehealth visits;
- Creation of a categorical funding stream designated for mental health professionals serving students and ongoing teacher, administrator, and support staff mental health training;
- Equitable reimbursement by Medicaid and private insurers for in-school services;
- Ongoing teacher, administrator, and support staff training to improve the awareness and understanding of child emotional and mental health needs;
- Integration of suicide prevention and coping skills into existing curriculum;
- Expanding state-funded loan forgiveness programs to include mental health professionals who agree to provide services to schools;
- An ongoing mental health resources clearinghouse for schools and community providers; and
- Trainings that include a referral plan for continuing action provided by mental health professionals outside of the school district.

SPECIAL EDUCATION—STATE

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

SPECIAL EDUCATION—FEDERAL

Supports federal commitment to fund 40% of the cost of educating students receiving special education services through the Individuals with Disabilities Education Act (IDEA). We urge the federal government to modernize and fully fund IDEA by emphasizing improved outcomes for students with disabilities.

AREA EDUCATION AGENCIES

Supports full funding of the area education agencies to provide essential services in a cost-effective manner to school districts including, but not limited to:

- Special education;
- Technology;
- Professional development;
- Curriculum assessment;

2021 IASB Legislative Resolutions

- Student assessment data analysis
- Teacher training on social-emotional learning and services for students in schools; and
- Creating and maintaining an online platform for students for remote learning.

SCHOOL CALENDARS

Supports the authority of locally elected school boards to determine the school calendar to best meet student needs, including start dates, year-round schools, and other innovations.

EDUCATOR QUALITY

TEACHER LEADERSHIP AND DEVELOPMENT

Supports adequate resources for research-based programs and strong instructional leadership, including:

- Teacher leadership and development;
- Beginning teacher mentoring programs;
- Quality professional development programs, including those that prepare teachers for online or remote learning strategies; and
- Ongoing and additional cultural competency training.

MARKET-COMPETITIVE WAGES

Supports providing school districts with incentives and the flexibility to pay market competitive wages for shortage area positions, especially in the areas required to meet graduation and Iowa content standards.

BENEFITS

Supports allowing school districts to voluntarily enroll their employees in the state's health, dental and life/long-term disability insurance pools.

TEACHER RECRUITMENT & LICENSURE

Supports additional tools to attract individuals to the teaching profession, especially for teacher shortage areas including:

- Alternative teacher licensure upon completion of research-based teaching pedagogy training in addition to content knowledge in a curricular area;
- Pathways for individuals with non-traditional educational backgrounds to meet licensure qualifications;
- Reciprocity agreements with other states with high-quality education programs so as to increase diversity among our certified teachers and administrators;
- Expansion of programs such as: Teach Iowa Scholar, Troops to Teachers, Teacher Intern Program, and others as approved by the Board of Educational Examiners;
- Programs designed to recruit teachers that will better match the demographic makeup of our student population; and
- Advocate for funding of loan forgiveness programs and grants that will make education careers a viable option.

STAFF REDUCTIONS

Supports giving school districts and AEAs the option to waive the termination requirements in *Iowa Code* Section 279.13 to reduce staff in response to reductions in funding.

LABOR/EMPLOYMENT LAWS

Supports labor and employment laws that balance the rights of the employees with the rights of management, with an emphasis on student achievement and student safety.

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FISCAL RESPONSIBILITY AND STEWARDSHIP

SCHOOL FUNDING POLICY

Supports a school foundation formula that:

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

SUPPLEMENTAL STATE AID

Supports setting supplemental state aid:

- At a rate that sufficiently supports local districts' efforts to plan, create and sustain world-class schools;
- For FY 2022, by January 29, 2022; and
- For FY 2023 and future budget years, at least 14 months prior to the certification of the school's district budgets.

Setting supplemental state aid within the statutory requirements allows districts to make sound financial decisions on programs and staffing levels in order to provide the best possible education to all students.

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

BUDGET GUARANTEE

Supports increasing the budget guarantee amount to 3% to provide additional stability to school districts with declining enrollment.

PROPERTY TAXES

Supports holding school districts harmless in property tax restructuring. Supports efforts to minimize property tax disparities created by the additional levy rate without compromising additional resources to school districts. Supports improved transparency and limits on the use of Tax Increment Financing (TIF) including the following requirements:

- To receive input from all affected taxing bodies before creation of a TIF district; and
- To limit the duration of all TIF districts.

BOND ISSUES

Supports allowing school bond issues to be passed by a simple majority vote.

Supports the authority to levy a combination of property taxes and income surtaxes to pay the indebtedness.

Supports legislation to clarify that revenue bonds do not count toward a 5% statutory debt limit.

SPECIAL LEVY FUNDS

Supports flexibility in the use of special levy funds.

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TAX BASE

Supports an independent, bi-annual cost-benefit analysis of all income, sales or property tax exemptions, credits or deductions. Creation of a new tax credit must undergo an independent cost-benefit analysis. IASB supports elimination of any tax credits that are deemed not effective and redirect any revenue increases from the elimination of those credits to enhance funding for public education.

Supports the legislature having sole authority to make revisions to definitions that impact taxes, restrict future tax bases or provide additional tax breaks that decrease revenue to the state and either directly or indirectly impact tax revenue for schools.

Opposes a constitutional amendment or statewide voter referendum that would limit taxes, spending or local control impacting education.

FRANCHISE FEES

Opposes the imposition of franchise fees on school corporations unless the board of directors agrees to such a fee.

UNFUNDED MANDATES

Opposes mandates that do not provide adequate and direct funding for successful implementation.

GOVERNANCE

LOCAL ACCOUNTABILITY AND DECISION-MAKING

Supports providing local school boards with decision-making authority regarding methods to accomplish desired educational outcomes. IASB opposes overly restrictive or inefficient limitations which inhibit innovation, efficiency, and the ability of school boards to meet local needs. Local accountability and decision-making includes:

- Student Achievement: As locally elected officials, school boards should have the ability to set priorities, customize programming, and maximize community strengths to improve outcomes for all students;
- Accountability & Reporting: Data collection for state accountability should enhance the ability of school boards to focus on student learning and school improvement. IASB supports streamlining state-level reporting on management operations and eliminating duplicative or inefficient reporting processes;
- Funding flexibility: School boards should have the ability to maximize existing resources to meet local needs;
- Transparency: School boards should have flexibility to provide public access to records in ways that promote transparency for citizens while balancing the cost to taxpayers; and
- Flexibility on Health and Safety Emergencies: School boards should have the ability to make decisions, in partnership with local health officials, regarding the health and safety needs of students, staff, families and the community.

EXPANDING EDUCATIONAL OPPORTUNITIES

Supports providing the flexibility to expand educational opportunities and choices for students and families. Educational options must remain under the sole authority of locally elected school boards charged with representing community interests and accountability. IASB supports efforts including:

- Investment in magnet and innovation schools; expansion in flexible program offerings; and greater partnerships among schools and community organizations;
- Establishment of charter schools under the direction of the locally elected public school board; and
- Establishment or use of online schools or classes while maintaining per pupil funding.

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Supports opportunities for continued collaboration between public and nonpublic schools; however, the association opposes the use of additional taxpayer funds for the creation of vouchers or educational savings accounts or an increase in tax credits or deductions directed toward nonpublic schools.

ELECTIONS

Supports a minimum of four special election dates per calendar year for bond referendums, votes on levies and revenue purpose statements and filling school board vacancies.

SHARING AND REORGANIZATION

Supports continuation of sufficient incentives and assistance to encourage sharing or reorganization between school districts including the establishment of regional schools. Supports expanding the positions eligible for operational sharing incentives.

HOME SCHOOL REPORTING

Supports requiring parents/guardians home schooling their children without the support of a certified teacher to register with their public school attendance centers.

2021 Legislative Priorities

PRESCHOOL

Supports continued funding to ensure that all 4 and 5-year-olds have access to the Statewide Voluntary Preschool Program.

Supports an increase in funding from the current weighting of 0.5 to 1.0 full-time equivalent to increase the ability of districts to provide services such as full-day programming and transportation to ensure that all 4 and 5-year-olds have the ability to attend the Statewide Voluntary Preschool Program.

Districts should be given maximum flexibility to assign costs to the program.

MENTAL HEALTH

Supports efforts to establish comprehensive community mental health systems to offer preventative and treatment services and comprehensive school mental health programs that include:

- Increased access for in-school and telehealth services;
- Increased access to mental health professionals via in-person or telehealth visits;
- Creation of a categorical funding stream designated for mental health professionals serving students and ongoing teacher, administrator, and support staff mental health training;
- Equitable reimbursement by Medicaid and private insurers for in-school services;
- Ongoing teacher, administrator, and support staff training to improve the awareness and understanding of child emotional and mental health needs;
- Integration of suicide prevention and coping skills into existing curriculum;
- Expanding state-funded loan forgiveness programs to include mental health professionals who agree to provide services to schools;
- An ongoing mental health resources clearinghouse for schools and community providers;
and
- Trainings that include a referral plan for continuing action provided by mental health professionals outside of the school district.

SCHOOL FUNDING POLICY

Supports a school foundation formula that:

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

SUPPLEMENTAL STATE AID

Supports setting supplemental state aid:

- At a rate that sufficiently supports local districts' efforts to plan, create and sustain world-class schools;
- For FY 2022, by January 29, 2022; and
- For FY 2023 and future budget years, at least 14 months prior to the certification of the school's district budgets.

Setting supplemental state aid within the statutory requirements allows districts to make sound financial decisions on programs and staffing levels in order to provide the best possible education to all students.

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

COVID-19 REMEDIATION

Supports additional resources to school districts and AEAs to:

- Identify achievement gaps among individual students that have occurred as a result of COVID-19 breaks in instruction; and
- Provide remediation for all students impacted negatively by loss of instruction due to COVID-19 school closings.