Educating people to be life-long learners and respectful, responsible citizens
March 15, 2019

To: All School Board Members

From: Russell Reiter, Superintendent

Re: Working agenda for the regular meeting on Monday, March 18, 2019 beginning at 6:00 p.m. at the School Administration Office, 1207 1st Street West, Independence, IA

1. PLEDGE OF ALLEGIANCE
   A. Call to Order

2. CONSIDERATION OF ACTION ON CONSENT ITEMS
   A. Approval of the minutes of the public hearing on February 18, 2019, the regular meeting on February 18, 2019, the public meeting on February 20, 2019, the public meeting on February 20, 2019, the special meeting on February 20, 2019, the public meeting on February 27, 2019, and the public meeting on February 27, 2019.

   B. Approval of Agenda
C. Approval of Board Policies (*changes noted)

### Second Readings:

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<td>15.</td>
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<td>2.</td>
<td>506.2, 506.2E1, and 506.2R1 Student Directory Information, Authorization for Releasing Student Directory Information, and Use of Directory Information</td>
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<td>507.2, 507.2E1, 507.2E2 Administration of Medication to Students, Authorization-Asthma or Other Airway Constricting Disease Medication or Epinephrine Auto-Injector Self-Administration Consent Form, and Parental Authorization and Release Form for the Administration of Medication to Students</td>
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<td>507.3, 507.3E1, and 507.3E2 Communicable Diseases – Students, Communicable Disease Chart, and Reportable Infectious Diseases</td>
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D. Approval of Resignations

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<tr>
<th>NAME</th>
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<tbody>
<tr>
<td>Patrick Abildtrup</td>
<td>Head Girls Basketball Coach</td>
<td>03/05/2019</td>
</tr>
<tr>
<td>Linda Armstead</td>
<td>JSH 7.0 hr Sp Ed Para</td>
<td>05/31/2019</td>
</tr>
<tr>
<td>Julie Weber</td>
<td>West Elem 8.0 hr Secretary</td>
<td>04/30/2019</td>
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E. Approval of New Hires (*pending acceptable background checks*)

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<tr>
<th>NAME</th>
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<th>SALARY</th>
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<tbody>
<tr>
<td>Austin Czerwiec</td>
<td>Assistant Baseball Coach</td>
<td>$2,540</td>
<td>04/29/2019</td>
</tr>
<tr>
<td>Seth Rupprecht</td>
<td>JH Track Coach</td>
<td>$1,588</td>
<td>03/20/2019</td>
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F. Approval of Financial Reports
   1. Bills – Director Hansen will have reviewed the bills
   2. Vendor Report
   3. Board Report
   4. Budget Report

3. ANNOUNCEMENTS, COMMUNICATIONS and PRESENTATIONS

A. Comments from the Public. Residents of the District, students attending the District, parents/guardians of students attending the District, and District staff members may address the Board about any topic relevant to the District whether on the current agenda or not. Those who wish to speak must sign up at the beginning of the meeting. Speaker’s participation is limited to three minutes once per board meeting. The Board President may need to reduce the three-minute time limit to accommodate more speakers in the 20 minutes allotted for the public forum. The Board must approve an extension of the 20-minute time allocation to allow all speakers up to three-minutes. The views and opinions of citizens addressing the Board do not necessarily reflect those of the Board, District administration, or staff. We ask speakers to remember that Iowa law prohibits the Board from discussing specific employees or students or their performance. Student speakers will state their name and school. Others will state their name and address.

B. Comments from the Board/Superintendent

C. Presentations
   1. NCRC (National Career Readiness Certificate) Test – John Howard
   2. ISASP (Iowa Statewide Assessment of Student Progress) Testing – Erin Burmeister
   3. Therapy Dog – Dewey Hupke

4. REPORTS

A. Building Administrator Reports
   1. Junior-Senior High School Principal
   2. Junior-Senior High School Assistant Principal
   3. West Elementary Principal
   4. East Elementary/Early Childhood Center Principal

B. District Director Reports
   1. Activities Director Report
   2. Director of School Improvement Report
   3. Director of Technology Report
   4. Director of Food Service Report
   5. Director of Buildings & Grounds Report
   6. Director of Transportation Report
5. OLD BUSINESS
   A. Junior-Senior High School Scheduling Update
   B. Consider Approval of the Senior High Course Registration Guide 2019-2020

6. NEW BUSINESS
   A. Consider Approval of Travel Request Form for July 2019 – FFA Officer Retreat to Lanesboro, MN
   B. Consider Approval of Travel Request Form for October 2019 – National FFA Convention in Indianapolis, IN
   C. Consider Approval of the Cooperative Agreement by and between University of Northern Iowa and Educational Agencies for the 2019-2020 Academic Year
   D. Consider Approval of the Memorandum of Agreement between the State of Iowa Judicial Branch and the Independence School District
   E. Consider Approval of the Cooperative Sharing Agreement with Cedar Falls Community Schools for Men's and Women's Swimming for 2019-2020
   F. Consider Approval of the Cooperative Sharing Agreement with East Buchanan Community School District for Boys Soccer and Girls Soccer for 2019-2020
   G. Consider Approval of the Cooperative Sharing Agreement with Jesup Community School District for Girls Tennis, Boys Soccer, and Girls Soccer for 2019-2020
   H. Consider Approval of the Cooperative Sharing Agreement with North Linn Community School District for Boys Bowling for 2019-2020
   I. Consider Approval of an Additional Independence Community School District Early Graduation Applicant for March 2019

Roll Call Vote

7. ADJOURNMENT

EXEMPT SESSION
Negotiations Strategy Session

UPCOMING MEETINGS –
Monday, April 15th Regular Meeting 6:00 p.m. - Central Office Board Room, Independence
Monday, May 20th Regular Meeting 6:00 p.m. - Central Office Board Room, Independence
Monday, June 17th Regular Meeting 6:00 p.m. - Central Office Board Room, Independence
Monday, July 15th Regular Meeting 6:00 p.m. - Central Office Board Room, Independence
Monday, August 19th Regular Meeting 6:00 p.m. - Central Office Board Room, Independence
Monday, September 16th Regular Meeting 6:00 p.m. - Central Office Board Room, Independence
Monday, October 21st Regular Meeting 6:00 p.m. - Central Office Board Room, Independence
Public Hearing
A public hearing was held at the Administrative Office, Independence, IA on February 18, 2019 at 5:50 pm for the 2019-2020 school calendar. Members Present: Eric Smith, Kim Hansen, Brian Eddy, Jennifer Sornson and Gina Trimble. Superintendent: Russell Reiter and Board Secretary: Laura Morine. The Board recited the Pledge of Allegiance. Beth Hilliard addressed the board in opposition of the proposed calendar. Hilliard didn’t think the proposed calendar allowed enough time for PD for the teachers and wondered whether families would be able to remember the schedule. While acknowledging that the public school does not need to account for afterschool religious education, she felt that it would have an impact on religious education and the ability for our teachers to teach their religious education classes after school. Additionally, she was concerned about the additional cost to the district for running busses and other expenses incurred during these part school days. Hilliard also asked if teachers had collaboration time during the regular school day. School Improvement Director Burmeister reported that in the JSMS, teachers don’t have a common time for collaboration. Supt. Reiter responded that the committee had spent a lot of time considering all the options and that this calendar was what the committee thought was best for instructional time with students and collaboration of staff.

Sornson moved to adjourn public hearing, Hansen second. Public hearing ended at 6:07 pm.

Regular Meeting
A regular meeting of the Independence Community School Board was called to order at 6:07 p.m. by Chairman Eric Smith at the Administration Building, Independence, Iowa on February 18, 2019. Members Present: Chairman Eric Smith, Kim Hansen, Brian Eddy, Jennifer Sornson and Gina Trimble
Superintendent: Russell Reiter
Board Secretary: Laura Morine

CONSIDERATION OF ACION ON CONSENT ITEMS
Motion by Eddy, second by Hansen to approve consent items 2A-D. Trimble asked when we would know if Financial Literacy would be required and Supt. Reiter said that we are still waiting on the legislature and it doesn’t look like it will be a high school requirement for next year. Smith asked that Policy 505.9: Parent and Family Engagement be modified to strike that the policy be approved annually by the Board. Motion carried 5-0.

A. Approval of the minutes of the regular meeting on January 21, 2019.

B. Approval of Agenda

C. Approval of Board Policies (*changes noted)
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<td>3. 5.09*</td>
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<td>4. 906.2*</td>
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<td>5. 502.10*, 502.10E1, and 502.10R1</td>
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<td>8. 503.2</td>
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<td>9. 503.3, 503.3E1, and 503.3R1*</td>
<td>Fines – Fees – Charges, Fee Waiver Application, and Student Fee Waiver and Reduction Procedures</td>
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<td>10. 503.4</td>
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<td>12. 604.7*</td>
<td>Instruction at a Post-Secondary Educational Institution</td>
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<td>13. 604.8*</td>
<td>Concurrent Enrollment Textbook Fee</td>
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<tr>
<td>Amber Whitney</td>
<td>Student Council/Prom Sponsor</td>
<td>End of 2018-2019 School Year</td>
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E. Approval of Financial Reports - Motion by Trimble, second by Sornson to approve the financial reports. Trimble reported that the Vendor Totals report don’t match the list of bills from the previous month since the prepaid bills are included on the Vendor Total report and both reports are approved at the board meeting. Prepaid bills include utilities and other invoices that need to be paid before the next meeting date. Smith, Trimble, Sornson and Hansen voted “aye”, Eddy abstained. Motion carried 4-0.

1. Bills – Director Trimble reviewed the bills
2. Vendor Report
ANNOUNCEMENTS, COMMUNICATIONS and PRESENTATIONS

A. Comments from the Public. No public comments.

B. Comments from the Board/Superintendent. Hansen congratulated the wrestlers and coaches for their accomplishments at the State Wrestling Tournament. She had attended the four speech events, a SIAC meeting and a scheduling meetings as well the County Conference Board meeting. Eddy also congratulated the wrestling team on the 6th place finish at State Wrestling Duals. He wanted to thank the staff and administration for their work in dealing with the snow and keeping our students safe. Smith attended the Legislative Day on the Hill and was able to meet with all four of our legislators. Supt. Reiter reported that we have started to use the Equipment Breakdown Insurance that began on February 1st. Supt. Reiter had meet with the County Roads Dept. and worked out an Emergency Bus Route. The emergency route had been used twice and most of the kinks are worked out. The students are excused if they can’t get to school safely. Safety first! At Wednesday night’s meeting the board will review the secondary courses and scheduling. Reiter and Morine are working on the certified budget and attended a workshop. The district received the initial health insurance premium quote back on our existing plan and it was a 15.7% increase. Mark Becker and Associates are working on options to reduce that rate. Supt. Reiter is continuing to work with Iowa Big, Jesup and East Buchanan schools to complete the pilot program in March.

REPORTS

A. Building Administrator Reports
   1. Junior-Senior High School Principal
   2. Junior-Senior High School Assistant Principal
   3. West Elementary Principal
   4. East Elementary/Early Childhood Center Principal

B. District Director Reports
   1. Activities Director Report
   2. Director of School Improvement Report
   3. Director of Technology Report
   4. Director of Food Service Report
   5. Director of Buildings & Grounds Report
   6. Director of Transportation Report

OLD BUSINESS

A. Junior-Senior High School Scheduling Update – Supt. Reiter reported that the staff and committee has done a lot of work on scheduling and more details will be given on Wednesday night.

B. Consider Approval of the EV Car Charging Station(s) – Hansen moved, Sornson second the motion to approve the two EV Car Charging Stations with a maximum PPEL cost to the district of $2,000. Motion carried 5-0.

NEW BUSINESS

A. Consider Approval of the 2019-2020 School Calendar – Eddy moved to approve the 2019-2020 School Calendar. Hansen second the motion. Discussion was held among the board
members and Supt. Reiter on the pros and cons of the proposed calendar. Motion carried 4-1, with Smith voting nay.

B. Consider Approval of the Travel Request Form for February 2019 – Glazier National Football Clinic in St. Louis, MO. Eddy moved to approve the travel request for the football clinic. Trimble second the motion, motion carried 5-0.

C. Consider Approval of the Independence Community School District Early Graduation Applicants for March 2019 – Eddy moved to approve the Early Graduation lists for March 2019. Hansen second the motion, motion carried 5-0.

D. Consider Approval of the Fiscal Year 2018 Audit – Morine reported that she was working with AD Putz on a new procedures manual that would address the items stated in the audit finding. Trimble moved to approve the 2018 Audit. Eddy second the motion, motion carried 5-0.

E. Consider Approval of the Budget Guarantee Resolution – Morine indicated that in case the Governor doesn’t sign the school funding bill, our district would need the Budget Guarantee and recommended the board approve the resolution. Resolution by Eddy: Resolved, that the Board of Directors of the Independence Community School District, will levy property taxes for the fiscal year 2019-2020 for the regular program budget adjustment as allowed under section 257.14, Code of Iowa. Trimble second the resolution. Resolution passed 5-0.

F. Discussion of Certified Early Retirement – Superintendent Reiter indicated that earlier in the year the board had indicated a package was given last year and that there would not be a need for a package this year. Reiter doesn’t believe in offering a package every year or even every other year. It should be used as a tool for severe reductions or bad budget years. However, he would recommend that if we offer it this year after being approached by some eligible retirees, however he would probably not offer it again for three to four years. Eddy thought because of Chapter 20 changes that now would be a good time to offer but then not again for a while. Sornson said we should explore the option and what it could do for future budgets. Hansen would like to see a proposal this year but that an early retirement package should not be offered each year. Trimble said it is a great tool but that staff should not think it is guaranteed to be offered. Consensus of the board was for Supt. Reiter to propose a package for Wednesday night’s meeting and not put a cap on how many eligible retirees could take it.

ADJOURNMENT – Trimble moved to adjourn the meeting. Eddy second. Motion carried 5-0. Meeting adjourned at 7:45 pm

Exempt Session
The Board moved into an exempt session at 7:55 pm to discuss negotiations strategies. Session ended at 9:05 pm.

Eric B. Smith, Board President
Laura J. Morine, Board Secretary
Independence Community School Board
Public Meeting
February 20, 2019

A public meeting was held at 4:00 pm on February 20, 2019 in the Administration Building, 1207 1st St West, Independence, Iowa.

Joel Dinger from the Independence Teacher’s Association (ITA) presented an opening statement. The ITA then presented their initial proposal to the Independence Community School Board for the 2019-2020 school year.

The ITA’s initial proposal:
- 5 year contract that would only be opened annually to agree on the Generator Base in Appendix B and the Base wage in Appendix C.
- Proposed an increase of 3% ($995) in the Generator Base for 2019-20
- Establishment of a joint Labor Management Committee.

Full disclosure of the proposal may be reviewed in the Administration Office.

Russell Reiter
Superintendent

Laura Morine
Director of Finance/School Board Secretary
A public meeting was held at 4:15 pm on February 20, 2019 in the Administration Building, 1207 1st St West, Independence, Iowa.

Supt. Reiter reviewed the changes with Chapter 20 as that creates new rules for negotiation.

The Independence Community School Board proposes

- To delete all excluded subjects of bargaining, and also some of the permissive subjects that would be moved to either Board policies, work rules and/or employee handbooks.
- No change in Base Wages
- Duration of one year

Full disclosure of the proposal may be reviewed in the Administration Office.

Russell Reiter
Superintendent

Laura Morine
Director of Finance/School Board Secretary
Independent Community School Board
Special Meeting
February 20, 2019

A special meeting of the Independence Community School Board was called to order at 6:00 pm by Chairman Eric Smith at the Administration Building, Independence, Iowa on February 20, 2019.

Members Present: Eric Smith, Kim Hansen, Brian Eddy, Jennifer Somson and Gina Trimble
Superintendent: Russell Reiter; Board Secretary: Laura Morine; JSHS Principal: John Howard; Director of School Improvement: Erin Burmeister.

CONSIDERATION OF ACTION ON CONSENT ITEMS: Trimble moved to approve the agenda. Eddy second, motion carried 5-0.

OLD BUSINESS:
A. Licensed Employee Early Retirement Plan Board Policy 407.3 and 407.4 – Eddy moved to approve the Early Retirement Plan Board Policy 407.3 and 407.4 and also waive the second reading of this policy. Hansen second the motion. Supt. Reiter reviewed the policy and the early retirement package would be a onetime $20,000 deposit to a Health Reimbursement Agreement. Motion carried 5-0.

B. 2018-2019 Calendar / Make up Days – Supt. Reiter indicated that the current calendar has extra hours over the required 1080 hours but would like to make up as many hours as possible. Somson recommended to retain April 22, 2019 as a vacation day for students but a PD for staff. After some discussion, if there is another snow day yet this year, April 22, 2019 will be used as a student day. The district will add 2 hours on April 17, 2019, 6.5 hours on April 18, 2019 and school on May 30 and 31st. May 31st will be an early out. Certified staff will be done on June 7th with April 22nd as a PD day and a few days of individual work.


NEW BUSINESS:
A. Junior-Senior High School Class Proposals for 2019-2020. Hansen moved to approve the class proposal for 2019-2020. Trimble second the motion. Burmeister and Howard reviewed the class proposal and registration guide. Staff from each of the core areas met to discuss the standard that need to be met and what classes would cover those standards. New in the registration guide are career paths so that students and parents have an idea of what classes are needed for the three different career paths: Work Force/Military, Community College or Community College / 4 year school. Motion carried 5-0.

Approved Courses:
Basic Computer Skills – 1 credit
English 11 – 2 credits
Advanced English 11 – 2 credits
Real Living 1 – 1 credit
Concepts of Algebra A – 2 credits
Concepts of Algebra B – 2 credits
Concepts of Geometry – 2 credits
Physical Science Physics – 1 credit
Physical Science Chemistry – 1 credit
American History – 2 credits
World History – 1 credit (required in FY20-21)
Chemistry 2 – 2 credits
Economic/Financial Literacy – 1 credit

Senior High Course Registration Guide 2019-2020 – this will be approved after the Board has an opportunity to review it.

ADJOURNMENT: Eddy moved to adjourn. Sornson second. Motion carried at 5-0 and meeting adjourned at 8:12 pm.

Eric B. Smith, Board President
Laura Morine, Board Sec/Treas
A public meeting was held at 3:45 pm on February 27, 2019 in the Administration Building, 1207 1st St West, Independence, Iowa.

Lisa Preuss from the Independence Educational Support Personnel (IESP) presented an opening statement. The IESP then presented their initial proposal to the Independence Community School Board for the 2019-2020 school year.

The IESP’s initial proposal:
- Establishment of a joint Labor Management Committee.
- Proposed an increase of .75 cents per hour for FY19-20
- 5 year contract that would only be opened annually to agree on the Base Wage.

Full disclosure of the proposal may be reviewed in the Administration Office.

Russell Reiter
Superintendent

Laura Morine
Director of Finance/School Board Secretary
Independence Community School Board  
Public Meeting  
February 27, 2019

A public meeting was held at 4:00 pm on February 27, 2019 in the Administration Building, 1207 1st St West, Independence, Iowa.

Supt. Reiter reviewed the changes with Chapter 20 as that creates new rules for negotiation. He recognized that the base wages are low compared to other districts and looking at ideas to change the base wage schedule.

The Independence Community School Board proposes
  - To delete all excluded subjects of bargaining, and also some of the permissive subjects that would be moved to either Board policies, work rules and/or employee handbooks.
  - No change in Base Wages as well as no increments.
  - Duration of one year.

Full disclosure of the proposal may be reviewed in the Administration Office.

Russell Reiter  
Superintendent  

Laura Morine  
Director of Finance/School Board Secretary
STUDENT GOVERNMENT

The student council provides for student activities, serves as a training experience for student leaders, promotes the common good, gives students a share in the management of the school, develops high ideals of personal conduct, acts as a clearinghouse for student activities, seeks to interest students in school district affairs and helps solve problems that may arise. Members of the council are student representatives who have direct access to the administration.

The principal, in conjunction with the students and licensed employees, shall set forth the guidelines for the student government’s elections, operations, and other elements of the government.


Cross Reference: 502 Student Rights and Responsibilities
504 Student Activities

Approved 11/1/2004
Reviewed 10/27/2008
Revised 02/17/2014
STUDENT ORGANIZATIONS

Secondary school student-initiated curriculum-related groups, upon receiving permission from the principal, may use school facilities for group meetings during non-instructional time. All student groups must have adult supervision.

Non-instructional time will mean any time before the first period of the day, but after beginning contract time for teachers and after the last period of the day in which any student attends class, but not longer than the contract day for teachers. Meetings will not interfere with the orderly conduct of the education program or other school district operations. It is within the discretion of the principal to determine whether the meetings will interfere with the orderly conduct of the education program or other school district operations. Activities relating to and part of the education program will have priority over the activities of another organization.

Curriculum-Related Organizations

It will also be the responsibility of the principal to determine whether a student group is curriculum-related. One or more of the following questions will be answered affirmatively if the group is curriculum-related:

- Is the subject matter of the group actually taught in a regularly offered course?
- Will the subject matter of the group soon be taught in a regularly offered course?
- Does the subject matter of the group concern the body of courses as a whole?
- Is participation in the group required for a particular course?
- Does participation in the group result in academic credit?

Secondary school curriculum-related student organizations may use the school district facilities for meetings and other purposes before and after the instructional school day. Employees are assigned to monitor approved meetings and may interact with curriculum-related organizations.

Non-curriculum-Related Organizations

Student-initiated, non-curriculum-related organizations are provided access to meeting space and school district facilities, as per equal access guidelines. They are to fill out a district rental agreement form; depending on the scope of activity of the group, proof of liability insurance may be required. All student initiated non-curricular groups must have adult supervision.

Legal Reference:

Cross Reference:
- 502 Student Rights and Responsibilities
- 504 Student Activities

02/17/2014

INDEPENDENCE COMMUNITY SCHOOL DISTRICT POLICY MANUAL
STUDENT PUBLICATIONS

Students may produce official school publications as part of the curriculum under the supervision of a faculty advisor and the principal. Official school publications include material produced in the journalism, newspaper, yearbook, or writing classes and distributed to the student body either free or for a fee.

Any expression made by students, including student expression in official school publications, is not an expression of official school policy. The school district, the board, and the employees or officials are not liable in any civil or criminal action for any student expression made or published by students unless the employees or officials have interfered with or altered the content of the student speech or expression. The liability, if any, is only to the extent of the interference or alteration of the speech or expression.

Official school publications are free from prior restraint by employees or officials except as provided by law. A faculty advisor shall supervise student writers to maintain professional standards of English and journalism and to comply with the law including, but not limited to, the restrictions against unlawful speech. The production of official school publications shall be guided by the law and by the ethical standards adopted by professional associations or societies of journalism.

Persons, other than students, who believe they have been aggrieved by student expression in a student-produced official school publication shall follow the grievance procedure outlined in board policy 215.1. Students who believe their freedom of expression in a student-produced official school publication has been restricted shall follow the grievance procedure outlined in board policy 502.6.

The superintendent shall be responsible for developing a student publications code. This code shall include, but not be limited to, reasonable rules including time, place, and manner of restrictions. The superintendent shall also be responsible for distributing this policy and the student publications code to the students and their parents.

Bystrom v. Fridley High School, 822 F.2d 747 (8th Cir. 1987).

Cross Reference: 309 Communication Channels
502 Student Rights and Responsibilities
504 Student Activities


INDEPENDENCE COMMUNITY SCHOOL DISTRICT POLICY MANUAL
STUDENT PUBLICATIONS CODE

A. Official school publications defined.

An "official school publication" is material produced by students in the journalism, newspaper, yearbook, or writing classes and distributed to students either free or for a fee.

B. Expression in an official school publication.

1. No student shall express, publish or distribute in an official school publication material which is:
   a. obscene;
   b. libelous;
   c. slanderous; or
   d. encourages students to:
      1) commit unlawful acts;
      2) violate school rules;
      3) cause the material and substantial disruption of the orderly and efficient operation of the school or school activity;
      4) disrupt or interfere with the education program;
      5) interrupt the maintenance of a disciplined atmosphere; or
      6) infringe on the rights of others.

2. The official school publication shall be produced under the supervision of a faculty advisor.

C. Responsibilities of students.

1. Students writing or editing official school publications shall assign and edit the news, editorial and feature contents of the official school publications subject to the limitations of the student publications code and the law.

2. Students shall strive to achieve professional standards of accuracy, fairness, objectivity and thoroughness in each and every aspect of official school publications.

3. Students shall strive to achieve professional standards of grammar, usage, punctuation and spelling for clarity and accuracy of official school publications.

D. Responsibilities of faculty advisors.

Faculty advisors shall supervise student writers to maintain professional standards of English and journalism and to comply with the law including, but not limited to, the restrictions against unlawful speech.
STUDENT PUBLICATIONS CODE

E. Liability.

Student expression in an official school publication shall not be deemed to be an expression of the school district. The school district, the board, and the employees or officials are not liable in any civil or criminal action for any student expression made or published by students unless the employees or officials have interfered with or altered the content of the student expression. The liability, if any, is only to the extent of interference or alteration of the speech or expression.

F. Appeal procedure.

1. Students who believe they have been unreasonably restricted in their exercise of expression in an official student publication shall seek review of the decision through the student grievance procedure, under board policy 502.6.

2. Persons who believe they have been aggrieved by a student-produced official student publication shall file their complaint through the citizen grievance procedure, under board policy 214.1-215.1.

G. Time, place and manner of restrictions on official school publications.

1. Official student publications may be distributed in a reasonable manner on or off school premises.

2. Distribution in a reasonable manner shall not encourage students to:
   a. commit unlawful acts;
   b. violate school rules;
   c. cause the material and substantial disruption of the orderly and efficient operation of the school district or school activity;
   d. disrupt or interfere with the education program;
   e. interrupt the maintenance of a disciplined atmosphere; or
   f. infringe on the rights of others.
STUDENT SOCIAL EVENTS

School-sponsored social events shall be approved by the principal and placed on the school calendar prior to public announcement. They shall be under the control and supervision of employees. The hours and activities of the event shall be reasonable and in keeping with board policy.

School-sponsored social events are open to the students enrolled in the school district. Others, such as alumni or nonschool students, may attend as the date or escort of students enrolled in the school district or with the permission of the licensed employees supervising the event.

Students' behavior shall be in keeping with the behavior required during regular school hours.

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

Legal Reference: Iowa Code §§ 279.8; 282.3 (2003).

Cross Reference: 404 Employee Conduct and Appearance
                  502 Student Rights and Responsibilities
                  503 Student Discipline

Approved 11/1/2004 Reviewed 12/15/2008
          02/17/2014

INDEPENDENCE COMMUNITY SCHOOL DISTRICT POLICY MANUAL
STUDENT PERFORMANCES

Students, as part of the education program, may participate in contests or other public and private events approved by the superintendent that will be of benefit to the student and the education program. Performance at such events is a privilege.

Students, who perform at such events, serve as ambassadors of the school district and must conduct themselves in the same manner as required in the regular school day. Students who fail to abide by this policy and the administrative regulations supporting it may be subject to disciplinary measures.

Students will be allowed to perform in these events only with proper permission and supervision and when the events do not disrupt the education program or other school district operations. The events must be approved by the superintendent, unless it involves unusual travel and expense, in which case the board must approve of the performance.

It shall be the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy. In developing the administrative regulations, these guidelines should be followed:

- Performances by student groups below the high school level should be allowed on a very limited basis;
- All groups of students should have an opportunity to participate; and,
- Extensive travel by one group of students should be discouraged.

It shall be within the discretion of the superintendent to determine whether the event will benefit the education program and the participating students. Contests or other performances by students unapproved by the superintendent shall be the responsibility of the parent and the student.

281 I.A.C. 12.6.

Cross Reference: 502 Student Rights and Responsibilities
503.4 Good Conduct Rule Code
504 Student Activities
905 Community Activities Involving Students

Approved 11/1/2004 Reviewed 12/15/2008 Revised 02/17/2014

INDEPENDENCE COMMUNITY SCHOOL DISTRICT POLICY MANUAL
STUDENT WORK/INTERN PROGRAMS

Coordination of education programs with local businesses can benefit the school district community. When mutually acceptable arrangements can be made between a local business and the board, secondary students may work for a local business to obtain school credit.

Such programs must be compatible with the education program and have the approval of the board.

It shall be the responsibility of the superintendent to pursue such arrangements with local businesses.

Legal Reference: Iowa Code §§ 279.8; 282.3 (2003).

Cross Reference: 603 Instructional Curriculum

Approved 11/1/2004 Reviewed 12/15/2008 Revised 02/17/2014
STUDENT ACTIVITY PROGRAM

Participation in school activities is a privilege. School activities provide the benefits of promoting additional interests and ability in the students during their school years and for their lifetime.

Students will have an opportunity to participate in a school activity unless the activity is not offered or the student cannot participate for disciplinary reasons. If the activity is an intramural or interscholastic athletic activity, students of the opposite sex will have a comparable opportunity for participation. Comparable opportunity does not guarantee boys and girls will be allowed to play on each other’s teams when there are athletic activities available that will allow both boys and girls to reap the benefits of school activities, which are the promotion of additional interests and abilities in the students.

Student activity events must be approved by the superintendent unless they involve unusual travel expense, in which case the board will take action. The events must not disrupt the education program or other school district operations.

Participation in a non-school sponsored activity shall not conflict with the school sponsored activity.

It shall be the responsibility of the superintendent to develop administrative regulations for each school activity. These regulations shall include, but not be limited to, when physical examinations will be required, how and when parents will be informed about the risk of the activity, academic requirements, and proof of insurance on the student participating in certain activities. Students wanting to participate in school activities must meet the requirements set out by the school district for participation in the activity.

281 I.A.C. 12.6., 36.15.

Cross Reference: 501 Student Attendance
502 Student Rights and Responsibilities
503 Student Discipline
504 Student Activities
507 Student Health and Well-Being


INDEPENDENCE COMMUNITY SCHOOL DISTRICT POLICY MANUAL
ASSIGNMENT OF COURSES

Students shall take a predetermined number and type of courses to graduate. Where students have a choice in course offerings, the school district will try to allow students to take the course of their choice. Courses with limited space will be allocated to those who first apply for the course or need it for graduation.

It shall be the responsibility of the superintendent, the curriculum director and building principal to develop the course offerings for each year for the grade levels. The superintendent shall make a recommendation to the board annually as to which courses shall be offered.

281 I.A.C. 12.1; .3(7); .5.

Cross Reference: 505 Student Scholastic Achievement

STUDENT HONORS AND AWARDS

The school district shall provide a program that establishes honors and awards including, but not limited to, academic letters, scholarships and good citizenship awards for students to assist students in setting goals. Students shall be made aware of honors and awards and the action necessary on the part of the student to achieve them.

It shall be the responsibility of the superintendent to develop the administrative regulations regarding this policy.


Cross Reference: 504 Student Activities
                  505 Student Scholastic Achievement

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

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

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

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

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

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

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

Cross Reference: 505 Student Scholastic Achievement
506 Student Records
607.2 Student Health Services

03/17/2014
EARLY GRADUATION

Generally, students will be required to complete the necessary course work and graduate from high school at the end of grade twelve. Students may graduate prior to this time if they meet the minimum graduation requirements stated in board policy.

A student who graduates early will no longer be considered a student and will become an alumnus of the school district. However, the student who graduates early may participate in the prom and commencement exercises.

Legal Reference: Iowa Code §§ 279.8; 280.3, .14 (2003). 281 I.A.C. 12.2; .3(7); .5.

Cross Reference: 505 Student Scholastic Achievement 505.7 Graduation Requirements

Approved 11/1/2004 Reviewed 12/15/2008 Revised ________

03/17/2014
COMMENCEMENT

Students who have met the requirements for graduation will be allowed to participate in the commencement proceedings provided they abide by the proceedings organized by the school district. It shall be the responsibility of the principal to solicit input from each graduating class regarding the proceedings for their commencement.

Failure of a student to participate in commencement will not be a reason for withholding the student's final progress report or diploma certifying the student's completion of high school.

281 I.A.C. 12.2; .3(7); .5.

Cross Reference: 505 Student Scholastic Achievement


INDEPENDENCE COMMUNITY SCHOOL DISTRICT POLICY MANUAL
ONLINE COURSES

The board recognizes that online coursework may be a good alternative for students to not only meet graduation requirements but, also have the opportunity to take advanced or other courses not offered by the school district.

High school students may earn a maximum of 3 credits to be applied toward graduation requirements by completing online courses offered through agencies approved by the board and Iowa Department of Education, such as Iowa Learning Online (ILO). Credit from an online course may be earned only in the following circumstances:

- The course is not offered at the high school;
- Although the course is offered at the high school, the student will not be able to take it due to an unavoidable scheduling conflict that would keep the student from meeting graduation requirements;
- The course will serve as a supplement to extend homebound instruction;
- The student has been given a long-term suspension from the regular school setting, but educational services are to be continued; or,
- The principal, with agreement from the student’s teachers and parents, determines the student requires a differentiated or accelerated learning environment.

Students applying for permission to take an online course shall complete prerequisites and provide teacher/counselor recommendations to confirm the student possesses the maturity level needed to function effectively in the online learning environment. In addition, the express approval of the principal shall be obtained before a student enrolls in an online course. The school must receive an official record of the student’s final percentage score and suggested grade before credit toward graduation will be recognized.

Provided online courses are part of the student’s regular school day coursework and within budgetary parameters, the tuition costs for online courses shall be borne by the school district during the fall and spring semesters, but may be passed on to the parent/guardian during the summer semester. Any additional costs, such as textbook rentals or school supplies, shall be borne by the parents for students enrolled full-time.

It is the responsibility of the superintendent to develop administrative regulations to implement this policy.

Legal Reference:    Iowa Code § 256.9(56); 279.8
                     281 I.A.C. 15

Cross Reference:   605.6 Internet Appropriate Use
                     501.6 Student Transfers In

Approved __________ Reviewed __________ Revised __________
GOOD CONDUCT RULE CODE

Participation in school activities is a privilege. School activities provide the benefits of promoting additional interests and abilities in the students during their school years and for their lifetimes.

Students who participate in extracurricular activities serve as ambassadors of the school district throughout the calendar year, whether away from school or at school. Students who wish to have the privilege of participating in extracurricular activities must conduct themselves in accordance with board policy and must refrain from activities which are illegal, immoral or unhealthy.

Students who fail to abide by this policy and the administrative regulations supporting it may be subject to disciplinary measures. The principal shall keep records of violations of the good conduct rule code.

It shall be the responsibility of the superintendent to develop rules and regulations for school activities. Students wanting to participate in school activities must meet the requirements set out by the school district for participation in the activity.

Legal Reference:  
281 I.A.C. 12.3(6); 36.15(1).

Cross Reference:  
502 Student Rights and Responsibilities  
503 Student Discipline  
504 Student Activities

Approved 11/1/2004  
Reviewed 10/27/2008  
Revised 01/20/2014
EDUCATION RECORDS ACCESS

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

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

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

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

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

Parents, eligible students, and other individuals authorized in accordance with law will have access to the student's education records during the regular business hours of the school district. Parents and eligible students will have a right to access the student's education records upon request without unnecessary delay and in no instance more than forty-five calendar days after the request is made. Parents, other than parents of an eligible student, may be denied access to a student's education 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 education records. Parents, an eligible student or an authorized representative of the parents will have the right to access the student's education records prior to an Individualized Education Program (IEP) meeting or hearing.

Copies of education records will be provided if failure to do so would effectively prevent the parents or student from exercising the right to access the education records. Fees for copies of the records are waived if it would prevent the parents or 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 parents or an eligible student may request that the school district amend the education records.
EDUCATION RECORDS ACCESS

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

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

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

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

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

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

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

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

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

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

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

INDEPENDENCE COMMUNITY SCHOOL DISTRICT POLICY MANUAL
EDUCATION RECORDS ACCESS

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

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

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

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

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

Legal Reference:
- 281 I.A.C. 12.3(6); 41.610 et seq.

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
- 901.1 Public Examination of School District Records

INDEPENDENCE COMMUNITY SCHOOL DISTRICT POLICY MANUAL
REQUEST OF NONPARENT FOR EXAMINATION OR COPIES OF EDUCATION RECORDS

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

_________________________  __________________________
(Legal Name of Student)    (Date of Birth)

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

The undersigned certifies that they are (check one):

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

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

_________________________
(Signature)

_________________________
(Title)

_________________________
(Agency)

APPROVED:

_________________________
(Signature)

_________________________
(Date)

_________________________
(Address)

_________________________
(City)

_________________________
(State)  ___________________
(ZIP: )

_________________________
(Phone Number: )

INDEPENDENCE COMMUNITY SCHOOL DISTRICT POLICY MANUAL
AUTHORIZATION FOR RELEASE OF EDUCATION RECORDS

The undersigned hereby authorizes Independence Community School District to release copies of the following official education records:

concerning

(Full Legal Name of Student) (Date of Birth) (Name of Last School Attended) (Year(s) of Attendance)

The reason for this request is: ____________________________

My relationship to the child is: __________________________

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

( ) the undersigned
( ) the student
( ) other (please specify) __________________________

(Signature)

Date: __________________________

Address: __________________________

City: __________________________

State: __________________________ ZIP __________________________

Phone Number: __________________________

INDEPENDENCE COMMUNITY SCHOOL DISTRICT POLICY MANUAL
REQUEST FOR HEARING ON CORRECTION OF EDUCATION RECORDS

To: Board Secretary (Custodian)
Address: ________________________________

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

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

___________________________________________________________________________

___________________________________________________________________________

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

___________________________________________________________________________

___________________________________________________________________________

My relationship to the child is: ________________________________

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

(Signature)
Date: ________________________________
Address: ________________________________
City: ________________________________
State: ____________________________ ZIP: ____________
Phone Number: ________________________________
REQUEST FOR EXAMINATION OF EDUCATION RECORDS

To: Board Secretary (Custodian)  Address: __________________________

The undersigned desires to examine the following official education records.


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

(Name of School)

My relationship to the student is: __________________________

(check one)

_____ I do

_____ I do not

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

(Parent's Signature)

APPROVED:

Date: __________________________

Address: __________________________

Signature: __________________________

City: __________________________

Title: __________________________

State: __________________________ ZIP: __________

Dated: __________________________

Phone Number: __________________________

INDEPENDENCE COMMUNITY SCHOOL DISTRICT POLICY MANUAL
NOTIFICATION OF TRANSFER OF EDUCATION RECORDS

To: __________________________________________________________________ Date: __________________________________________________________________

Parent/or Guardian

Street Address: __________________________________________________________________

City/State __________________________ ZIP: __________________________

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

______________________________ __________________________

School District Name Address

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

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

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

______________________________

(Name)

______________________________

>Title)
LETTER TO PARENT REGARDING RECEIPT OF A SUBPOENA

Date

Dear (Parent):

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

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

Sincerely,

(Principal or Superintendent)
JUVENILE JUSTICE AGENCY INFORMATION SHARING AGREEMENT

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

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

Statutory Authority: This agreement implements Iowa Code § 280.25 and is consistent with 34 C.F.R. 99.38 (2003).

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

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

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

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

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

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

APPROVED:

Signature: ___________________ Address: ___________________
Title: ___________________ City: ___________________
Agency: ___________________ State: ______________ ZIP __________
Dated: ___________________ Phone Number: ___________________

Signature: ___________________ Address: ___________________
Title: ___________________ City: ___________________
Agency: ___________________ State: ______________ ZIP __________
Dated: ___________________ Phone Number: ___________________

Signature: ___________________ Address: ___________________
Title: ___________________ City: ___________________
Agency: ___________________ State: ______________ ZIP __________
Dated: ___________________ Phone Number: ___________________

Signature: ___________________ Address: ___________________
Title: ___________________ City: ___________________
Agency: ___________________ State: ______________ ZIP __________
Dated: ___________________ Phone Number: ___________________

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

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

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

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

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

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

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

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

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

   Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student’s enrollment or transfer. (Note: FERPA requires a school district to make a reasonable attempt to notify the parent or eligible student of the records request unless it states in its annual notification that it intends to forward records on request.)
ANNUAL NOTICE

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

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

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

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

A. Access to Records

1. Parents, eligible students, and other individuals authorized in accordance with law will have access to the student's education records during the regular business hours of the school district. Parents and eligible students will have a right to access the student's education records upon request without unnecessary delay and in no instance more than forty-five calendar days after the request is made. An eligible student or parent, upon written request to the board secretary, shall receive an explanation and interpretation of the education records. A student, eighteen years or older, has the right to determine who, outside the school system, has access to the records. Parents of students who are 18 years or older but still dependents for income tax purposes may access the student's records without prior permission of the student.

2. School officials having access to student education records are defined as having a legitimate educational interest. A school official is a person employed by the school district as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school district has contracted to perform a special task (such as an attorney, auditor, AEA employee, medical consultant, or therapist); or a parent or student serving on an official committee, such as disciplinary or grievance committee or student assistance team, or assisting another school official in performing his or her tasks.

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

C. Procedures for Requesting a Record Amendment

1. If the eligible student, parent, or legal guardian believe the information in the education records is inaccurate, misleading, or violates the privacy of the student, the parents or an eligible student may request that the school district amend the student’s education records.

2. The school district will decide whether to amend the student’s education records within a reasonable time after receipt of the request.

3. If the school district determines an amendment is made to the student’s education record, the school district will make the amendment and inform the parents or the eligible student of the decision in writing.
4. If the school district determines that amendment of the student's education record is not appropriate, it will inform the parents or the eligible student of their right to a hearing before the hearing officer provided by the school district. The hearing officer may be an employee of the school district, so long as the employee does not have a direct interest in the outcome of the hearing.

5. Upon parental request, the school district will hold a hearing regarding the content of a student's education records which the parent believes to be inaccurate, misleading, or in violation of the privacy rights of students.

6. The hearing will be held within a reasonable time after receipt of the parent or eligible student's request. The parent or eligible student will receive reasonable advance notice of date, time and place of the hearing.

7. The parents or eligible student will be given a full and fair opportunity to present evidence relevant to the issues. The parent or eligible student may be represented by an individual at their choice at their own expense.

8. The hearing officer will render a written decision within a reasonable period after the hearing. The decision will be based upon evidence presented at the hearing and must include a summary of the evidence and the reasons for the decision.

9. The parents may appeal the hearing officer's decision to the superintendent within five days if the superintendent does not have a direct interest in the outcome of the hearing.

10. The parents may appeal the superintendent's decision or the hearing officer's decision if the superintendent was unable to hear the appeal, to the board within five days. It is within the discretion of the board to hear the appeal.

11. If the parents' and the eligible student's request to amend the student's education record is further denied following the hearing, the parents or the eligible student are informed that they have a right to place an explanatory letter in the student's education record commenting on the school district's decision or setting forth the reasoning for disagreeing with the school district. Additions to the student's education records will become a part of the student's education record and be maintained like other student education records. If the school district discloses the student's education records, the explanation by the parents will also be disclosed or the eligible student of the decision in writing.
STUDENT DIRECTORY INFORMATION

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

- Student's name
- Grade level
- Degrees, honors, and awards received
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Photograph

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

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

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

Legal Reference: 20 U.S.C. § 1232g
34 C.F.R. § 99
Iowa Code § 22; 622.10
281 I.A.C. 12.3(4); 41

Cross Reference: 504 Student Activities
506 Student Records
901.1 Public Examination of School District Records
902.6 Live Broadcast or Videotaping

Approved 11/1/2004 Reviewed 01/19/2009 Revised 04/21/2014 07/17/2017
AUTHORIZATION FOR RELEASING STUDENT DIRECTORY INFORMATION

The Independence Community School District has adopted a policy designed to assure parents and students the full implementation, protection and enjoyment of their rights under the Family Educational Rights and Privacy Act of 1974 (FERPA). A copy of the school district’s policy is available for review online and at the school district administration office.

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

The school district has designated the following information as directory information:
- Student’s name
- Grade level
- Degrees, honors, and awards received
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Photograph

You have the right to refuse the designation of any or all of the categories of personally identifiable information as directory information with respect to your student provided that you notify the school district in writing not later than September 30th of this school year. If you desire to make such a refusal, please complete and return the slip attached to this notice.

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

RETURN THIS FORM

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

Student Name: ____________________________ Date of Birth: ________________

School: ____________________________ Grade: ____________________________

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

This form must be returned to your child’s school no later than September 30th of each school year. Additional forms are available at your child’s school.

INDEPENDENCE COMMUNITY SCHOOL DISTRICT POLICY MANUAL
USE OF DIRECTORY INFORMATION

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

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

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

If you do not want the Independence Community School District to disclose directory information from your child’s education records without your prior written consent, you must notify the District in writing by September 30th of each school year. Independence Community School District has designated the following information as directory information:

- Student’s name
- Grade level
- Degrees, honors, and awards received
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Photograph

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

The board will permit student "portrait" photographs to be taken on school premises by a commercial photographer as a service to the students and their families.

Parents will be notified prior to the taking of pictures by a commercial photographer for student "portraits." In no case will students be required to have their picture taken or be pressured to purchase pictures.

Students or commercial photographers may take pictures of students upon consent for such things as the yearbook or student newspaper.

It shall be the responsibility of the superintendent, in conjunction with the principal, to develop administrative rules regarding student photographs.


Cross Reference: 506 Student Records

Approved 11/1/2004 Reviewed 01/19/2009 Revised ________
04/21/2014
STUDENT LIBRARY CIRCULATION RECORDS

Student library circulation records are designed to be used internally to assist in the orderly administration of the school district libraries. As a general rule, student library circulation records are considered confidential records and will not be released without parental consent. Individuals who may access such records include a student's parents, the student, authorized licensed employees, authorized government officials from the U.S. Comptroller General, the Secretary of Education, the Commissioner and Director of the National Institute of Education, and the Assistant Secretary for Education and State Education Department. Appropriate authorities in a health or safety emergency may access the student's library circulation records without the approval or the notification of the student's parents. Parents may not access records, without the student's permission, of a student who has reached the age of majority or who is attending a post-secondary educational institution unless the student is considered a dependent for tax purposes.

It shall be the teacher-librarian's responsibility to maintain the student library circulation records for students currently enrolled in each building and to provide access to these records for requests approved by administrators. Students' library circulation records may be accessed during the regular business hours of the school district. If copies of documents are requested, a fee for such copying may be charged.

It shall be the responsibility of the superintendent, in conjunction with the teacher or teacher-librarian, to develop administrative regulations regarding this policy.

Note: This is a mandatory policy and a reflection of federal and Iowa law.

Iowa Code §§ 22; 622.10 (2003).
281 I.A.C. 12.3(6).

Cross Reference: 506 Student Records

Approved 11/1/2004 Reviewed 04/21/2014 Revised 06/15/2009
REQUEST FOR ACCESS TO STUDENT LIBRARY CIRCULATION RECORDS

Persons requesting access to student library circulation records shall submit the following information to the building administrator.

Date: ________________________  Name: ______________________________________

Title: ______________________________________

Student(s) Records Requested: ______________________________________

Purpose for Access: ______________________________________

Number of Copies Requested: ________________________

Signature of Person Requesting Access: ______________________________________

Request Approved: __________  Denied: __________  Fee Paid: __________

By: ______________________________________  Building Administrator Name

Building Administrator Signature  Date

INDEPENDENCE COMMUNITY SCHOOL DISTRICT POLICY MANUAL
STUDENT HEALTH AND IMMUNIZATION CERTIFICATES

Students desiring to participate in athletic activities or enrolling in preschool, kindergarten or first grade in the school district shall 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 a licensed healthcare provider shall be on file at the attendance center. Each student shall 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 in preschool, kindergarten or for the first time in the school district shall also submit a certificate of immunization consisting of the state law requirements. 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.

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.

Mandatory lead screening is now required on incoming kindergarten students.

Mandatory school dental screening is now required for incoming kindergarten and freshman.

281 I.A.C. 33.5.
641 I.A.C. 7.
641 I.A.C. 67.6(1)

Cross Reference: 402.2 Child Abuse Reporting
501 Student Attendance
507 Student Health and Well-Being

Approved 11/1/2004 Reviewed ________ Revised 01/18/2010
07/21/2014
ADMINISTRATION OF MEDICATION TO STUDENTS

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

Medication shall be administered when the student's parent or guardian (hereafter "parent") provides a signed and dated written statement requesting medication administration and the medication is in the original, labeled container, either as dispensed or in the manufacturer's container.

When administration of the medication requires ongoing professional health judgment, an individual health plan shall be developed by an authorized practitioner with the student and the student's parent. Students who have demonstrated competence in administering their own medications may self-administer their own inhalers and epinephrine auto-injectors. A written statement by the student's parent shall be on file requesting co-administration of medication, when this competence has been demonstrated. By law, students with asthma or other airway constricting diseases or students with a risk of anaphylaxis who use epinephrine auto-injectors may self-administer their medication upon the written approval of the student's parents and prescribing licensed health care professional regardless of competency.

Persons administering medication shall include authorized practitioners, such as, licensed registered nurses and physicians, and persons to whom authorized practitioners have delegated the administration of medication (who have successfully completed a medication administration course). A medication administration course and periodic update shall be conducted by a registered nurse or licensed pharmacist and a record of course completion shall be maintained by the school.

A written medication administration record shall be on file including:
- Date
- Student's name
- Prescriber or person authorizing administration
- Medication
- Medication dosage
- Administration time
- Administration method
- Signature and title of the person administering medication
- Any unusual circumstances, actions or omissions.

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

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

INDEPENDENCE COMMUNITY SCHOOL DISTRICT POLICY MANUAL
ADMINISTRATION OF MEDICATION TO STUDENTS

Legal Reference:
Iowa Code §§124.101(1), 147.107, 152.1, 155A.4(2), 280.16, 280.23 Code of Iowa
Education [281] IAC §41.404(3)
Pharmacy [657] IAC §8.32(124, 155A)
Nursing Board [655] IAC §6.2(152)

Cross Reference:
506 Student Records
507 Student Health and Well-Being
603.2 Special Education
607.2 Student Health Services

Approved 11/1/2004 Reviewed 05/12/2014 Revised 01/18/2010
05/16/2016
AUTHORIZATION-ASTHMA OR OTHER AIRWAY CONSTRICTING DISEASE MEDICATION OR EPINEPHRINE AUTO-INJECTOR SELF-ADMINISTRATION CONSENT FORM

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

The following must occur for a student to self-administer asthma or other airway constricting disease medication or for a student with a risk of anaphylaxis to self-administer an epinephrine auto-injector:

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

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

Pursuant to state law, the school district and its employees are to incur no liability, except for gross negligence, as a result of any injury arising from self-administration of medication or use of an epinephrine auto-injector by the student. The parent or guardian of the student shall sign a statement acknowledging that the school district is to incur no liability, except for gross negligence, as a result of self-administration of medication or use of an epinephrine auto-injector by the student as provided by law.
AUTHORIZATION-ASTHMA OR OTHER AIRWAY CONSTRICTING DISEASE MEDICATION OR EPINEPHRINE AUTO-INJECTOR SELF-ADMINISTRATION CONSENT FORM

<table>
<thead>
<tr>
<th>Medication</th>
<th>Dosage</th>
<th>Route</th>
<th>Time</th>
</tr>
</thead>
</table>

Purpose of Medication & Administration /Instructions

<table>
<thead>
<tr>
<th>Special Circumstances</th>
<th>Discontinue/Re-Evaluate/Follow-up Date</th>
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</table>

<table>
<thead>
<tr>
<th>Prescriber’s Signature</th>
<th>Date</th>
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</table>

Prescriber’s Address

- I request the above named student possess and self-administer asthma or other airway constricting disease medication(s), and/or an epinephrine auto-injector at school and in school activities according to the authorization and instructions.
- I understand the school district and its employees acting reasonably and in good faith shall incur no liability for any improper use of medication or an epinephrine auto-injector or for supervising, monitoring, or interfering with a student's self-administration of medication or use of an epinephrine auto-injector. I acknowledge that the school district is to incur no liability, except for gross negligence, as a result of self-administration of medication or use of an epinephrine auto-injector by the student.
- I agree to coordinate and work with school personnel and notify them when questions arise or relevant conditions change.
- I agree to provide safe delivery of medication and equipment to and from school and to pick up remaining medication and equipment.
- I agree the information is shared with school personnel in accordance with the Family Education Rights and Privacy Act (FERPA) and any other applicable laws.
- I agree to provide the school with back-up medication approved in this form.
- Student maintains self-administration record.

I authorize the Independence school nurses to contact the prescriber to obtain necessary signature(s).

<table>
<thead>
<tr>
<th>Parent/Guardian Signature (agreed to above statements)</th>
<th>Date</th>
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</table>

Parent/Guardian Address

<table>
<thead>
<tr>
<th>Home Phone</th>
<th>Business Phone</th>
<th>Emergency Phone</th>
</tr>
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</table>

Self-Administration Authorization Additional Information
PARENTAL AUTHORIZATION AND RELEASE FORM FOR THE ADMINISTRATION OF MEDICATION TO STUDENTS

Student's Name (Last), (First), (Middle) __________________________________________ 
Birth Date __________/________/________

School __________________________________________ 
Date __________/________/________

School medications and health services are administered following these guidelines: 

- Parent has provided a signed, dated authorization to administer medication, and/or provide the health service. 
- The medication is in the original, labeled container as dispensed or the manufacturer's labeled container. 
- The medication label contains the student’s name, name of the medication, directions for use, and date. 
- Authorization is renewed annually and as soon as practical when the parent notifies the school that changes are necessary.

<table>
<thead>
<tr>
<th>Medication/Health Care</th>
<th>Dosage</th>
<th>Route</th>
<th>Time at School</th>
</tr>
</thead>
</table>

Administration Instructions

______________________________

Special Directives, Signs to Observe and Side Effects

Discontinue/Re-Evaluate/Follow-up Date __________/________/________

Parent/Guardian’s Signature _______________________________________ 
Date __________/________/________

Parent/Guardian’s Address _________________________________________ 
Phone Number

Email Address

I request the above named student carry epinephrine auto-injector and/or inhaler at school and school activities according to the prescription, and a written record kept. Special considerations are noted above. This information is confidential except as provided by the Family Educational Rights and Privacy Act (FERPA) and any other applicable law. I agree to coordinate and work with school personnel and prescriber (if any) when questions arise. I agree to provide safe delivery of medication and equipment to and from school and to pick up remaining medication and equipment. Procedures for medication disposal shall be in accordance with federal and state law.

INDEPENDENCE COMMUNITY SCHOOL DISTRICT POLICY MANUAL
**PARENTAL AUTHORIZATION AND RELEASE FORM FOR THE ADMINISTRATION OF MEDICATION TO STUDENTS**

<table>
<thead>
<tr>
<th>Parent's Signature</th>
<th>Date</th>
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<tbody>
<tr>
<td>Parent's Address</td>
<td>Home Phone</td>
</tr>
<tr>
<td>Additional Information</td>
<td>Cell/Emergency Phone</td>
</tr>
<tr>
<td>Email Address</td>
<td></td>
</tr>
</tbody>
</table>

Authorization Form
COMMUNICABLE DISEASES - STUDENTS

Students with a communicable disease will be allowed to attend school provided their presence does not create a substantial risk of illness or transmission to other students or employees. The term "communicable disease" shall mean an infectious or contagious disease spread from person to person, or animal to person, or as defined by law.

Prevention and control of communicable diseases shall be included in the school district's bloodborne pathogens exposure control plan. The procedures shall include scope and application, definitions, exposure control, methods of compliance, universal precautions, vaccination, post-exposure evaluation, follow-up, communication of hazards to employees and record keeping. This plan shall be reviewed annually by the superintendent and school nurse.

The health risk to immunodepressed students shall be determined by their personal physician. The health risk to others in the school district environment from the presence of a student with a communicable disease shall be determined on a case-by-case basis by the student's personal physician, a physician chosen by the school district or public health officials.

A student who is at school and who has a communicable disease which creates a substantial risk of harm to other students, employees, or others at school shall report the condition to the superintendent any time the student is aware that the disease actively creates such risk.

It shall be the responsibility of the superintendent, in conjunction with the school nurse, to develop administrative regulations stating the procedures for dealing with students with a communicable disease.

Legal Reference:

45 C.F.R. Pt. 84.3 (2002).
641 I.A.C. 1.2-.5, 7.

Cross Reference:

403.3 Communicable Diseases - Employees
506 Student Records
507 Student Health and Well-Being

Approved 11/1/2004 Reviewed Reviewed 01/18/2010
07/18/2011
07/21/2014
COMMUNICABLE DISEASE CHART


CONCISE DESCRIPTIONS AND RECOMMENDATIONS FOR EXCLUSION OF CASES FROM SCHOOL

<table>
<thead>
<tr>
<th>DISEASE</th>
<th>Usual Interval Between Exposure and First Symptoms of Disease</th>
<th>MAIN SYMPTOMS</th>
<th>Minimum Exclusion From School</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHICKENPOX</td>
<td>13 to 17 days</td>
<td>Mild symptoms and fever. Pocks are &quot;blistery.&quot;</td>
<td>7 days from onset of pocks or until pocks become dry.</td>
</tr>
<tr>
<td>CONJUNCTIVITIS (PINK EYE)</td>
<td>24 to 72 hours</td>
<td>Tearing, redness and puffy lids, eye discharge.</td>
<td>Until treatment begins or physician approves readmission.</td>
</tr>
<tr>
<td>ERYTHEMIA INFECTIONSIUM (5TH DISEASE)</td>
<td>4 to 20 days</td>
<td>Usual age 5 to 14 years – unusual in adults. Brief prodrome of low-grade fever followed by Erythemia (slapped cheek) appearance on cheeks, lace-like rash on extremities lasting a few days to 3 weeks. Rash seems to recur.</td>
<td>After diagnosis no exclusion from school.</td>
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<tr>
<td>GERMAN MEASLES* (RUBELLA)</td>
<td>14 to 23 days</td>
<td>Usually mild. Enlarged glands in neck and behind ears. Brief red rash.</td>
<td>7 days from onset of rash. Keep away from pregnant women.</td>
</tr>
<tr>
<td>HAEMOPHILUS MENINGITIS</td>
<td>2 to 4 days</td>
<td>Fever, vomiting, lethargy, stiff neck and back.</td>
<td>Until physician permits return.</td>
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<tr>
<td>HEPATITIS A</td>
<td>Variable – 15 to 50 (average 28 to 30 days)</td>
<td>Abdominal pain, nausea, usually fever. Skin and eyes may or may not turn yellow.</td>
<td>14 days from onset of clinical disease and at least 7 days from onset of jaundice.</td>
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<tr>
<td>IMPETIGO</td>
<td>1 to 3 days</td>
<td>Inflamed sores, with puss.</td>
<td>48 hours after antibiotic therapy started or until physician permits return.</td>
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<td>MEASLES*</td>
<td>10 days to fever, 14 days to rash</td>
<td>Begins with fever, conjunctivitis, runny nose, cough, then blotchy red rash.</td>
<td>4 days from onset of rash.</td>
</tr>
<tr>
<td>MENINGOCOCCAL MENINGITIS</td>
<td>2 to 10 days (commonly 3 to 4 days)</td>
<td>Headache, nausea, stiff neck, fever.</td>
<td>Until physician permits return.</td>
</tr>
<tr>
<td>MUMPS*</td>
<td>12 to 25 (commonly 18) days</td>
<td>Fever, swelling and tenderness of glands at angle of jaw.</td>
<td>9 days after onset of swollen glands or until swelling disappears.</td>
</tr>
<tr>
<td>PEDICULOSIS (HEAD/BODY LICE)</td>
<td>7 days for eggs to hatch</td>
<td>Lice and nits (eggs) in hair.</td>
<td>No mandatory exclusion from school. Children will be sent home at the discretion of the school nurse depending on the severity of the infestation.</td>
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<tr>
<td>RINGWORM OF SCALP</td>
<td>10 to 14 days</td>
<td>Scaly patch, usually ring shaped, on scalp.</td>
<td>No exclusion from school. Exclude from gymnasium, swimming pools, contact sports.</td>
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<tr>
<td>SCABIES</td>
<td>2 to 6 weeks initial exposure; 1 to 4 days reexposure</td>
<td>Tiny burrows in skin caused by mites.</td>
<td>Until 24 hours after treatment.</td>
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<td>SCARLET FEVER SCARLATINA STREP THROAT</td>
<td>1 to 3 days</td>
<td>Sudden onset, vomiting, sore throat, fever, later fine rash (not on face). Rash usually only with first infection.</td>
<td>24 hours after antibiotics started and no fever.</td>
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<tr>
<td>WHOOPING COUGH* (PERTUSSIS)</td>
<td>7 to 10 days</td>
<td>Head cold, slight fever, cough, characteristic whoop after 2 weeks.</td>
<td>5 days after start of antibiotic treatment.</td>
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Readmission to School – It is advisable that school authorities require written permission from the health officer, school physician or attending physician before any student is readmitted to class following any disease which requires exclusion, not mere absence, from school.
REPORTABLE INFECTIOUS DISEASES

Reportable diseases are diseases or conditions listed 64 IAC 1. The director of public health may also designate any disease, condition or syndrome temporarily reportable for the purpose of a special investigation. Each case of a reportable disease is required to be reported to the Iowa Department of Public Health, by the physician or other health practitioner attending any person having a reportable disease and by laboratories performing tests identifying reportable diseases.” For detailed information go to


IDPH requests reporting to the local health department any like disease/condition which is unusual in incidence, occurs in unusual numbers of circumstances, or appears to be of public health concern, e.g., epidemic diarrhea, food or waterborne outbreaks, acute respiratory illness, flu-like symptoms of greater than 10% of the school district’s enrollment.

The local public health department and/or the student’s healthcare provider may be consulted on an as needed basis prior to readmission to school.
STUDENT ILLNESS OR INJURY AT SCHOOL

When a student becomes ill or is injured at school, the school district shall attempt to notify the student's parents as soon as possible.

The school district, while not responsible for medical treatment of an ill or injured student, will have employees present administer emergency or minor first aid if possible. An ill or injured child will be turned over to the care of the parents or qualified medical employees as quickly as possible.

It shall be the responsibility of the principal to file an accident report with the superintendent within twenty-four hours after the student is injured.

Annually, parents shall be required to complete a medical emergency authorization form indicating the procedures to be followed, if possible, in an emergency involving their child. The authorization form will also include the phone numbers of the parents and alternative numbers to call in case of an injury or illness.

The superintendent shall be responsible, in conjunction with the school nurse, to develop rules and regulations governing the procedure in the event a student should become ill or be injured at school.


Cross Reference: 507 Student Health and Well-Being

Approved 11/1/2004 Reviewed 05/12/2014 Revised 01/18/2010

INDEPENDENCE COMMUNITY SCHOOL DISTRICT POLICY MANUAL
EMERGENCY PLANS AND DRILLS

Students will be informed of the appropriate action to take in an emergency. Emergency drills for fire, weather, other disasters and lockdown drills for intruders shall be conducted each school year. Fire, tornado drills and lockdown drills for intruders shall be each conducted regularly during the academic school year with a minimum of two before December 31 and two after January 1.

Each attendance center shall develop and maintain a written plan containing emergency and disaster procedures. The plan will be communicated to and reviewed with employees. Employees shall participate in emergency drills. Licensed employees shall be responsible for instructing the proper techniques to be followed in the drill.

Legal Reference: Iowa Code § 100.31 (2003).
281 I.A.C. 41.25(3).

Cross Reference: 507 Student Health and Well-Being
711.10 School Bus Safety Instruction
804 Safety Program

Approved 11/1/2004 Reviewed 01/19/2009 Revised 05/12/2014

INDEPENDENCE COMMUNITY SCHOOL DISTRICT POLICY MANUAL
STUDENT INSURANCE

Students shall have the opportunity to participate in the health and accident insurance plan selected by the school district. The cost of the health and accident insurance program shall be borne by the student. Participation in the insurance health and accident plan is not a contract with the school district, but rather, a contract between the insurance company and the student.


Cross Reference: 504 Student Activities
507 Student Health and Well-Being

Approved 11/1/2004 Reviewed 01/19/2009
05/12/2014 Revised
CUSTODY AND PARENTAL RIGHTS

Disagreements between family members are not the responsibility of the school district. The school district will not take the "side" of one family member over another in a disagreement about custody or parental rights. Court orders that have been issued shall be followed by the school district. It shall be the responsibility of the person requesting an action by the school district to inform and provide the school district the court order allowing such action.

This policy does not prohibit an employee from listening to a student's problems and concerns.

It shall be the responsibility of the superintendent to ensure employees remain neutral in a disagreement about custody and parental rights.

Legal Reference: Iowa Code §§ 232.67, .70, .73, .75; 235A; 279.8; 710.6 (2003).
441 I.A.C. 9.2; 155; 175.

Cross Reference: 506 Student Records
507 Student Health and Well-Being

Approved 11/1/2004 Reviewed 01/19/2009
05/12/2014 Revised

INDEPENDENCE COMMUNITY SCHOOL DISTRICT POLICY MANUAL
STUDENT SPECIAL HEALTH SERVICES

The board recognizes that some special education students need special health services during the school day. These students shall receive special health services in conjunction with their individualized education program.

The superintendent, in conjunction with licensed health personnel, shall establish administrative regulations for the implementation of this policy.


Cross Reference: 502 Student Rights and Responsibilities 506 Student Records 603.3 Special Education

Approved 11/1/2004 Reviewed 05/12/2014 Revised 01/19/2009
SPECIAL HEALTH SERVICES REGULATION

Some students who require special education need special health services in order to participate in the educational program. These students shall receive special health services in accordance with their individualized educational program.

A. Definitions

"Assignment and delegation" - occurs when licensed health personnel, in collaboration with the education team, determine the special health services to be provided and the qualifications of individuals performing the health services. Primary consideration is given to the recommendation of the licensed health personnel. Each designation considers the student's special health service. The rationale for the designation is documented. If the designation decision of the team differs from the licensed health professional, team members may file a dissenting opinion.

"Co-administration" - the eligible student's participation in the planning, management and implementation of the student's special health service and demonstration of proficiency to licensed health personnel.

"Educational program" - includes all school curricular programs and activities both on and off school grounds.

"Education team" - may include the eligible student, the student's parent, administrator, teacher, licensed health personnel, and others involved in the student's educational program.

"Health assessment" - health data collection, observation, analysis, and interpretation relating to the eligible student's educational program.

"Health instruction" - education by licensed health personnel to prepare qualified designated personnel to deliver and perform special health services contained in the eligible student's health plan. Documentation of education and periodic updates shall be on file at school.

"Individual health plan" - the confidential, written, preplanned and ongoing special health service in the educational program. It includes assessment, planning, implementation, documentation, evaluation and a plan for emergencies. The plan is updated as needed and at least annually. Licensed health personnel develop this written plan with the education team.

"Licensed health personnel" - includes licensed registered nurse, licensed physician, and other licensed health personnel legally authorized to provide special health services and medications.

"Prescriber" - licensed health personnel legally authorized to prescribe special health services and medications.

"Qualified designated personnel" - persons instructed, supervised and competent in implementing the eligible student's health plan.
SPECIAL HEALTH SERVICES REGULATION

"Special health services" - includes, but is not limited to, services for eligible students whose health status (stable or unstable) requires:
- Interpretation or intervention,
- Administration of health procedures and health care, or
- Use of a health device to compensate for the reduction or loss of a body function.

"Supervision" - the assessment, delegation, evaluation and documentation of special health services by licensed health personnel. Levels of supervision include situations in which licensed health personnel are:
- physically present.
- available at the same site.
- available on call.

B. Licensed health personnel shall provide special health services under the auspices of the school. Duties of the licensed personnel include the duty to:
- Participate as a member of the education team.
- Provide the health assessment.
- Plan, implement and evaluate the written individual health plan.
- Plan, implement and evaluate special emergency health services.
- Serve as liaison and encourage participation and communication with health service agencies and individuals providing health care.
- Provide health consultation, counseling and instruction with the eligible student, the student's parent and the staff in cooperation and conjunction with the prescriber.
- Maintain a record of special health services. The documentation includes the eligible student's name, special health service, prescriber or person authorizing, date and time, signature and title of the person providing the special health service and any unusual circumstances in the provision of such services.
- Report unusual circumstances to the parent, school administration, and prescriber.
- Assign and delegate to, instruct, provide technical assistance and supervise qualified designated personnel.
- Update knowledge and skills to meet special health service needs.

C. Prior to the provision of special health services the following shall be on file:
- Written statement by the prescriber detailing the specific method and schedule of the special health service, when indicated.
- Written statement by the student's parent requesting the provision of the special health service.
- Written report of the preplanning staffing or meeting of the education team.
- Written individual health plan available in the health record and integrated into the IEP or IFSP.
D. Licensed health personnel, in collaboration with the education team, shall determine the special health services to be provided and the qualifications of individuals performing the special health services. The documented rationale shall include the following:

- Analysis and interpretation of the special health service needs, health status stability, complexity of the service, predictability of the service outcome and risk of improperly performed service.
- Determination that the special health service, task, procedure or function is part of the person's job description.
- Determination of the assignment and delegation based on the student's needs.
- Review of the designated person's competency.
- Determination of initial and ongoing level of supervision required to ensure quality services.

E. Licensed health personnel shall supervise the special health services, define the level of supervision and document the supervision.

F. Licensed health personnel shall instruct qualified designated personnel to deliver and perform special health services contained in the eligible individual health plan. Documentation of instruction and periodic updates shall be on file at school.

G. Parents shall provide the usual equipment, supplies and necessary maintenance for such. The equipment shall be stored in a secure area. The personnel responsible for the equipment shall be designated in the individual health plan. The individual health plan shall designate the role of the school, parents, and others in the provision, supply, storage and maintenance of necessary equipment.
INVESTMENTS

School district funds in excess of current needs shall be invested in compliance with this policy. The goals of the school district's investment portfolio in order of priority are:

- To provide safety of the principal;
- To maintain the necessary liquidity to match expected liabilities; and
- To obtain a reasonable rate of return.

In making investments, the school district shall exercise the care, skill, prudence and diligence under the circumstances then prevailing that a prudent person acting in a like capacity and familiar with such matters would use to meet the goals of the investment program.

School district funds are monies of the school district, including operating funds. "Operating funds" of the school district are funds which are reasonably expected to be used during a current budget year or within fifteen months of receipt. When investing operating funds, the investments must mature within three hundred and ninety-seven days or less. If, during the current budget year an amount of public funds will exceed operating funds by at least thirty-three percent, the amount of public funds that exceed operating funds by greater than thirty-three percent may be invested in certificates of deposit at federally insured depository institutions which mature within sixty-three months or less, in accordance with state and federal laws. When investing funds other than operating funds, the investments must mature according to the need for the funds.

The board authorizes the secretary/treasurer to invest funds in excess of current needs in the following investments.

- Interest bearing savings, money market, and checking accounts at the school district's authorized depositories;
- Iowa Schools Joint Investment Trust Program (ISJIT);
- Obligations of the United States government, its agencies and instrumentalities;
- Certificates of deposit and other evidences of deposit at federally insured Iowa depository institutions;

It shall be the responsibility of the secretary-treasurer to oversee the investment portfolio in compliance with this policy and the law.

It shall be the responsibility of the secretary-treasurer to bring a contract with an outside person to invest school district funds, to advise on investments, to direct investments, to act in a fiduciary capacity or to perform other services to the board for review and approval. The secretary-treasurer shall also provide the board with information about and verification of the outside person's fiduciary bond. Contracts with outside persons shall include a clause requiring the outside person to notify the school district within thirty days of any material weakness in internal structure or regulatory orders or sanctions against the outside person regarding the services being provided to the school district and to provide the documents necessary for the performance of the investment portion of school district audit. Contracts with outside persons shall not be based on the performance of the investment portfolio.
INVESTMENTS

The secretary-treasurer shall be responsible for reporting to and reviewing with the board at its regular meetings the investment portfolio's performance, transaction activity and current investments including the percent of the investment portfolio by type of investment and by issuer and maturities. The report shall also include trend lines by month over the last year and year-to-year trend lines regarding the performance of the investment portfolio. It shall also be the responsibility of the secretary-treasurer to obtain the information necessary to ensure that the investments and the outside persons doing business with the school district meet the requirements outlined in this policy.

It shall be the responsibility of the superintendent to deliver a copy of this policy to the school district's depositories, auditor and outside persons doing investment business with the school district.

It shall also be the responsibility of the superintendent, in conjunction with the secretary-treasurer, to develop a system of investment practices and internal controls over the investment practices. The investment practices shall be designed to prevent losses, to document the officers' and employees' responsibility for elements of the investment process and address the capability of the management.


Cross Reference: 206.3 Secretary-Treasurer
704 Revenue

Approved 11/1/2004
Reviewed 10/26/2009
Revised 11/17/2014

INDEPENDENCE COMMUNITY SCHOOL DISTRICT POLICY MANUAL
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Fund: 21  STUDENT ACTIVITY FUND

Vendor Name
WENGER CORPORATION
WHITED, NATHAN
YOUNGBLUT, DEAN

Vendors Listed: 51

Vendor Totals Report by Fund
02/01/2019 - 02/28/2019

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## Vendor Totals Report by Fund

### 02/01/2019 - 02/28/2019

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**MANAGEMENT FUND**

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- AUL Health Benefits Trust
- SU INSURANCE COMPANY

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**Vendor Totals Report by Fund**

02/01/2019 - 02/28/2019

**Fund: 61  SCHOOL NUTRITION FUND**

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An amount followed by a minus (-) is a credit or a credit balance, unless otherwise indicated.

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<th>Transaction Date</th>
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<th>Purchases, Cash Advances, Payments, Credits, and Adjustments Since Last Statement</th>
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**Interest Charge Calculation**

Your Annual Percentage Rate (APR) is the annual interest rate on your account.

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<th>Current Billing Period</th>
<th>Type of Balance</th>
<th>Percentage Rate (APR)</th>
<th>Balance Subject to Interest Rate</th>
<th>Interest Charge</th>
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<tbody>
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<td>Purchases</td>
<td>13.50% (v)</td>
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<td>Cash Advances</td>
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<table>
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<th>Previous Billing Period</th>
<th>Type of Balance</th>
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<td>13.50% (v)</td>
<td>0.00</td>
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</table>

(v) = Variable Rate

Periodic rates and APRs may vary. See your Cardmember Agreement for an explanation. There is a 25-day grace period for Purchases but not for Cash Advances. You can avoid additional finance charges on Purchases if you pay the New Balance within 25 days of the Statement Closing Date (which may not be the same as the Payment Due Date). See reverse side for important information and disclosures and, if an Annual Fee was posted above, regarding renewals.
BILLING RIGHTS SUMMARY

In case of Errors or Questions About Your Bill

If you think your bill is too high, or you need more information about the charges, you can contact us. You may need to know the following information to help us find your account:

- Your account number
- Your billing address
- Your service address

If you need help, you can contact us at:

Customer Service:
1-800-123-4567

In case of errors or questions about your bill, we will correct the error and adjust your bill within 30 days of receiving your request. We will provide you with a written explanation of the charges and how they were calculated.

Contact Us:

Phone: 1-800-123-4567
Email: customerservice@example.com
Website: www.example.com

We will respond to your request within 30 days.

Explanation of Terms:

1. Payne changes. From the billing period that ended on the 2nd of the month, to the billing period that ended in the current month, your account balance has changed. This change is due to a change in your service usage or a change in your service plan.

2. Customer service. Your account has been suspended due to non-payment. Your service will be re-established once the payment is received.

3. Special offers. We have special offers available for new customers and current customers. Please contact us for more information.

4. Privacy policy. We take your privacy seriously. We do not sell or share your personal information with third parties unless required by law.

5. Terms and conditions. Our terms and conditions are available on our website. Please review them before using our services.

Billing Rights Act:

The Billing Rights Act provides consumers with the right to receive a clear and concise bill, to understand the charges, and to dispute any charges they believe to be incorrect. If you believe your bill is incorrect, you can contact us to dispute the charges.

Please review your bill carefully. If you have any questions, please contact us at your earliest convenience.

Thank you for your business.

Customer Service
# Independence Community School District
## Monthly Financial Report - February, 2019

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<th>General (10)</th>
<th>Activity (21)</th>
<th>Management (22)</th>
<th>JSHE DONATIONS (27)</th>
<th>SAVE (33)</th>
<th>PPEL (36)</th>
<th>Debt Service (40)</th>
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<th>Published (60)</th>
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<td>Banklowa #3</td>
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<td>Banklowa #99</td>
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<td>Banklowa #99</td>
<td>72 Flex</td>
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March 1, 2019

Independence CSD
Attn: Laura Morine, Finance Manager
1207 1st St. W.
Independence, IA 50644
Via certified mail and e-mail: lmorine@independence.k12.ia.us

RE: Insured: Independence Community School District
Policy No.: 5F1-38-50
Claim No.: 1414027
In payment of: Faithful Performance/ Sarah L. Crawford

Greetings:

Please find enclosed Draft No. L33529119 in the amount of $3,311.50 in payment of your claim against the above policy.

Very truly yours,

Evan G. Wheeler
Bond Claims Adjuster
Phone 515.345.2116
Fax 877.250.6538
Email evan.g.wheeler@emcins.com

Enclosures

EGW/c/e

Cc: D&L Insurance, Inc., (via e-mail: jamieb@insiowa.com)
Liz Beck, Des Moines Bond Manager
Lynn Bork, Underwriter

$1933.50 Girls Tennis
$1378.00 Boys C.C.
$3311.50
It is the policy of the Independence Community School District to foster an equal education environment for all students, employees and community members within the district. The purpose of this policy is to provide guidance to the district on the proper use of assistance animals while on district property. The district shall allow the use of qualified service animals and assistive animals to accompany individuals with disabilities in all areas of district buildings where the public is normally allowed to go. This can include classrooms, cafeteria and school buses. Individuals with disabilities are people who have a physical or mental impairment that substantially limits one or more major life activities. Service animals are dogs and in some instances miniature horses trained to do work or perform tasks for individuals with disabilities. Assistive animals are simians or any other animal specially trained or in the process of being trained to assist a person with a disability.

Service animals and assistive animals must be current on all required vaccinations. Service animals and assistive animals also must be under control while on district grounds. The animal may be under control by either the individual with a disability, or a handler of the service or assistive animal. Under control means harnessed, leashed or tethered, unless these devices interfere with the animal’s work, in which case under voice or other directive control.

Miniature Horses as Service Animals
Miniature horses shall be allowed as service animals within the district whenever it is reasonable to allow them. Factors to consider when determining reasonableness include: whether the miniature horse is house broken; whether the miniature horse is under the owner’s control; whether the facility can accommodate the miniature horse’s type, size and weight; and whether the miniature horse’s presence will not compromise legitimate safety requirements necessary for safe operation of the facility.

Establishing the Need for a Service Animal
When no prior notice is given to the district of the use of a service or assistive animal, the superintendent and/or school administrators are permitted to ask the following questions:

"Do you need/require this animal because of a disability?"

If the animal’s trained tasks are not readily apparent, the administrator may ask:

“What work or task has the animal been trained to perform?”

Service and Assistive Animals in training
Assuming the handler and animal are otherwise allowed, individuals who train service and/or assistive animals will also be allowed access with their service animal in training to public areas of district buildings and property. The service or assistive animal in training is expected to abide by the same requirements as a service or assistive animal.

Exclusion of Service and Assistive Animals
In certain limited circumstances, it may be reasonable to exclude the use of a service or assistive animal from district property. The superintendent is permitted to exclude service and assistive animals from district buildings and property in the following circumstances: The presence of the animal poses a direct threat to the health and safety of others; the owner or handler is unable to control the animal; the animal is not house broken; the presence of the animal significantly disrupts or interferes with the educational process; or the presence of the animal would require a fundamental alteration to the program. If a service animal is properly excluded from district property, the district shall provide the student served by the animal the opportunity to participate in the program, service or activity without having the service animal on district property.
ASSISTANCE ANIMALS

Exclusion of Service and Assistive Animals
In certain limited circumstances, it may be reasonable to exclude the use of a service or assistive animal from district property. The superintendent is permitted to exclude service and assistive animals from district buildings and property in the following circumstances: The presence of the animal poses a direct threat to the health and safety of others; the owner or handler is unable to control the animal; the animal is not house broken; the presence of the animal significantly disrupts or interferes with the educational process; or the presence of the animal would require a fundamental alteration to the program. If a service animal is properly excluded from district property, the district shall provide the student served by the animal the opportunity to participate in the program, service or activity without having the service animal on district property.

Emotional Support Animals and Therapy Animals [Optional section as these animals are not commonly required to be accommodated]
Emotional support animals are medically prescribed to provide therapeutic benefit through dedicated companionship. Emotional support animals’ sole function is to provide emotional support or comfort. Therapy animals are involved in an animal-assisted therapy program involving animals as a form of treatment.

Emotional support animals and therapy animals do not meet the definition of service or assistive animals. However, the district recognizes their value in our community. The superintendent shall evaluate the use of emotional support animals and therapy animals on a case-by-case basis. District employees may use therapy animals in the course of their regular duties only after receiving permission from the superintendent.

Student use of Emotional Support Animals and Therapy Animals
Factors the superintendent should consider in making the determination include but are not limited to:
- Whether the animal is housebroken
- Whether the animal has a current vaccination certificate
- Whether the animal has been recommended through an individual education plan (IEP) or a 504 plan as necessary for the student to receive free access to public education
- Whether the facility can accommodate the animal’s type size and weight, and
- Whether the animal’s presence will not compromise legitimate safety requirements necessary for safe operation of the facility

Employee use of Therapy Animals as part of Education Environment
Before permission to use therapy animals is granted, staff members must provide:
1. Proof that the animal is certified to be a therapy animal;
2. An explanation of how the animal will be used, including research supporting the use of therapy animals;
3. A plan for how the staff member will provide for the care and control of the animal;
4. A plan for how the staff member will accommodate students with allergies to the animal; and
5. A current vaccination certificate for the animal.

Legal References:
29 U.S.C. §794
42 U.S.C. §12132
28 C.F.R. 35
Iowa Code §216C

Cross References:
606.3 Animals in the Classroom

NOTE: The use of service and assistive animals is a civil right established by federal and state laws. However, the use of emotional support and therapy animals does not necessarily have the same protections. The portion of this policy in italics reflects optional language for your district to consider.
Report to the Board of Education
Jr/Sr High School
March 2019
John Howard, 7-12 Principal

Jr/Sr High School Vision
Be the BEST Educational Environment in the state of Iowa.

Jr/Sr High School Mission
The mission of Independence Jr/Sr High School is to provide a safe environment where students are provided the skills and opportunities to be productive and responsible citizens.

Jr/Sr High School Motto
Think. Believe. Do.

Jr/Sr High School Goals
- 80% of all students, in all grade levels, will demonstrate proficiency on the Iowa Assessments in reading, math and science.
- Improve our MTSS at all grade levels.
- Increase the positive interactions and displayed respect shown by both students and staff in all settings. -- Baseline- Respect and Protect Survey (2018)
- Utilize more technology in the classroom to improve student achievement.

Actions to Meet Goals
- I have completed two observations since the last board meeting. During these observations and additional walk-throughs, I saw Chemistry students calculating the best chemical formula for pancakes (and then eating them); Home Design students creating their own living room with the website urstyle.com; Woods students working on their shelving project; and Ag students deciphering a quality market strategy for products.
- The school improvement team continues to work through the SAMI model. As stated previously, I am very appreciative of the work of the committee members.
- All the graduates have taken the NCRC exam. I am quite pleased with the results.
- Content days for the 2nd semester continue. We had content time for JH special education and half our CTE staff since the last board meeting.
- 2019-2020 scheduling prep is going very well. Erin, the counseling staff, and I have been working diligently on a "preliminary" class schedule. Further work will be done once the course guide is approved, and students begin to register.
- I am getting continual updates from Iowa Learning Online in regards to our Spanish II and III students. Administration then meets individually with students who are not progressing as expected.
- Russ and I met with representatives from Hawkeye CC in regards to courses, times and space/rooms. Due to the school/district needs, we have made some changes for next year.
- Steve and I met with the teachers who showed an interest in evaluating PS Unified Classroom. After hours of analysis, the decision was made not to pursue this as our learning management system.
- I attended 10 IEP meetings since the last board meeting. I am pleased with the progress we are making in helping students close the gap.

Other Information
- Congratulations to Zander Smith on being a National Merit Finalist! Zander is the 4 student to earn/receive this honor in the last five years.
- Congratulations to our jazz band for earning another trip to the Iowa Jazz Championship! As per the e-mail I sent to the staff, the last time an Indee Jazz Band was not at state, I was a sophomore in college!
- Congratulations to our archery teams and individual speech participants!
- Congratulations to all the musical students and staff members for an outstanding performance of Mary Poppins!
- Good Luck to all our spring extra-curricular participants!
The Few, The Proud, The Marines:
I was able to travel to San Diego for Marine Educator Workshop from February 18-22. This was a great learning opportunity for me. I have a deep appreciation for the military and what the men and women of the different branches of military do for our country. Below, I have shared pictures of this learning trip.

Day one was spent doing several physical events including the 800-meter run, an ammunition box lift, and a run involving belly crawls, partner lifts and more running. Did I mention we ran? 😊 In all three of these ‘events’, it was clear physical fitness is paramount. Not to increase your ability to shoot a weapon, but to have the ability to move on the battlefield and do so with very little effort. I can say, I feel like I am in fairly decent shape, and these activities put me past my physical comfort zone. My respect for the physical demands of the Marine Corps definitely grew this day.

On the second day of the trip, we were able to go to Marine Corps Recruit Depot (MCRD), San Diego. Here, we stood on the same ‘Yellow Footprints’ that all male Marine recruits west of the Mississippi River report for Boot Camp stand. We were treated like recruits, being yelled and screamed at. This was rather intimidating and interesting. Even though I knew the events were going to be short-lived, my heart rate and blood pressure were definitely elevated. Through conversations with the enlisted and commissioned officers, we learned the Marines work hard to break all the recruits down so recruits have all their confidence broken and rebuilt to trust their fellow Marines and leaders. We were able to experience making a phone call home from the MCRD.
This is the sign over the entry to MCRD San Diego. I would not say that they walk through the door though. We were RUNNING!

Later, we traveled to the Marine Museum. While there, we were able to see several inspiring displays. One that was particularly moving to me was the Iwo Jima display. While at the museum, it was interesting to hear our docent tour guide explain different Marine stories about World War I, II, The Vietnam War, Korean War, and most recently the Iraq War.
On day three, we went to Miramar. This is essentially the ‘Air Force’ of the Marine Corps. We were allowed to look more closely at a helicopter that transports Marines and an F-18 fighter jet. This was a good day of seeing a division of the Marines I never knew existed. As recruits, we were able to listen to several Marines share about their job in the Corps. They shared just how many different occupations they have access to. As an educator, it is good to understand the Marine Corps is not just for foot soldiers, but also for many different roles and responsibilities to serve our nation.

On day four, we traveled about 45 minutes north to Camp Pendleton. We were taught how to shoot an M-16 service rifle. The Marine Corps has a saying that every Marine is first a rifleman/riflewoman. Recruits spend 2 weeks doing what we were taught to do in about two hours. There is a reason Marines are so proficient in their shooting skills. Unfortunately, when we were shooting, it started to hail but we are from Iowa and know what crazy weather is like. Later in the day, we ate at the ‘Chow Hall.’ One of the meaningful sites was the seat reserved for POW/MIA soldiers.
On the final day, we were able to observe ‘Colors’ being presented at MCRD San Diego. While at this ceremony, we were able to listen to the fabulous Marine Corps band. We then attended the graduation of Kilo Company. This was a great event and honor to watch some 375 recruits become our nation’s newest Marines. Little did I know until I returned to Independence, our very own Joey Zieser was one of the newest Marines. I have included a picture of Joey from my recording of the ceremony.

Finally, I included a picture of me and our Drill Instructor Staff Sgt. Castro. His enthusiasm made our week a positive experience. I can assure you, I will not soon forget his face, or his voice. And I only got to learn from him for four days. I cannot imagine what it would be to have him in my life for 12 weeks, the length of a real Boot Camp.

Capturing Kids’ Hearts:
Mr. Reiter had asked Principal Donnelly, Principal Reed, myself and a staff member out of our respective buildings to attend a training in Des Moines titled, “Capturing Kids’ Hearts.” This was an effective time of learning for me. Three things I learned from this conference were #1: Students need to get seven appropriate touches by adults a day. Some examples of this are through knuckle bumps, high fives, handshakes, pats on the back. #2: Four questions to ask students when dealing with misbehavior are a) What are you doing, b) What are you supposed to be doing, c) Are you doing it, and d) What are you going to do about it? #3 It is powerful for educators to allow students to share about themselves. We did this as a group and after the fact, it allowed others to make connections and build community. Through this learning and conversations, which were conducted, I am confident I came away with more skills of how to reach our students.

Thank you for all that you do to make the Independence School District a great place to work and learn!

Respectfully,
Dewey Hupke
Goal: Obtaining and Sustaining Academic Excellence
Observations & Walk Through Information

In May, our administrative team will share our yearly observational and walk through data, but I wanted to take the opportunity to share where West is up to this time of the school year. West has 13 teachers on formal evaluation for the 2018-2019 school year. Of these 13 teachers, 4 are either new to the profession and/or new to our district. The new to the profession teachers and new to the district teachers each need to be formally observed three times over the course of the year. As of March 11th, I have completed 22 formal observation cycles. Before the start of the year, Lori Flaherty provides administrators with the names of our teachers that require formal observations. From this list, I develop a schedule that spaces the teachers throughout the year to ensure that each teacher has the opportunity to participate in a pre observation, observation, and post observation conversation/reflection.

1. Pre-observation Conversation: Please come to the pre-observation with the ICSD Lesson Planning Template completed. During our time together, we will be discussing and completing the TIER I & TIER II Pre-Observation Form.

2. Observation: Evaluator formally observes the lesson prepared using the ICSD Lesson Planning Template.

3. Reflection: To reflect in a post-observation conversation, please have the TIER I & TIER II Observation Reflection Form completed and ready to discuss when we meet.

4. Depending on whether you have two observations or three, plan on scheduling an additional time after your final observation for us to discuss the ICSD Final Performance Review TIER I & TIER II Teachers

Goal: Obtaining and Sustaining Academic Excellence
Preparing for Iowa Statewide Assessment of Student Progress

Our West Elementary students will be taking the Iowa Statewide Assessment of Student Progress (ISASP) the first two weeks of April. In order to prepare our teachers and students for the assessment, our Director of School Improvement, Erin Burmeister, has developed a Google Classroom to guide our learning. On March 18th, during Professional Learning, we will be discussing the best approach to having our students practice and interact with the test. This practice and interaction is necessary for students and staff because this year’s assessment is online and offers many new features and tools. In order to successfully prepare for this assessment, it has been and will continue to be a district-wide effort of organization and collaboration. West greatly appreciates all efforts K-12 in preparing our students for an assessment that will for the first time be aligned with the Iowa Core.
Report to the Board of Education
East Elementary/Early Childhood Center
March 2019
Danielle Donnelly, Principal

Professional Development PK-2
8:30- Building Level-team building
AM- Team Literacy Time
LUNCH
PM- K-6 Priority Standards
3:00-3:45- Cake, juice, and social

I have invited all the teacher and support staff substitutes to come in for a social Monday afternoon. We are so appreciative of our subs at East/ECC.

Substitute Appreciation Open House
Date: Monday, March 18, 2019
Time: 3:00-3:45 p.m.
Where: East Elementary Media Center

We will have refreshments to show our appreciation to all the wonderful substitutes that help make East Elementary a great place for our children to learn and grow.

Preschool Family Night Out (PSFNO)
We had a huge turnout for PSFNO. The parents and incoming Kindergartens came and toured the building. They were able to see kindergarten classrooms, lunch room, bus drop off, music, and art. I received this email from a parent.

"That Preschool Family Night really was so great. Thank you! I loved that it was before Lyla has Round up, and I love that we were able to tour the building. Now she knows exactly where to go next week. I like how everything was set up in stations to check off the list. Thanks for taking the time to answer questions. I know other parents liked it too. It’s always so much easier with the second child. Thanks for the free children’s book too. Have a good night."

It takes a big heart to help shape little minds.

You're invited
Capturing Kids Hearts
I attended Capturing Kids Hearts with a team from the district this week, we are exploring the option of bringing this to the district. I was a great experience and I am looking forward to see what direction the district may take with this program. Next year East will be teaching the Positive Action Curriculum to help address the needs to support social emotional development. Capturing Kids Hearts would tie nicely with this work at East.

The primary focus of Capturing Kids' Hearts is to develop healthy relationships between members of a school's educational community and to teach effective skills that help participants:

- Develop self-managing classrooms and decrease discipline issues through innovative techniques such as a social contract
- Decrease delinquent behaviors such as disruptive outbursts, violent acts, and drug use
- Build classroom rapport and teamwork to create a safe, trusting learning environment
- Develop students' empathy for diverse cultures/backgrounds
- Increase classroom attendance by building students' motivation and helping them take responsibility for their actions and performance
East-Scholastic Book Fair Spring 2019
Board Report

Sales for the East Elementary 2019 Spring Scholastic Book Fair came to a total of $3,133.96. This is an decrease of about $300.00 from last year. At this profit level, East Elementary Media Center will receive $1466.41 in Scholastic Dollars (based upon 50% of book fair sales). This sales total does not include our online sales. Those profits will automatically be converted to Scholastic dollars. Because we took our entire profit in Scholastic Dollars, we received an additional $146.64 (5%) in Scholastic Dollars. Our total in Scholastic Dollars is $1613.05.

This year we participated more fully in Scholastic’s “All for Books” program. Customers were asked if they would round up their total to the nearest dollar. The difference was collected to purchase more books for the library. With this program we raised $59.46. This money was used immediately to pull books from the fair. Scholastic will match this amount and donate it to one of four charitable organizations. Go to this link to learn more: http://www.scholastic.com/bookfairs/content/programs/allforbooks/about-all-books

30 books were pulled from the fair at a cash value of $196.30. Twenty-one of those books were given to students as prizes for a guessing contest, individual class drawings and the family night drawing. The remainder were selected for the East Media Center.

Our family night drawing winner was the Landon Morris’ family. Congratulations! They received a bag of books (estimated value of $45.00).

As a way of supplementing classroom collections, teachers were encouraged to create classroom wish lists for books. Parents and students then have an opportunity to purchase books from the wish lists. This year’s purchase totals were:

| East Elementary- 15 books valued at @ $103.86 |

A special thank you goes to the East media associates who helped make the book fair a success: Cindi Barenz and Debbie Reiter.

Thank you to our adult volunteers: Kay Dolan, Julie Flickinger and George Lake.

This year’s remaining book fair is a “Buy One, Get One” book fair scheduled for the West Media Center from April 29th-May 3rd. We will not earn a profit from the BOGO fair. As Scholastic explains it in their Certificate of Agreement, “In lieu of cash or Scholastic Dollars earnings, the BOGO book fair all profit earnings are passed on to the purchaser in the form of buying one book and receiving one free book…” This fair is added to the schedule of fairs as a thank you to the community.

Submitted by Virginia Lake K-12 Teacher-Librarian
March is the start of the transition from winter activities to spring activities. This is a busy time as we have many spring sports starting while other activities are approaching state contest. Of course, we still have a foot of snow on the ground as we start spring sports. You have to love Iowa weather.

**Track** - The boys and girls' track teams have officially started practicing. By the time of the board meeting, both teams will have competed at the Wartburg Indoor meet and conference indoor meet. The numbers for athletes out for track are 28 girls and 33 boys. I am happy with the progress of the boys' program. We are starting to keep our students out as seniors and the numbers are increasing every year.

**Tennis** - Practice for tennis officially starts Monday, March 11 for both teams. Numbers look to be strong for both the boys and girls program. The girls are reporting 40 or more interested in tennis. The boys should be close to 20.

**Soccer** - Boys' soccer begins Monday, March 11. The girls' team begins Monday, March 18. The girls have been doing some preseason conditioning this last week and they have been working hard. Our boys' team returns many quality players and I am expecting another competitive team. Both teams have been working hard at open gyms and have been playing in an indoor league at the Cedar Valley Sports Plex. We are excited about the seasons starting.

**Golf** - Boys and girls' golf also starts March 11, but they will have to wait for the weather to improve before getting outside. We are hoping to be outside in a couple of weeks.

**Musical** - The cast of the musical has been working very hard. They are going to be performing Mary Poppins March 14-17. We have added a Sunday Matinee this year as well.

**Speech** - The individual speech team participated in the state competition on March 9. As I type this, I have not heard if we have had any all-state qualifiers. That will come out later this week. The team had 20 of their 24 events earn a 1 rating. Coach Reidy was very happy with their performance.
Report to the Board of Education
School Improvement
March 18, 2019
Erin Burmeister, Director of School Improvement

Continuous School Improvement

Last month I highlighted many of the school improvement efforts that are going on in the district. I focused primarily on universal instruction and infrastructure at the Junior/Senior High. We continue to move forward with that work. I have spent a lot of time this month working with content areas as well as counselors and administration on the schedule at the Junior/Senior High.

In addition, we are continuing our work with identifying priority standards in each content area. According to Larry Ainsworth, author of Prioritizing the Common Core: Identifying Specific Standards to Emphasize the Most (2013), standards should either play a starring role or a supporting role in each grade level or course. He offers the following suggestions for how to distinguish the two.

- **Priority Standards** are "a carefully selected subset of the total list of the grade-specific and course-specific standards within each content area that students must know and be able to do by the end of each school year in order to be prepared for the standards at the next grade level or course. Priority standards represent the assured student competencies that each teacher needs to help every student learn, and demonstrate proficiency in, by the end of the current grade or course" (Ainsworth, 2013, p. xv).

- **Supporting Standards** are "those standards that support, connect to, or enhance the Priority Standards. They are taught within the context of the Priority Standards, but do not receive the same degree of instruction and assessment emphasis as do the Priority Standards. The supporting standards often become the instructional scaffolds to help students understand and attain the more rigorous and comprehensive Priority Standards" (Ainsworth, 2013, p. xv).

Teachers are working through the prioritization process with grade-alike or content area teams. They are using the following criteria:

- **Endurance** (lasting beyond one grade or course; concepts and skills needed in life). Will proficiency of this standard provide students with the knowledge and skills that will be of value beyond the present? For example, proficiency in reading informational texts and being able to write effectively for a variety of purposes will endure throughout a student’s academic career and work life.

- **Leverage** (crossover application within the content area and to other content areas; i.e., interdisciplinary connections). For example, proficiency in creating and interpreting graphs, diagrams, and charts and then being able to make accurate inferences from them will help students in math, science, social studies, language arts, and other areas. The ability to write an analytical summary or a persuasive essay will similarly help students in any academic discipline.

- **Readiness for the next level of learning** (prerequisite concepts and skills students need to enter a new grade level or course of study). Will proficiency of this standard provide students with the essential knowledge and skills that are necessary for future success?

- **External Exams**—the concepts and skills that students are most likely to encounter on annual standardized tests, college entrance exams, and occupational competency exams students will need to prepare for. (Ainsworth, 2013, pp. 25-27).

This work is very exciting and will continue to help us have strong universal instruction for all students.
Iowa Statewide Assessment of Student Progress (ISASP) Update
We continue to prepare for ISASP, which is replacing the Iowa Assessments. The students are scheduled to begin testing on April 1st. I have been working on a lot of things behind the scenes to make sure we are ready, or as ready as we can be. I have been working with the school assessment coordinators to upload and update students, identify and indicate accommodations for students, prepare staff, and help staff prepare students. Teachers will be “finished” with training early next week.

All certified staff at West and the Junior/Senior High have been working hard to complete a series of modules that will help them be prepared for administering the tests. They have also been learning some basic information about the test and helping the students learn the new features of this test. By the time the board meets for March, we will have completed an infrastructure trial and had a follow up with staff. I continue to be optimistic about this test and hopeful that the results will help us to move forward in providing the best education for all students.

Teacher Leadership and Compensation
The Teacher Leadership and Compensation (TLC) Committee met twice this past month to evaluate our current TLC structure. Currently, we have four full-time instructional coaches, 11 curriculum leaders, and 6 mentor teachers. The committee has decided to change some of the responsibilities and compensation for these positions and in doing so has reallocated money in order to have two full-time coaches, four half-time coaches, 15 curriculum leaders, and mentor teachers as necessary. Below is an outline of the changes.

Instructional Coaches:
- PK-2 Instructional Coach (1)
- 3-6 Instructional Coach (1)
- PK-6 Special Education Instructional Coach (.5)
- 7-12 Instructional Coach (.5)
- 7-12 Instructional Coach (.5)
- 7-12 Special Education Instructional Coach (.5)

Curriculum Leaders:
- K-2 East Elementary Grade Level (3)
- 3-6 West Elementary Grade Level (4)
- 3-6 West Elementary Special Education (1)
- Math Independence JSH (1)
- Science Independence JSH (1)
- Social Studies Independence JSH (1)
- ELA Independence JSH (1)
- CTE Independence JSH (1)
- District Wide Specialist: PE (1)
- District Wide Specialist: Fine Arts (1)

As you can see, it has been a very busy month, and this is only a small piece of what is going on. I am extremely proud of all the work that staff is doing and has done to make Independence second to none. Go Mustangs!
March 18, 2019

The district is preparing for the Iowa Assessments. We performed a small sample network test in December and plan for building-wide network test in March. The network should easily handle the traffic and load of 600 computers starting at the same time. After about two-minutes of the test beginning, the network traffic will significantly decrease and the rest of the traffic will hardly show a blimp on our network. If we do have problems, we will have time to solve them before the actual tests begin.

This summer we will need to upgrade several of the district servers. I am going to Winterset, Iowa to learn first-hand about Amazon Web Services (AWS). This service allows business and education to move servers to the web in a secure and protected environment. Many schools are moving in this direction and Independence will investigate the options and potential cost-savings. Since we need to update 5-6 servers for 2019-2020, this is an excellent time to look at options.

If we decide AWS will not work for the district, we will look into consolidation of servers and expand the use of virtual servers. We already have one piece of equipment running four different servers and have not experienced any issues with the services. Secondly, we will look into further hosted services from each of our software vendors. When we looked at hosted services for the lunch program, it was a very expensive annual yearly fee for the company to host our lunch server.

As part of the server reconfiguration, we will continue to delete old data off of the servers and cut down the amount of data we are storing. This has the added benefit of making our servers more secure with less risk of data exposure.

We will continue to improve the network as needed to stay ahead of student and staff network traffic patterns.

Sincerely,

Stephen B. Noyes
Report to the Board of Education
Food Service
March 2019
Annette Harbaugh, Director of Food Service

In February, we had 14 lunches served and 11 breakfasts served. March is looking better.

The JSHS kitchen helped with the Band Spaghetti Supper and it went well. Thanks to the band parents for all the help serving and cleaning up. The Rotary has a Spaghetti Supper planned for March 12 at the JSHS. Not sure of the serving time but it’s always great spaghetti. Come join in the fun.

It’s the time of year we start planning for the 2019-2020 school year. Bids will go out, meal pricing will be reviewed, repairs will be planned for over the summer for the three schools, and summer conferences will be signed up for, where did the school year go? Laura will be helping me with new bid forms and new inventory sheets.

Menus will reflect what we have on hand from the government. We want to get the inventory down so we don’t carry a large amount over the summer. We want some inventory to start the new school year. I will watch carefully to make the menus follow all the state regulations. We have two more government deliveries yet this year. Our freezers will be stacked full for a while. The next truck is March 15. Thanks to Rick, Tom, and Chad for unloading the trucks and delivering to the three schools.

Respectfully,

Annette Harbaugh, Director of Food Service
We have been busy pushing snow and putting down salt for the ice!
We have been fixing stools within the district.
We have been fixing lights within the district.
We cleaned out all the roof drains and street drains.
We fixed desks around the district.
We put an inducer motor on the furnace in the multi-purpose room.
We have been working on the bleachers at the Jr/Sr High School.
We hung some shelves around the district.
We have been getting lawn mowers ready for mowing season. We have been changing oil, putting on new blades, and making sure everything is ready to go.
We will be starting to get all the outside fields and buildings opened up once the weather breaks.
The annual spring bus inspection will be March 26. Brandon has been busy going through buses getting them ready.

The new propane buses are here and we have been sending them out.

We have had a few issues with buses in the cold but all in all they have been running great.

I am working on combining a couple of bus routes into one for the next school year. I think I will have 3 or 4 drivers leaving. The first driver is Don Butler. He has had some health issues that have taken him away from driving for the remainder of the year. The second driver is Vicki VanLaningham. She has decided it is time to retire and do a few other things. She is willing to keep up her license and sub a little bit here and there. The third one is Leon Vick. He has decided to finish out the year and not come back next year. He will also keep his license and help out with activities. I have a couple that are not completely sure if they want to come back next year to drive. They are Jill Bigler and Barb Kiler. With all that being said I have had a few interested in a job driving bus next year, but they all want to know if insurance is available and what the pay will be for driving.

I would like to hire a few new drivers this year because next year we are going to have to have someone licensed to teach the potential drivers to get their license. Currently, we are able to train them here without being licensed. It will start in February.
### (February) Mileage Report

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Independence Community School District

TRAVEL REQUEST FORM

Any staff member requesting permission to attend meetings, conventions, or field trips shall file this form with their building supervisor at least 10 working days prior to the meeting or trip. If you are requesting overnight travel, the Superintendent must also approve your request. If your travel request is outside a 200 mile radius and outside the state of Iowa you also need the approval of the Board of Education.

If you are approved this form will be returned to you with the appropriate signatures. At this time, you can make your requests for any registration fees, hotel/motel accommodations and request a vehicle if it is needed. DO NOT submit those requests until you are approved. Please submit requests timely.

Requested By: Michael Haden

Date: 3/7/19

Check One: Professional Leave   Educational Field Trip   FFA Officer Retreat

Purpose of Leave/Field Trip: Allows 7 person FFA officer team to plan all activities for the year

Dates of Meeting/Trip: July 18th-19th-20th, 2019

Departure Date: July 18th   Date Returning: July 20th

Sponsoring Organization: Independence FFA

Meeting Held At: Lanesboro

(City)

(State)

Will this workshop allow you to apply for and receive graduate credit? Yes X No

If yes, please explain

Are you being reimbursed by any other group or organization for any expenses or receiving a stipend for attending this meeting? Yes X No

If yes, please explain

Rational for Attendance: Specific time spent by officer team to improve FFA Chapter for the year

Others in the District who you know are going to this meeting or convention? NA

Who are you coordinating your travel expenses/plans with? Independence FFA/Personally

Is this meeting/in-service applicable to any of our special school projects (i.e. Eisenhower, School-to-Work, Title I, etc. or are you requesting it to be paid by the General Fund? NA

Activity Fund   General Fund   Code(s): 

X

Estimated Cost:

Transportation – (See Administration Office for current cost per mile.) $

Check One: X School Vehicle   Public Transportation   Own Vehicle

Meals $

Lodging $90

Registration Fee $

Cost of Sub $

Other $

TOTAL $

Approved by Board of Education 

(Outside 200 mile radius & outside Iowa ONLY)

Date Returned to Employee by Central Office

Immediate Supervisor

Superintendent of Schools

Date

Central Office
Independence Community School District
TRAVEL REQUEST FORM

Any staff member requesting permission to attend meetings, conventions, or field trips shall file this form with their building supervisor at least 10 working days prior to the meeting or trip. If you are requesting overnight travel, the Superintendent must also approve your request. If your travel request is outside a 200 mile radius and outside the state of Iowa you also need the approval of the Board of Education.

If you are approved this form will be returned to you with the appropriate signatures. At this time, you can make your requests for any registration fees, hotel/motel accommodations and request a vehicle if it is needed. DO NOT submit those requests until you are approved. Please submit requests timely.

Requested By: Michael Haden Date 3/7/19

Check One: Professional Leave Educational Field Trip National FFA Convention

Purpose of Leave/Field Trip: Supervising 11 FFA members @ National FFA Convention in Indianapolis, IN

Dates of Meeting/Trip: October 24th thru November 1st 2019

Departure Date: 10/29/19 Date Returning: 11/1/19

Sponsoring Organization: Independence FFA Chapter

Meeting Held At Indianapolis (City)
( State)

Will this workshop allow you to apply for and receive graduate credit? Yes No

If yes, please explain

Are you being reimbursed by any other group or organization for any expenses or receiving a stipend for attending this meeting? Yes No

If yes, please explain

Rational for Attendance: FFA members are recognized for their achievement and also attend Career Expo & General Sessions

Others in the District who you know are going to this meeting or convention? NA

Who are you coordinating your travel expenses/plans with? Independence FFA

Is this meeting/in-service applicable to any of our special school projects (i.e. Eisenhower, School-to-Work, Title I, etc.) or are you requesting it to be paid by the General Fund? X Activity Fund General Fund Code(s):

Estimated Cost:
Transportation – (See Administration Office for current cost per mile.) $________

Check One: X School Vehicle Public Transportation Own Vehicle

Meals $________

Lodging $2,800

Registration Fee $________

Cost of Sub $________

Other $________

TOTAL $2,800
COOPERATIVE AGREEMENT
by and between
UNIVERSITY OF NORTHERN IOWA AND EDUCATIONAL AGENCIES
for the 2019-2020 Academic Year

This agreement entered into by and between the Board of Regents, State of Iowa, the governing body of the University of Northern Iowa, and Independence Community School District (hereinafter referred to as the “cooperating educational agency”), in accordance with the Code of Iowa:

Section 262.30 ... CONTRACTS FOR TRAINING TEACHERS provides:
The board of directors of any school district in the state of Iowa may enter into contract with the state board of regents for furnishing instruction to pupils of such school district, and for training teachers for the schools of the state in such particular lines of demonstration and instruction as are deemed necessary for the efficiency of the University of Northern Iowa ... as training schools for teachers.

AND, Section 272.27 ... STUDENT TEACHING AND OTHER EDUCATIONAL EXPERIENCES provides:
If the rules adopted by the board of educational examiners for issuance of any type or class of license require an applicant to complete work in student teaching, prestudent teaching experiences, field experiences, practicums, clinicals, or internships, an institution with a practitioner preparation program approved by the state board of education under section 256.7, subsection 3, shall enter into a written contract with any school district, accredited nonpublic school, preschool registered or licensed by the department of human services, or area education agency in Iowa under terms and conditions as agreed upon by the contracting parties. Please see 272.27 for full details.

1. Scope of Agreement
   1.1 This Agreement sets forth the role, responsibilities, and rights of personnel associated with the cooperating educational agency, personnel associated with the University of Northern Iowa and of any student enrolled at the university, while assigned as a student teacher or for any other educational experience in the cooperating educational agency.

2. Options of Student Teachers and other Educational Experience Students
   2.1 Students must be registered for the appropriate university course. Student teaching is a full semester experience. (Students seeking additional endorsement may register for four (4) hours of credit.) The student teaching period will be a minimum of 14 weeks in duration.

3. Placement of Students
   3.1 Placement of students shall be accomplished on a cooperative basis between the University of Northern Iowa and the cooperating educational agency.

   3.2 Placement shall be initiated by the university coordinator (hereinafter referred to as coordinator) upon completion of an application from each student setting out his/her qualifications/background and the assignment(s) needed to meet course requirements, certification, endorsement, and approval area standards.

   3.3 Requests for assignment of students may be accompanied by suggested names of individuals who are recommended to serve as a cooperating teacher/educational agency supervisor by the coordinator.

   3.4 The University of Northern Iowa reserves the right to decline the assignment of a student to classroom teachers/educational agency supervisors who may request a student. However, said decision shall not be based on race, color, sex, national origin, disability, age, religion, sexual orientation, veteran status or on any other basis protected by state and/or federal law.

   3.5 The cooperating educational agency reserves the right to refuse assignment to any given student. However, said decision shall not be based on race, color, sex, national origin, disability, age, religion, sexual orientation, veteran status or on any other basis protected by state and/or federal law.

4. Termination or Change of Assignment
   4.1 The coordinator or cooperating educational agency may, for good cause, terminate or change the assignment of any student.

   Prior to reaching a decision the coordinator and the cooperating educational agency designee shall consult with the cooperating teacher/educational agency supervisor and all other concerned parties regarding the reason(s) for termination or change in assignment.

5. Supervision of Students
   5.1 A member of the university faculty, or designee, will serve as the coordinator or supervisor of the student teaching program or educational experiences for the purpose of administering the program and supervising/evaluating the students in cooperation with the cooperating teachers/educational agency supervisors who guide and direct the students.

   5.2 The identification, selection and continued use of qualified cooperating teachers/educational agency supervisors shall be the joint responsibility of the coordinator and the administrators of the cooperating educational agencies.

(over)
5.3 The students shall be subject to the policies, rules and regulations of the cooperating educational agency, UNI Office of Student Field Experiences, University of Northern Iowa and the Professional Code of Ethics.

5.4 All interaction between the cooperating teacher/educational agency supervisor or nonpublic cooperating educational agency and the student shall occur without regard to religious education, religious indoctrination, religious beliefs, or involvement with religious activities. Students shall not be present or participate in the instruction or discussion of religious subjects or any other religious activity of the cooperating educational agency.

6. Evaluation

6.1 Evaluation of the students shall be a shared responsibility. The coordinator or supervisor, the cooperating teacher/educational agency supervisor, the student, and others knowledgeable about the performance of the student shall be involved. Evaluation is comprehensive, continuous, specific, and individualized. The evaluation in the nonpublic educational agency shall be based on non-religious criteria.

6.2 Mid-term and final evaluation conferences are required of student teachers. The student teacher, cooperating teacher, coordinator or supervisor shall participate. The cooperating teacher(s) and coordinator or supervisor shall collaborate in the preparation of the final evaluation for each student. However, the coordinator, as the designated UNI official, is responsible for the final evaluation.

7. Status, Authority, and Tort Liability Protection of Students

7.1 Students shall have status and authority in accordance with section 272.27 Code of Iowa.

7.2 Students actually engaged under the terms of this contract in a public school shall be entitled to the same tort liability protection under the provisions of section 670.8 Code of Iowa, as is afforded by said section to officers and employees of the school district/agency during the time they are so assigned.

7.3 Students actually engaged under the terms of this contract in a non-public school shall be named as additional insured under the liability insurance coverage of the cooperating nonpublic school during the time they are so assigned. The cooperating nonpublic school shall provide a certificate of insurance to the University of Northern Iowa as evidence of such coverage prior to the beginning of the student teacher’s activities pursuant to this agreement.

8. Substitute Teaching

8.1 Students shall not be used as substitute teachers.

9. Compensation to Cooperating Teachers for Work with Student Teachers

9.1 The University of Northern Iowa agrees to pay compensation to cooperating teacher (262.75 Code of Iowa) in the amount of four-hundred dollars ($400) per student teacher assigned who completes the full semester student teaching period. Assignment of less than a full semester will be compensated on a prorated basis for a cooperating teacher’s work with a student teacher.

9.2 For student teacher placements, cooperating educational agencies agree to provide a listing of the cooperating teachers assigned in their district and to forward social security numbers when direct payment is made to cooperating teachers OR allow the University of Northern Iowa to request from the individual cooperating teachers their social security number and home address for direct payment to cooperating teachers.

APPROVED

Designee, Cooperating Educational Agency

Date: ____________________________

Distribution of copies: ( ) Cooperating Educational Agency
( ) Office of the President’s Designee

Date: February 15, 2019

Designee, President of University of Northern Iowa
MEMORANDUM OF AGREEMENT
BETWEEN STATE OF IOWA JUDICIAL BRANCH AND
INDEPENDENCE COMMUNITY SCHOOL DISTRICT

Now on this 21st Day of February 2019, this Memorandum of Agreement (MOA) is being made by and between State of Iowa (Judicial Branch) and Independence Community School District and the parties agree as follows:

NOW, THEREFORE, IT IS HEREBY ORDERED:

1. At the time a disaster occurs, all judicial business will be suspended in Buchanan County District Court. At the time of disaster all scheduled court proceedings in the Buchanan County Courts will be moved from the Courthouse in Independence to the Independence School District.

2. Effective within 24 to 48 hours before or after destruction, the following courts will be open for limited essential judicial business at the Independence Central Administration Office, 1207 1st Street West, Independence, Iowa, phone: 319-334-7400
   a. Criminal Court search warrants, arrest warrants, initial appearances and bond re:views.
   b. Domestic Relations Court Iowa Code Chapter 236 domestic abuse Temporary Protective Orders.
   c. Juvenile Court Iowa Code Chapter 232 Child in Need of Assistance removal matters and delinquency detention hearings.
   d. Mental Health and Substance Abuse Applications for Commitment under Iowa Code Chapters 229 and 125.

3. All other legal matters shall be governed by the provisions of Iowa Code Section 4.1(34), referenced in Iowa Court Rule 1.801, as authorized by the Iowa Supreme Court.

4. The Independence County Sheriff shall provide security at Independence Central Administration Office when court is in session.

5. Independence Community Schools will supply a room/s for the Court system. No fee will be charged for use of the facility. ICN will provide cabling to the building and Judicial Branch will supply the Court system with the hardware equipment (i.e. computers, printers, fax machine, copier, office equipment, office supplies) and telephones.

MOA will remain effective until terminated. Either party may terminate upon a written notice without penalties or liabilities.

Date: ____________________
President, Board of Education

Date: ____________________
Chief Judge, First Judicial District

Date: ____________________
Court Administrator, First Judicial District

Date: ____________________
Chairperson, Buchanan County Board of Supervisors
Cooperative Sharing Agreement
2019-2020

SCHOOL DISTRICT: Independence Community Schools

Independence Community Schools, hereafter referred to as the “home district”, agrees to share men’s and women’s swimming with the Cedar Falls School District during the 2019-2020 school year. As part of this agreement, the following understandings are accepted:

1. All expenses for coaching and for transportation to away meets will be the responsibility of the Cedar Falls School District.
2. Transportation to Cedar Falls for practice or meets is the responsibility of the participant or home district.
3. The home district agrees to pay $50.00 to the Cedar Falls School District for each participant from its district.
4. All participants will be in good standing and meet eligibility requirements as stipulated in the policies of the home district governing extra-curricular activities. Any disciplinary action resulting from violations of good conduct will be administered in accordance with the policies of the home district.
5. All participation awards (letters, certificates, etc.) will be the responsibility of the home district.
6. Personal equipment such as swim suits and swim caps, etc., will be the responsibility of the individual athlete. All other supplies and equipment will be provided by the Cedar Falls School District.

______________________________  -- Independence Community Schools
Superintendent of Schools

______________________________  -- Independence Community Schools
President, Board of Education

______________________________  -- Cedar Falls Community Schools
Superintendent of Schools

______________________________  -- Cedar Falls Community Schools
President, Board of Education

Date __________________________

(C.E.)
Cooperative Sharing Agreement
2019-2020

SCHOOL DISTRICT: East Buchanan Community School District

East Buchanan Community School District, hereafter referred to as the "home district", agrees to share boys soccer and girls soccer with the Independence Community School District during the 2019-2020 school year. As part of this agreement, the following understandings are accepted:

1. All expenses for coaching and for transportation to away meets will be the responsibility of the Independence Community School District.
2. Transportation to Independence for practice or meets is the responsibility of the participant or home district.
3. The home district agrees to pay $75.00 to the Independence Community School District for each participant from its district.
4. All participants will be in good standing and meet eligibility requirements as stipulated in the policies of the home district governing extra-curricular activities. Any disciplinary action resulting from violations of good conduct will be administered in accordance with the policies of the home district.
5. All participation awards (letters, certificates, etc.) will be the responsibility of the home district.
6. Personal equipment will be the responsibility of the individual athlete. All other supplies and equipment will be provided by the Independence Community School District.

__________________________________ -- Independence Community School District
Superintendent of Schools

__________________________________ -- Independence Community School District
President, Board of Education

__________________________________ -- East Buchanan Community School District
Superintendent of Schools

__________________________________ -- East Buchanan Community School District
President, Board of Education

Date _ _ _ _ _ _ _ _ _ _
Cooperative Sharing Agreement
2019-2020

SCHOOL DISTRICT: Jesup Community School District

Jesup Community School District, hereafter referred to as the "home district", agrees to share girls tennis, boys soccer, and girls soccer with the Independence Community School District during the 2019-2020 school year. As part of this agreement, the following understandings are accepted:

1. All expenses for coaching and for transportation to away meets will be the responsibility of the Independence Community School District.
2. Transportation to Independence for practice or meets is the responsibility of the participant or home district.
3. The home district agrees to pay $75.00 to the Independence Community School District for each participant from its district.
4. All participants will be in good standing and meet eligibility requirements as stipulated in the policies of the home district governing extra-curricular activities. Any disciplinary action resulting from violations of good conduct will be administered in accordance with the policies of the home district.
5. All participation awards (letters, certificates, etc.) will be the responsibility of the home district.
6. Personal equipment will be the responsibility of the individual athlete. All other supplies and equipment will be provided by the Independence Community School District.

__________________________ -- Independence Community School District
Superintendent of Schools

__________________________ -- Independence Community School District
President, Board of Education

__________________________ -- Jesup Community School District
Superintendent of Schools

__________________________ -- Jesup Community School District
President, Board of Education

Date   _ _ _ _ _ _ _ _ _ _
Cooperative Sharing Agreement
2019-2020

SCHOOL DISTRICT: North Linn Community School District

North Linn Community School District, hereafter referred to as the "home district", agrees to share boys bowling with the Independence Community School District during the 2019-2020 school year. As part of this agreement, the following understandings are accepted:

1. All expenses for coaching and for transportation to away meets will be the responsibility of the Independence Community School District.
2. Transportation to Independence for practice or meets is the responsibility of the participant or home district.
3. The home district agrees to pay $75.00 to the Independence Community School District for each participant from its district.
4. All participants will be in good standing and meet eligibility requirements as stipulated in the policies of the home district governing extra-curricular activities. Any disciplinary action resulting from violations of good conduct will be administered in accordance with the policies of the home district.
5. All participation awards (letters, certificates, etc.) will be the responsibility of the home district.
6. Personal equipment will be the responsibility of the individual athlete. All other supplies and equipment will be provided by the Independence Community School District.

__________________________________ -- Independence Community School District
Superintendent of Schools

__________________________________ -- Independence Community School District
President, Board of Education

__________________________________ -- North Linn Community School District
Superintendent of Schools

__________________________________ -- North Linn Community School District
President, Board of Education

Date    _ _ _ _ _ _ _ _ _ _
APPLICATION FOR EARLY GRADUATION
March 2019

Must be returned by: January 31, 2019

Name of Student: Thomas Methuen 
Date: 3-15-19

Address: 1686 156th St Hazelton IA 50644

Name of Parent/Guardian: Tam 18.

I. What are your plans if you are granted permission to graduate in March at the end of third term?
   - To get a job and get more money
   - For college

II. Parental/Guardian Permission: I hereby give my son/daughter permission to graduate at the end of the third term of his/her senior year if he/she has completed all requirements for graduation.

Parent/Guardian Signature

Student Signature

THIS AGENDA ITEM MUST BE POSTED PURSUANT TO IOWA CODE CHAPTER 21 AND THE LOCAL RULES OF THE SCHOOL DISTRICT.
March 18, 2019

The Board of Directors of the Independence Community School District, in the Counties of Buchanan and Benton, State of Iowa, met in __________ session, in the __________, at __________ M., on the above date. There were present President __________, in the chair, and the following named Board Members:

____________________

____________________

Absent: ________________________

* * * * * * *

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

AYES: ________________________

____________________

NAYS: ________________________

The President declared the Resolution adopted as follows:

WHEREAS, the Independence Community School District issued $10,000,000 General Obligation School Bonds, Series 2012, dated May 1, 2012 (the "2012 Bonds"), of which $7,160,000 are currently outstanding; and of which $500,000 are being called for redemption on May 1, 2020 (the "Redeemed Bonds") by this Resolution which are described in Schedule A attached hereto; and

WHEREAS, at this time, it is in the best interest of the School District to levy a tax for the Fiscal Year ending June 30, 2020 which is sufficient to call and redeem the Redeemed Bonds on May 1, 2020; and

WHEREAS, the 2012 Bonds which mature after May 1, 2020 may be called in whole or in part on any date beginning on or after May 1, 2020, from any funds regardless of source, in any order of maturity and within an annual maturity by lot by giving 30 days' notice of redemption to the registered owner of the Bonds, the terms of redemption to be par plus accrued interest to the date of call, such notice to be given by ordinary mail to the owner of record of the Bond at the address shown on the books of the Registrar; and

WHEREAS, selection by lot will be necessary to select Bonds to be called among the Bonds which mature May 1, 2032; and

WHEREAS, it is in the best interest of the School District to call and redeem the Redeemed Bonds.

NOW, THEREFORE, be it resolved:

Section 1. That the Redeemed Bonds are hereby redeemed as of May 1, 2020.

Section 2. Bankers Trust Company, Des Moines, Iowa, in its capacity as Registrar, Paying Agent and Transfer Agent, is hereby authorized and directed to cause notice of such redemption to be given not less than thirty (30) days prior to the date of redemption by ordinary mail to the registered owner of the Redeemed Bonds in substantially the form set forth in Schedule B attached to this Resolution. Piper Jaffray Inc., as Dissemination Agent for the District, is hereby authorized and directed to provide electronic notice of such redemption to the Municipal Securities Rulemaking Board at http://emma.msrb.org/. On or before May 1, 2020, the Treasurer shall deposit with the Paying Agent $500,000 to call and redeem the Bonds described in Schedule A attached to this Resolution, such call and redemption to be effective May 1, 2020, pursuant to the terms of the 2012 Bonds. All liability for interest on the Redeemed Bonds shall cease, terminate, and be completely discharged as of May 1, 2020 as provided in Section 6(b) of the Resolution Authorizing the Issuance of the 2012 Bonds.
Section 3. There is levied upon all the taxable property of the School District for the fiscal year ending June 30, 2020, $500,000 which when collected shall be deposited with the Paying Agent. The Paying Agent is authorized and directed to call and redeem the Redeemed Bonds on May 1, 2020.

PASSED AND APPROVED this 18th day of March, 2019.

________________________
President

ATTEST:

________________________
Secretary
CERTIFICATE

STATE OF IOWA  

COUNTY OF BUCHANAN  

I, the undersigned Secretary of the Board of Directors of the Independence Community School District, in the Counties of Buchanan and Benton, State of Iowa, do hereby certify that attached is a true and complete copy of the portion of the corporate records of the School District showing proceedings of the Board, and the same is a true and complete copy of the action taken by the Board with respect to the matter at the meeting held on the date indicated in the attachment, which proceedings remain in full force and effect, and have not been amended or rescinded in any way; that the meeting and all action was duly and publicly held in accordance with a notice of meeting and a tentative agenda, a copy of which was timely served on each member of the Board and posted on a bulletin board or other prominent place easily accessible to the public and clearly designated for that purpose at the principal office of the Board pursuant to the local rules of the Board and the provisions of Chapter 21, Code of Iowa, upon reasonable advance notice to the public and media at least twenty-four hours prior to the commencement of the meeting as required by law and with members of the public present in attendance; I further certify that the individuals named therein were on the date thereof duly and lawfully possessed of their respective offices as indicated therein, that no board vacancy existed except as may be stated in the proceedings, and that no controversy or litigation is pending, prayed or threatened involving the incorporation, organization, existence or boundaries of the School District or the right of the individuals named therein as officers to their respective positions.

WITNESS my hand this ______ day of ______ , 2019.

______________________________
Secretary of the Board of Directors of the Independence Community School District
### SCHEDULE A

**REDEEMED BONDS**

<table>
<thead>
<tr>
<th>CUSIP Numbers</th>
<th>Principal Amount</th>
<th>Interest Rate</th>
<th>Maturity Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>453470 EC6*</td>
<td>$500,000</td>
<td>3.400%</td>
<td>May 1, 2032</td>
</tr>
</tbody>
</table>

*Partial Redemption*
SCHEDULE B

NOTICE OF REDEMPTION
TO THE HOLDERS OF THE FOLLOWING DESCRIBED BONDS:

Please take notice that the Bonds described below have been called for redemption. Owners of the Bonds should present their Bonds for payment on the Redemption Date.

Issuer: Independence Community School District

Original Issue Amount: $10,000,000

Bond Issue: General Obligation School Bonds, Series 2012

Dated Date: May 1, 2012

Redemption Date: May 1, 2020

Redemption Price: Par, plus accrued interest

<table>
<thead>
<tr>
<th>CUSIP Numbers</th>
<th>Principal Amount</th>
<th>Interest Rate</th>
<th>Maturity Date</th>
</tr>
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<tbody>
<tr>
<td>453470 EC6*</td>
<td>$500,000</td>
<td>3.400%</td>
<td>May 1, 2032</td>
</tr>
</tbody>
</table>

*Partial Redemption

No representation is made as to the accuracy of the CUSIP numbers printed herein or on the Bonds.

The above Bonds should be presented to the Paying Agent, Bankers Trust Company, 453 7th Street, Des Moines, Iowa 50309. This represents a partial call of the outstanding obligations. All interest will cease to accrue on the Redemption Date.

This notice is given by order of the Board of Directors of the School District pursuant to the terms of the resolution of the School District authorizing the issuance of these bonds.

Bankers Trust Company

(End of Notice)
CERTIFICATE OF MAILING NOTICE OF REDEMPTION OF $10,000,000 GENERAL OBLIGATION SCHOOL BONDS, SERIES 2012 DATED MAY 1, 2012, OF THE INDEPENDENCE COMMUNITY SCHOOL DISTRICT, IOWA

STATE OF IOWA )
COUNTY OF POLK ) SS

I certify that at the request of the Independence Community School District, I caused to be mailed a copy of the attached Notice of Redemption of $500,000 General Obligation School Bonds, Series 2012, dated May 1, 2012, by ordinary mail to the registered owners of the bonds at least thirty (30) days prior to the date of redemption.

I further certify that a copy of the Notice of Redemption was mailed by ordinary mail to the purchaser of record, Robert W. Baird & Co., Inc., Milwaukee, Wisconsin, at least thirty (30) days prior to the date of redemption.

Dated ____________________________, 20__.

BANKERS TRUST COMPANY, as Paying Agent

By: ________________________________
Title: ________________________________

(SEAL)

01567154-117489-019