

Shenandoah Community School District Board of Directors
Shenandoah Administration Board Room
November 17, 2025 – 5:00 p.m.
Special Meeting

Board Agenda

1. Call to Order
2. Roll Call and Determination of Quorum
3. Public Hearing – Sale of Student Project House at 213 W. Sheridan Avenue
4. Personnel Requests:
Resignations:
Eli Stimson Associate effective 11.13.25
5. Action Items
 - a. Accept Offer on Student Project House at 213 W. Sheridan Avenue and 211 W. Sheridan Ave. (west ½)
 - i. Offer 1 - \$150,000 – pre-approved, no contingency
 - ii. Offer 2 - \$160,000 – pre-approved, contingent on closing on current home
 - iii. Offer 3 - \$166,000 – contingent on loan acceptance based on appraisal value and loan requirements
 - b. Approve First Reading of Board Policies
 - i. 104 – Anti-Bullying/Harassment Policy
 - ii. 211 – Open Meetings
 - iii. 501.09 - Chronic Absenteeism and Truancy
 - iv. 503.1 - School Safety Assessment Team
 - v. 506.1 - Education Records Access - (review only)
 - vi. 507.01 - Student Health and Immunization Certificates
 - vii. 705.1 - Purchasing-Bidding
 - viii. 802.02 - Request for Improvements
 - ix. 802.3 - Emergency Repairs
 - x. 804.02 - District Emergency Operations Plans
6. Informational Items
Next Regular Meeting – December 8, 2025 at 5:00 p.m.
7. Adjournment

Policy 104: Anti-Bullying/Harassment Policy

Status: DRAFT

Original Adopted Date: 12/17/2021 | Last Revised Date: 06/07/2023 | Last Reviewed Date: 06/07/2023

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

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

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

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

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

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

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

Retaliation Prohibited

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

Retaliation against any person because the person has filed a bullying or harassment complaint or assisted or participated in an investigation is prohibited.

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

Definitions

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

- "Electronic" means any communication involving the transmission of information by wire, radio, optic cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, and electronic text messaging.
- "Harassment" and "bullying" mean any repeated and targeted or potentially repeated electronic, written, verbal, or physical act or other ongoing conduct toward an individual that based on any trait or characteristic of the individual which creates an objectively hostile school environment that meets one or more of the following conditions:
 1. Places the individual in reasonable fear of harm to the individual's person or property.
 2. Has a substantial detrimental effect on the individual's physical or mental health.
 3. Has the effect of substantially interfering with the individual's academic or career performance. Has the

effect of substantially interfering with the individual's ability to participate in or benefit from the services, activities, or privileges provided by a school.

- "Trait or characteristic of the individual" includes but is not limited to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.
- "Volunteer" means an individual who has regular, significant contact with students.

Publication of Policy

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

- Inclusion in the student handbook,
- Inclusion in the employee handbook
- Inclusion in the registration materials
- Inclusion on the school or school district's web site,
- (other) _____

NOTE: This is a mandatory policy. School districts are required to collect and report data regarding instances of bullying and harassment as required by law.

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

Legal Reference: 20 U.S.C. §§ 1221-1234i.
29 U.S.C. § 794.
42 U.S.C. §§ 2000d-2000d-7.
42 U.S.C. §§ 12101 2et. seq.
Iowa Code §§ 216.9; 279.82; 280.3; .28;
281 I.A.C. 12.3(11).
Morse v. Frederick, 551 U.S. 393 (2007)

I.C. Iowa Code

Iowa Code § 216.9

Description

[Unfair/Discriminatory Practices](#)

Iowa Code § 280.28

[Harassment and Bullying Prohibited](#)

Iowa Code § 280.3

[Education Program - Attendance Center Requirements](#)

Iowa Code § 279.82

[Intra-District Enrollment](#)

I.A.C. Iowa Administrative Code

281 I.A.C. 12.3

Description

[Administration](#)

U.S.C. - United States Code

20 U.S.C. §§ 1221

[Education - FERPA - General Provisions](#)

29 U.S.C. §§ 794

[Labor - Vocation Rehab Rights](#)

42 U.S.C. § 12101

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

42 U.S.C. § 2000d

[Public Health - Civil Rights - Federally Programs](#)

U.S. Supreme Court

551 U.S. 393

Description

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

Case Law

Morse v. Frederick

Description

551 U.S. 393 (2007)

Cross References

102

102-R(1)

102-E(1)

102-E(2)

102-E(3)

102-E(4)

102-E(5)

102-E(6)

401.01

402.03

404

404-R(1)

404-R(2)

604.11

605.06

605.06-R(1)

605.06-E(1)

605.06-E(2)

605.08

605.08-R(1)

713

713-R(1)

Description

[Equal Educational Opportunity](#)

[Equal Educational Opportunity - Grievance Procedure](#)

[Equal Educational Opportunity - Annual Notice of Nondiscrimination](#)

[Equal Educational Opportunity - Continuous Notice of Nondiscrimination](#)

[Equal Educational Opportunity - Notice of Section 504 Student and Parental Rights](#)

[Equal Educational Opportunity - Discrimination Complaint Form](#)

[Equal Educational Opportunity - Witness Disclosure Form](#)

[Equal Educational Opportunity - Disposition of Complaint Form](#)

[Equal Employment Opportunity](#)

[Abuse of Students by School District Employees](#)

[Employee Conduct and Appearance](#)

[Employee Conduct and Appearance - Code of Professional Conduct and Ethics Regulation](#)

[Employee Conduct and Appearance - Code of Rights and Responsibilities Regulation](#)

[Appropriate Use of Online Learning Platforms](#)

[Internet - Appropriate Use](#)

[Internet - Appropriate Use - Regulation](#)

[Internet - Appropriate Use - Internet Access Permission Letter to Parents](#)

[Internet - Appropriate Use - Violation Notice](#)

[Artificial Intelligence in the Educational Environment](#)

[Artificial Intelligence in the Educational Environment - Regulation](#)

[Responsible Technology Use & Social Networking](#)

[Responsible Technology Use & Social Networking - Regulation](#)

Policy 211: Open Meetings

Status: DRAFT

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

A gathering of a majority of board members either in person or electronically in which deliberation of an issue within the scope of the board's policy making duties takes place is a board meeting. A gathering for the purpose of social or ministerial action will not constitute a board meeting when there is no discussion of policy or no intent to avoid the purpose of the open meetings law. Meetings of the board will be conducted in an open meeting unless a closed session is authorized by law or the meeting is exempt from the open meetings law.

Board members who are elected or appointed to office will, within ninety days of election or taking the oath of office, participate in an approved training course on Iowa's open meetings and public records laws. The training will comply with and be approved by the Iowa Public Information Board. After training is complete, the board secretary or their designee shall maintain record of the board members' certification of completion.

Legal Reference: Iowa Code §§ 21, 279.1-.2.

I.C. Iowa Code

Iowa Code § 21

Iowa Code § 279.1

Iowa Code § 279.2

Description

[Open Meetings](#)

[Directors - Powers and Duties - Organization-Student Improvement Oversight](#)

[Superintendent-Term](#)

Cross References

202.05

208

208-E(1)

210.04

210.08

210.08-E(1)

210.08-E(2)

212

212.01

Description

[Student School Board Representatives](#)

[Ad Hoc Committees](#)

[Ad Hoc Committees - Exhibit](#)

[Work Sessions](#)

[Board Meeting Agenda](#)

[Board Meeting Agenda - Example](#)

[Board Meeting Agenda - Example \(with closed session\)](#)

[Closed Sessions](#)

[Exempt Meetings](#)

Policy 501.09: Chronic Absenteeism and Truancy

Status: DRAFT

Original Adopted Date: 03/10/2022 | Last Revised Date: 12/17/2024 | Last Reviewed Date: 12/17/2024

The district believes that traditional, in-person school attendance leads to the greatest learning opportunities for students. Students who are present in school and engaged active learners take greater ownership over their educational outcomes. For this reason, it is the priority of the district to foster regular student attendance throughout the school year and reduce barriers to regular attendance for students in the district.

Chronic absenteeism/absences means any absence from school for more than ten percent of the [days or hours] in the [insert grading period the district uses] established by the district.

Truant/truancy means a child of compulsory attendance age who is absent from school for any reason for at least twenty percent of the [days or hours] in the [insert grading period the district uses].

Chronic absenteeism and truancy do not apply to the following students who:

- have completed the requirements for graduation in an accredited school or has obtained a high school equivalency diploma
- are excused for sufficient reason by any court of record or judge;
- are attending religious services or receiving qualifying religious instruction in accordance with relevant laws;
- are unable to attend school due to legitimate medical reasons;
- have an individualized education program that affects the student's attendance;
- have a plan under section 504 of the federal Rehabilitation Act, 29 U.S.C. §794, that affects the child's attendance;
- are attending a private college preparatory school accredited or probationally accredited;
- are excused under Iowa Code §299.22; and
- are exempt under Iowa Code §299.24;
- are a military applicant undergoing military entrance processing;
- are engaged in military service;
- are traveling to attend a funeral; or
- are traveling to attend a wedding.

Evidence may be shown in written or verbal communications with the building level administration. Reasonable travel time will be afforded for engaging in the exceptions listed above. Students are subject to disciplinary action for truancy including suspension and expulsion. It is within the discretion of the principal to determine, in light of the circumstances, whether a student may make up work missed because of truancy. Students receiving special education services will not be assigned to [supervised study hall, in-school suspension] unless the goals and objectives of the student's Individualized Education Program are capable of being met.

It is the responsibility of the superintendent, in conjunction with the designated school officials, to develop administrative regulations regarding this policy. The administrative regulations will indicate the disciplinary action to be taken for truancy.

This is a mandatory policy.

Legal Reference: 34 C.F.R. sec. 300
28 C.F.R. Pt. 35
Iowa Code §§ 294.4; 299.
281 I.A.C. 12.3(4).

I.C. Iowa Code

Iowa Code § 294.4

Iowa Code § 299

Description

[Teachers - Daily Register](#)

[Compulsory Education](#)

I.A.C. Iowa Administrative Code

281 I.A.C. 12.3

Description

[Administration](#)

C.F.R. - Code of Federal Regulations**Description**

28 C.F.R. 35

[Judicial - Disability - Nondiscrimination](#)

34 C.F.R. Pt. 300

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

Policy 503.10: School Safety Assessment Team

Status: DRAFT

Original Adopted Date: Pending

Fostering the health and safety of students is critical to creating a strong educational environment where all students have the opportunity to learn. For this reason, the district has established a school safety assessment team to help assess, coordinate resources, and where appropriate, intervene for students who are experiencing or are at risk for an emotional disturbance or mental illness, or whose behavior may pose a threat to the safety of a student or students, employees, or the district community.

The school safety assessment team will be multidisciplinary and comprised of a combination of the following roles: a local law enforcement official, a mental health professional, a social services representative, and a school official. The school safety assessment team is authorized to share and request records from covered entities if the records are reasonably necessary to ensure the health and/or safety of students or others, and if the records are not sealed by a court order. Covered entities include criminal or juvenile justice agencies, cities, counties, or townships, state agencies, and service or support providers that contract with these entities. In addition to sharing information, the school safety assessment team may collaborate and coordinate efforts with other covered entities to best serve these students.

The district will also share with school safety assessment teams from other schools any information that is reasonably necessary to ensure the safety of students or others.

Note: *Districts are not required to create school safety assessment teams. This policy should be used if the district chooses to create one. The last line of a policy is a legal requirement for districts regardless of whether they create a school safety assessment team.*

Legal References:

20 U.S.C. § 1232g, 1415.
34 C.F.R. Pt. 99, 300, .610 *et seq.*
Iowa Code 29D.1; 280.36

Cross References:

506.01 Education Records Access

U.S.C. - United States Code

20 U.S.C. § 1232g

Description

[Education - FERPA](#)

C.F.R. - Code of Federal Regulations

34 C.F.R. Pt. 99

Description

[Education - Family Rights and Privacy](#)

506.1 EDUCATION RECORDS ACCESS

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

Definitions:

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

- "Education Record" means those records that contain information directly related to a student and which are maintained by an education agency or institution or by a party acting for the agency or institution.
- "Eligible Student" means a student who has reached eighteen years or attends a postsecondary institution.

Parents of an eligible student are provided access to the education records only with the written permission of the eligible student unless the eligible student is defined as dependent by the Internal Revenue Code. In that case, the parents may be provided access without the written permission of the students.

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

Parent, eligible students, and other individuals authorized in accordance with law, will have access to the student's education records during the regular business hours of the school district. Parents and eligible students will have a right to access the student's education records upon request without unnecessary delay and in no instance more than forty-five calendar days (45) after the request is made. Parents, other than parents of an eligible student, may be denied access to a student's records if the school district has a court order stating such or when the district has been advised under the appropriate laws that the parents may not access the student records. Parents, an eligible student, or an authorized representative of the parents will have the right to access the student's education records prior to an Individualized Education Program (IEP) meeting or hearing.

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

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

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

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

- to school officials within the school district and AEA personnel whom the superintendent has determined to have a legitimate educational interest, including, but not limited to, board members, employees, school

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Policy 507.01: Student Health and Immunization Certificates

Status: DRAFT

Original Adopted Date: 03/10/2022 | Last Revised Date: 06/20/2022 | Last Reviewed Date: 06/20/2022

Students desiring to participate in athletic activities or enrolling in kindergarten or first grade in the school district will have a physical examination by a licensed healthcare provider and provide proof of such an examination to the school district. A physical examination and proof of such an examination may be required by the administration for students in other grades enrolling for the first time in the school district.

A certificate of health stating the results of a physical examination and signed by the licensed healthcare provider is on file at the attendance center. Each student will submit an up-to-date certificate of health upon the request of the superintendent. Failure to provide this information may be grounds for disciplinary action.

Students enrolling for the first time in the school district will also submit a certificate of immunization against diphtheria, pertussis, tetanus, poliomyelitis, rubeola, rubella, and other immunizations required by law. The student may be admitted conditionally to the attendance center if the student has not yet completed the immunization process but is in the process of doing so. Failure to meet the immunization requirement will be grounds for suspension, expulsion or denial of admission. Upon recommendation of the Iowa Department of Education and Iowa Department of Public Health, students entering the district for the first time may be required to pass a TB test prior to admission. The district may conduct TB tests of current students.

Exemptions from the immunization requirement in this policy will be allowed only for medical or religious reasons recognized under the law. The student must provide a valid Iowa State Department of Health Certificate of Immunization Exemption to be exempt from this policy. The district will include information related to immunization requirements as well as exemption requirements in the district's registration documentation as well as on the district's website.

NOTE: Physical examinations are not required by law but are strongly recommended. Immunizations and the certificate of immunization are legal requirements.

Legal Reference: Iowa Code §§ 139A.8; 280.13.
281 I.A.C. 33.5.
641 I.A.C. 7.

I.C. Iowa Code

Iowa Code § 139A.8

Iowa Code § 280.13

Description

[Immunization of Children](#)

[Uniform School Requirements - Athletics](#)

I.A.C. Iowa Administrative Code

281 I.A.C. 33.5

641 I.A.C. 7

Description

[Homeless Children and Youth - Immunizations](#)

[Public Health - Immunizations](#)

Cross References

402.02

501.04

501.16

604.01

604.08

Description

[Child Abuse Reporting](#)

[Entrance - Admissions](#)

[Homeless Children and Youth](#)

[Private Instruction](#)

[Foreign Students](#)

705.1 PURCHASING – BIDDING

The board supports economic development in Iowa, particularly in the school district community. As permitted by law, purchasing preference will be given to Iowa goods and services from locally-owned businesses located within the school district or Iowa based companies if the cost and other considerations are relatively equal and meet the required specifications. However, when spending federal Child Nutrition Funds, geographical preference is allowed only for unprocessed agricultural food items as part of response evaluation. Other statutory purchasing preferences will be applied as provided by law, including goals with regard to procurement from certified targeted small businesses, minority-owned businesses, and female owned businesses.

Prior to August 15 of each year and after analyzing the school district's anticipated procurement level for the current fiscal year, the school board will set a goal of ten percent of the anticipated procurement level to be purchased from certified targeted small businesses. In determining the procurement level, the cost of utilities (heat, electricity, telephone, and natural gas) and employees' costs will not be included. After the goal has been established, the superintendent will file the required Targeted Small Business Procurement form with the Department of Education by August 15.

By July 31 of each year, the superintendent will file a report with the Department of Education outlining purchases of goods and services from targeted small businesses for the previous fiscal year. The school board and superintendent will encourage targeted small businesses which are not certified with the Department of Inspections and Appeals to become certified targeted small businesses.

Goods and Services

The board shall enter into goods and services contract(s) as the board deems to be in the best interest of the school district. It shall be the responsibility of the superintendent to approve purchases, except those requiring board approval as described below or as provided by in law. The superintendent may coordinate and combine purchases with other governmental bodies to take advantage of volume price breaks. Joint purchases with other political subdivisions will be considered in the purchase of equipment, accessories, or attachments with an estimated cost of \$50,000 or more.

Purchases for goods and services shall conform to the following:

- The superintendent shall have the authority to authorize purchases without prior board approval and without competitive requests for proposals, quotations, or bids for goods and services up to \$5,000.
- For goods and services costing at least \$5,000 and up to \$25,000, the superintendent shall receive proposals, quotations, or bids for the goods and services to be purchased prior to board approval. The quotation process may be informal, and include written or unwritten quotations.
- For goods and services exceeding \$25,000, the competitive request for proposal (RFP) or competitive bid process shall be used and received prior to board approval. RFPs and bids are formal, written submissions via sealed process.

In the event that only one quotation or bid is submitted, the board may proceed if the quotation or bid meets the contract award specifications.

The contract award shall be based on the total cost considerations including, but not limited to the following:

- The cost of the goods and services being purchased;
- Availability of service and/or repair;
- The targeted small business procurement goal and other statutory purchasing preferences; and
- Other factors deemed relevant by the board.

The board may elect to exempt certain professional services contracts from the thresholds and procedures outlined above.

The thresholds and procedures related to purchases of goods and services do not apply to public improvement projects.

Public Improvements

The board shall enter into public improvement contract(s) as the board deems to be in the best interest of the school district. 'Public improvement' means "a building or construction work which is constructed under the control of a governmental entity and for which either of the following applies: (1) has been paid for in whole or in part with funds of the governmental entity, (2) a commitment has been made prior to construction by the governmental entity to pay for the building or construction work in whole or in part with funds of the governmental entity. This includes a building or improvement constructed or operated jointly with any public or private agency."

The district shall follow all requirements, timelines, and processes detailed in Iowa law related to public improvement projects. The thresholds regarding when competitive bidding or competitive quotations is required will be followed. Competitive bidding is required for public improvement contracts exceeding the minimum threshold stated in law. Competitive quotations are required for public improvement projects that exceed the minimum threshold amount stated in law, but do not exceed the minimum set for competitive bidding. The board shall approve competitive bids and competitive quotes. If the total cost of the public improvement does not warrant either competitive bidding or competitive quotations, the district may nevertheless proceed with either of these processes if it so chooses.

The award of all contracts for the public improvement shall be awarded to the lowest responsive, responsible bidder. In the event of an emergency requiring repairs to a school district facility that exceed bidding and quotation thresholds, please refer to board policy 802.3 – Emergency Repairs.

The district shall comply with all federal and state laws and regulations required for procurement, including the selection and evaluation of contractors. The superintendent or designee is responsible for developing an administrative process to implement this policy, including, but not limited to, procedures related to suspension and debarment for transactions subject to those requirements.

Legal Reference: Iowa Code §§ 26; 28E; 72; 73; 73A; 285,297; 301.
261 I.A.C. 54.
281 I.A.C. 43.25.

Cross Reference: 705 Expenditures
801.5 Site Acquisition
802 Maintenance, Operation and Management
802.3 Emergency Repairs
803 Selling and Leasing

Policy 802.02: Requests for Improvements

Status: DRAFT

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

Generally, except for emergency situations, requests for improvements or repairs are made to the superintendent by building principals and the head custodian. Requirements for requests outlined in the maintenance schedule will be followed.

Minor improvements, not exceeding a cost of \$, may be approved by the superintendent. Improvements exceeding \$ must be approved by the board. Routine maintenance and repairs outlined in the maintenance schedule will be followed.

NOTE: The amount in the blanks should be consistent with the amounts in Policies 705.01 and 802.03.

Legal Reference: Iowa Code §§ 279.8; 280.3, .14.

I.C. Iowa Code

Iowa Code § 279.8
Iowa Code § 280.14
Iowa Code § 280.3

Description

[Directors - General Rules - Bonds of Employees](#)
[Uniform School Requirements - Administrators](#)
[Education Program - Attendance Center Requirements](#)

Cross References

802.01
802.03

Description

[Maintenance Schedule](#)
[Emergency Repairs](#)

802.2 REQUESTS FOR IMPROVEMENTS

Generally, except for emergency situations, requests for improvements or repairs are made to the superintendent by building principals and the head custodian. Requirements for requests outlined in the maintenance schedule will be followed.

Minor improvements, not exceeding a cost of \$5,000, may be approved by the superintendent. Improvements exceeding \$5,000 must be approved by the board. Routine maintenance and repairs outlined in the maintenance schedule will be followed.

Legal Reference: Iowa Code §§ 279.8; 280.3, .14.

Cross Reference: 802.1 Maintenance Schedule
802.3 Emergency Repairs

802.3 EMERGENCY REPAIRS

In the event an emergency requiring repairs in excess of the state limit, to a school district facility are necessary to correct or control the situation and to prevent the closing of school, the provisions relating to bidding will not apply.

It is the responsibility of the superintendent to obtain certification from the area education agency administrator stating such repairs in excess of the state limit were necessary to prevent the closing of school.

It is the responsibility of the superintendent to notify the board as soon as possible considering the circumstances of the emergency.

Legal Reference: Iowa Code §§ 280.3, .14; 297.8.

Cross Reference: 705.1 Purchasing – Bidding
802 Maintenance, Operation and Management

Policy 804.02: District Emergency Operations Plans

Status: DRAFT

Original Adopted Date: 03/10/2022 | Last Revised Date: 03/25/2025 | Last Reviewed Date: 03/25/2025

The safety and security of the school community is paramount to the ~~sCommunity School d~~District. While there is no absolute guarantee of safety, it is the goal of the district to encourage and support a physically secure learning and working environment within its buildings. The district shall work in conjunction with community stakeholders including local emergency management coordinators and local law enforcement agencies to create emergency operations plans for all district buildings and school buildings where students are educated.

The superintendent *[or their designee]* shall be responsible for the development, review and implementation of the district emergency operations plan. The plan shall include procedures for transmitting alerts regarding emergency situations to school personnel, students, and employers for non-school employees whose presence is regularly required in the school building. The plan will also identify methods that a parent or guardian of a student may use to communicate with the student during an emergency situation. The emergency operations plan shall be updated and reviewed annually by the Board and shall address responses to natural disasters, active shooter scenarios and other emergencies as determined by the district. The emergency operations plans are confidential and shall not be subject to disclosure under Iowa Code Chapter 22. However, the district shall publish procedures for students, school personnel, parents, and family members to report possible safety threats on school grounds and at school activities.

The administration shall hold annual emergency operations drills at each district building covered by an emergency operations plan in accordance with law. The district shall determine which school personnel shall participate and whether local law enforcement and students participate in annual drills.

NOTE: This is not a mandatory policy, but all school districts are required to have emergency operations plans in place for their districts no later than June 30, 2019.

Legal Reference: Iowa Code 280.30

I.C. Iowa Code

Iowa Code § 280.30

Description

[Emergency Operations Plans](#)

Cross References

711.07

800

Description

[School Bus Safety Instruction](#)

[Objectives of Buildings & Sites](#)