BOARD REPORT

April 15, 2019

Educating people to be life-long learners and respectful, responsible citizens
April 11, 2019

To: All School Board Members

From: Russell Reiter, Superintendent

Re: Working agenda for the regular meeting on Monday, April 15, 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. APPROVAL OF AGENDA

3. CONSIDERATION OF ACTION ON CONSENT ITEMS
   A. Approval of the minutes of the regular meeting on March 18, 2019, the three public hearings on March 25, 2019, and the special meeting on March 25, 2019.

"Educating people to be life-long learners and respectful, responsible citizens"
### B. Approval of Board Policies (*changes noted*)

#### Second Readings:

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<td>11. 507.7</td>
<td>Custody and Parental Rights</td>
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<tr>
<td>12. 507.8 and 507.8R1</td>
<td>Student Special Health Services and Special Health Services Regulation</td>
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<td>13. 704.3*</td>
<td>Investments</td>
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<td>Class or Student Group Gifts</td>
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<td>2. 508.2</td>
<td>Open Night</td>
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<td>3. 508.3</td>
<td>Student Telephone Calls</td>
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<td>4. 508.4</td>
<td>Supervision After School Events</td>
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<tr>
<td>5. 107 (New)</td>
<td>Assistance Animals</td>
</tr>
<tr>
<td>6. 204*</td>
<td>Code of Ethics</td>
</tr>
<tr>
<td>7. 303.2*</td>
<td>Superintendent Contract and Contract Nonrenewal</td>
</tr>
<tr>
<td>8. 304.3*</td>
<td>Administrator Contract and Contract Nonrenewal</td>
</tr>
<tr>
<td>9. 804.2 (Rescinded and New) and 804.6 (Rescinded)</td>
<td>Warning System &amp; Emergency Plans (rescinded), District Emergency Operations Plans (new), and Bomb Threats (rescinded)</td>
</tr>
<tr>
<td>10. 400*</td>
<td>Role of and Guiding Principles for Employees</td>
</tr>
<tr>
<td>11. 401.5* and 401.5E1 (New Exhibit)</td>
<td>Employee Complaints and Employee Complaint Form (new)</td>
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<td>12. 401.11 (New)</td>
<td>Limitations to Employment References</td>
</tr>
<tr>
<td>13. 402.2* and 402.2R1</td>
<td>Child Abuse Reporting and Child Abuse Reporting Regulation</td>
</tr>
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<td>14. 403.1*</td>
<td>Employee Physical Examinations</td>
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<td>15. 405.2*</td>
<td>Licensed Employee Qualifications, Recruitment, Selection</td>
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<td>16. 405.4*</td>
<td>Licensed Employee Continuing Contracts</td>
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<tr>
<td>17.</td>
<td>405.5* Licensed Employee Work Day</td>
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<td>18.</td>
<td>405.6* Licensed Employee Assignment</td>
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<td>19.</td>
<td>405.7* Licensed Employee Transfers</td>
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<td>20.</td>
<td>405.8* Licensed Employee Evaluation</td>
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<td>21.</td>
<td>405.9* Licensed Employee Probationary Status</td>
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**C. Approval of Resignations**

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<tr>
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</thead>
<tbody>
<tr>
<td>Michelle Bartz</td>
<td>East Elem 6.5 hr Sp Ed Para</td>
<td>04/08/2019</td>
</tr>
<tr>
<td>Jill Bigler</td>
<td>Bus Garage 3.5 hr Bus Driver</td>
<td>04/01/2019</td>
</tr>
<tr>
<td>Don Butler</td>
<td>Bus Garage 4.25 hr Bus Driver</td>
<td>05/15/2019</td>
</tr>
<tr>
<td>Liola Ciesielski</td>
<td>ECC 8.0 hr Secretary</td>
<td>06/14/2019</td>
</tr>
<tr>
<td>Leon Vick</td>
<td>Bus Garage 4.25 hr Bus Driver</td>
<td>End of 2018-2019 School Year</td>
</tr>
</tbody>
</table>

**D. Approval of Transfers/Reassignments**

<table>
<thead>
<tr>
<th>NAME</th>
<th>PREVIOUS ASSIGNMENT</th>
<th>NEW ASSIGNMENT</th>
<th>SALARY</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hannah Burns</td>
<td>JSH 1.0 FTE Math Teacher</td>
<td>JSH .5 FTE Math Teacher and JSH .5 FTE Science Teacher</td>
<td>2019-2020 Salary</td>
<td>2019-2020 School Year</td>
</tr>
<tr>
<td>Joel Dinger</td>
<td>JSH 1.0 FTE Social Studies Teacher</td>
<td>JSH .5 FTE Eng/Lang Arts &amp; Social Studies Focus Instructional Coach and JSH .5 FTE Social Studies Teacher</td>
<td>2019-2020 Salary + $7,500 Stipend</td>
<td>2019-2020 School Year</td>
</tr>
<tr>
<td>Michael Doyle</td>
<td>JSH 1.0 FTE Instructional Coach</td>
<td>JSH .5 FTE Math &amp; Science Focus Instructional Coach and JSH .5 FTE Math Teacher</td>
<td>2019-2020 Salary + $7,500 Stipend</td>
<td>2019-2020 School Year</td>
</tr>
<tr>
<td>Lori Kurt</td>
<td>PK-12 1.0 FTE Special Ed Instructional Coach</td>
<td>ECC, East &amp; West Elem .5 FTE PK-6 Special Ed Instructional Coach and East Elem .5 FTE Special Ed Teacher</td>
<td>2019-2020 Salary + $7,500 Stipend</td>
<td>2019-2020 School Year</td>
</tr>
<tr>
<td>Christie Litterer</td>
<td>East Elem 1.0 FTE Professional School Counselor</td>
<td>East Elem .75 FTE Professional School Counselor</td>
<td>2019-2020 Salary</td>
<td>2019-2020 School Year</td>
</tr>
<tr>
<td>Megan Rawlins</td>
<td>JSH 1.0 FTE Extended Learning Program (ELP) Teacher</td>
<td>JSH .5 FTE Extended Learning Program (ELP) Teacher and JSH .5 FTE PE/Health Teacher</td>
<td>2019-2020 Salary</td>
<td>2019-2020 School Year</td>
</tr>
<tr>
<td>Erin Rosburg</td>
<td>JSH 1.0 FTE JH Special Ed Teacher</td>
<td>JSH .5 FTE 7-12 Special Ed Instructional Coach and JSH .5 FTE JH Special Ed Teacher</td>
<td>2019-2020 Salary + $7,500 Stipend</td>
<td>2019-2020 School Year</td>
</tr>
<tr>
<td>Rebecca Uchytil</td>
<td>East Elem .5 FTE Special Ed Teacher and .5 FTE District Wide At-Risk Instructor</td>
<td>East Elem 1.0 FTE Special Ed Strat II Teacher</td>
<td>2019-2020 Salary</td>
<td>2019-2020 School Year</td>
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**E. Approval of New Hires (pending acceptable background checks)**

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<tr>
<td>Jenna Cooksley</td>
<td>JSH Spanish Teacher</td>
<td>BA Step 2 ?</td>
<td>08/19/2019</td>
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<tr>
<td></td>
<td></td>
<td>*Pending ITA Negotiations</td>
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</table>
F. Approval of Financial Reports
   1. Bills – Director Hansen will have reviewed the bills
   2. Vendor Report
   3. Board Report
   4. Budget Report

4. 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. Destination Imagination – Brandon Drew, West Elementary Professional School Counselor

5. 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

6. OLD BUSINESS
   A. Junior-Senior High School Scheduling Update

7. NEW BUSINESS
   A. Consider Approval of the Termination of Contract(s) – Certified Staff
      • Victoria Reinkoester, .5 FTE ECC PK4 Academic Interventionist
      • Melissa Hauschild, 1.0 FTE East Elementary Special Education Teacher

   Roll Call Vote

   B. Consider Approval of the Charter Contract with Tri-State Travel for Charter No. 116868 for the November 2019 Band Trip to Indianapolis, IN
C. Consider Approval of the Travel Request Form for May 2019 – Destination Imagination Global Finals Competition in Kansas City, MO

D. Consider Approval of the AEA Purchasing Agreement for 2019-2020

E. Consider Approval of the School and Meal Rates for 2019-2020

F. Consider Approval of the Independence Community School District Graduate Candidates for 2019

G. Consider Approval of the 2019-2024 Independence Educational Support Personnel (IESP) Master Contract

H. Discussion of Bus Internet with Kajeet Inc.

8. ADJOURNMENT

UPCOMING MEETINGS –

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
Monday, November 18th Regular/Annual and Organizational Meeting 6:00 p.m. - Central Office Board Room, Independence
A regular meeting of the Independence Community School Board was called to order at 6:00 p.m. by Chairman Eric Smith at the Administration Building, Independence, Iowa on March 18, 2019 and the Pledge of Allegiance was recited.

Members Present: Chairman Eric Smith, Kim Hansen, Brian Eddy, Jennifer Sornson and Gina Trimble
Superintendent: Russell Reiter
Board Secretary: Laura Morine

CONSIDERATION OF ACTION ON CONSENT ITEMS
Motion by Trimble, second by Sornson to approve consent items 2A-E. Motion carried 5-0.

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)
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<td>3.</td>
<td>504.3* and 504.3R1* Student Publications and Student Publications Code</td>
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<td>504.4 Student Social Events</td>
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<td>504.5* Student Performances</td>
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<td>6.</td>
<td>504.7 Student Work/Intern Programs</td>
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<td>7.</td>
<td>504.8 Student Activity Program</td>
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<td>8.</td>
<td>505.1 Assignment of Courses</td>
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<td>9.</td>
<td>505.4 Student Honors and Awards</td>
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<td>10.</td>
<td>505.5 Testing Program</td>
</tr>
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<td>11.</td>
<td>505.7 Early Graduation</td>
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<td>12.</td>
<td>505.8 Commencement</td>
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<td>13.</td>
<td>505.9* Parent and Family Engagement</td>
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<td>14.</td>
<td>604.11 (New Policy) Online Courses</td>
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<td>15.</td>
<td>503.4* Good Conduct Code</td>
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<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>
<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 – Motion by Hansen, second by Trimble to approve the financial reports. Smith, Trimble, Sornson and Hansen voted “aye”, Eddy abstained. Motion carried 4-0.

1. Bills – Director Hansen reviewed the bills
2. Vendor Report
3. Board Report
4. Budget Report
ANNOUNCEMENTS, COMMUNICATIONS and PRESENTATIONS

A. Comments from the Public – There were six community members and/or teachers that addressed the board in support of maintaining the master contract as much as possible since this is the first time the master contracts are negotiated under Chapter 20 for the certified and classified staff. There were many staff and community members that attended the meeting.

B. Comments from the Board – Sornson reported that she had attended the Ag Committee meeting and participated in FFA officer interviews. The FFA Banquet will be April 7th. Sornson commented that she continues to be impressed with what the FFA members are doing. Hansen had attended the speech events. There are seven students that qualified for All-State Speech. Five will perform at All-State. Solo Ensemble Contest is March 23rd and volunteers are still needed. Hansen is working on another At-Risk Grant opportunity for the district. She has been participating in the IASB webinars and encourages the other board members to listen to them as well. Superintendent Reiter had been contacted from Buchanan County Roads Department to use the Alternative Bus Routes since the gravel roads are so soft. Regular routes will resume on Tuesday. EMC insurance reviewed the proposal for a bus lane in the West Elementary parking lot and had no objections. This project will begin this summer. There will be some board policy changes in April, May and June due the law changes in Chapter 20 so that our policies are current with the law. There has been a lot of curriculum work done throughout the district in the last few months. After approving the Early Retirement Plan in February, Supt. Reiter is going to allow those teachers that take the Early Retirement to be done May 31st so that they can receive their first IPERS check a month earlier.

Supt. Reiter has been to many high school musicals and the Mary Poppins production was one of the better performances.

C. Presentations
   1. NCRC (National Career Readiness Certificate) Test – John Howard presented the results for this year’s senior class.
   2. ISASP (Iowa Statewide Assessment of Student Progress) Testing – Erin Burmeister provided an overview of the ISASP tests and these tests will begin in a couple weeks.
   3. Therapy Dog – Dewey Hupke presented an opportunity for the district to get a therapy dog at the Jr/Sr High School at no cost to the district. Board policies will be reviewed as well as checking with EMC Insurance for coverage. At registration, we will be asking who has dog allergies, even though the dog would be hypoallergenic.

REPORTS

A. Building Administrator Reports
   1. Junior-Senior High School Principal – Howard indicated that six teachers had looked at PowerSchool’s Unified Classroom and decided not to go down that path and to stay with Canvas. Iowa Learning Online has been providing periodic updates on the Spanish classes. Howard is still working with Hawkeye Community College on classrooms and office space.
   2. Junior-Senior High School Assistant Principal – Board appreciated the trip details from Hupke’s Marine Educator Workshop in San Diego.
   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
OLD BUSINESS
A. Junior-Senior High School Scheduling Update – There are a few students testing the scheduling process and staff will be doing more training on the PowerSchool scheduling.

B. Consider Approval of the Senior High Course Registration Guide 2019-2020 – Trimble moved to approve the 2019-2020 Senior High Course Registration Guide. Hansen second, motion carried 5-0.

NEW BUSINESS
A. Consider Approval of Travel Request Form for July 2019 – FFA Officer Retreat to Lanesboro, MN – Somson moved to approve the July 2019 FFA Officer Retreat travel request and waive the need for an administrator to attend. Eddy second, motion carried 5-0.

B. Consider Approval of Travel Request Form for October 2019 – National FFA Convention in Indianapolis, IN – Hansen moved to approve the October 2019 National FFA Convention travel request and waive the need for an administrator to attend. Trimble second, motion carried 5-0.

C. Consider Approval of the Cooperative Agreement by and between University of Northern Iowa and Educational Agencies for the 2019-2020 Academic Year – Eddy moved to approve the Cooperative Agreement with UNI. Hansen second, motion carried 5-0.

D. Consider Approval of the Memorandum of Agreement between the State of Iowa Judicial Branch and the Independence Community School District – Eddy moved to approve the Memorandum of Agreement with a change of #4 to say Buchanan County Sheriff. Hansen second, motion carried 5-0.

E. Consider Approval of the Cooperative Sharing Agreement with Cedar Falls Community Schools for Men’s and Women’s swimming for 2019-2020 – Somson moved to approve the Cooperative Sharing agreement with Cedar Falls Community Schools for swimming for FY19-20. Trimble second, motion carried 5-0.

F. Consider Approval of the Cooperative Sharing Agreement with East Buchanan Community School District for Boys Soccer and Girls Soccer for 2019-2020 – Hansen moved to approve the Cooperative Sharing agreement with East Buchanan Community School District for boys and girls soccer for FY19-20. Somson second, motion carried 5-0.


H. Consider Approval of the Cooperative Sharing Agreement with North Linn Community School District for Boys Bowling for 2019-2020 – Somson moved to approve the Cooperative Sharing agreement with North Linn Community School District for boys bowling for FY19-20. Hansen second, motion carried 5-0.
I. Consider Approval of an Additional Independence Community School District Early Graduation Applicant for March 2019 – Eddy moved to approve the additional early graduation applicant for March 2019. Hansen second, motion carried 5-0.


ADJOURNMENT – Hansen moved to adjourn the meeting. Eddy second. Motion carried 5-0. Meeting adjourned at 7:53 pm.

EXEMPT SESSION
The Board moved into an exempt session at 8:05 pm to discuss negotiation strategies. Session ended at 9:55 pm.

Eric B. Smith, Board President
Laura J. Morine, Board Secretary
Public Hearing
A public hearing was held at the Administrative Office, Independence, IA on March 25, 2019 at 6:00 pm for amending the 2018-2019 school calendar, amend the 2018-2019 Certified Budget and the proposed 2019-2020 Certified Budget. Members Present: Eric Smith, Kim Hansen, Brian Eddy, Jennifer Sornson and Gina Trimble. Superintendent: Russell Reiter and Board Secretary: Laura Morine.

No public in attendance.

Eddy moved to adjourn the public hearing. Hansen second. Motion carried 5-0. Public hearing ended at 6:05 pm.

Regular Meeting
A regular meeting of the Independence Community School Board was called to order at 6:05 pm by Chairman Eric Smith at the Administration Building, Independence, Iowa on March 25, 2019.

Members Present: Chairman Eric Smith, Kim Hansen, Brian Eddy, Jennifer Sornson and Gina Trimble
Superintendent: Russell Reiter
Board Secretary: Laura Morine

CONSIDERATION OF ACTION ON CONSENT ITEMS
Motion by Eddy, second by Hansen to approve the consent item. Motion carried 5-0.

NEW BUSINESS
A. Consider Approval of the Amended 2018-2019 School Calendar - Hansen moved to approve the amended 2018-2019 school calendar. Sornson second, motion carried 5-0.

B. Consider Approval of the Amended 2018-2019 Certified Budget - Trimble moved to approve the amended 2018-2019 certified budget. Sornson second, motion carried 5-0.

C. Consider Approval of the Proposed 2019-2020 Certified Budget - Trimble moved to approve the amended 2019-2020 certified budget. Hansen second, motion carried 5-0.

D. Consider Approval of the Joint Education Service Agreement between Hawkeye Community College and Independence Community School District for 2019 Summer Semester - Hansen moved to approve the Joint Education Service Agreement for 2019 Summer Semester. Eddy second, motion carried 5-0.

E. Consider Approval of the Joint Education Service Agreement between Hawkeye Community College and Independence Community School District for 2019-2020 Academic Year - Trimble moved to approve the Joint Education Service Agreement for 2019-2020 Academic Year. Eddy second, motion carried 5-0.
F. Consider Approval of Employee Early Retirement(s) - Eddy moved to approve the early retirements for: Pamela Frisch – 32 years; Sandra Hood – 36 years; Rhonda Jasper - 15 years; Carol Morkel – 23 years; and Jan Reed – 20 years. Sornson second, motion carried 5-0. Thank you to these teachers for their dedication and service.

ADJOURNMENT – Eddy moved to adjourn the meeting. Hansen second. Motion carried 5-0. Meeting adjourned at 6:18 pm

Exempt Session
The Board moved into an exempt session at 6:18 pm to discuss negotiations strategies. Session ended at 7:15 pm.

_________________________________  _______________________________________
Eric B. Smith, Board President        Laura J. Morine, Board Secretary
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(cies) 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.
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.

Iowa Code §§ 22; 279.9B, 280.24,.25, 622.10 (2007).  
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

Approved 11/1/2004 Reviewed ________ Revised 12/15/2008  
04/21/2014  
07/17/2017
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: ____________________________
Title: ____________________________  Address: ____________________________
Dated: ____________________________  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)  

from 20 __________ to 20 __________
(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: ________________________________ Address: ________________________________
   Board Secretary (Custodian)

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

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

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

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

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

My relationship to the child is: ____________________________________________

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

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

To: 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)
Date

Dear (Parent) :

This letter is to notify you that the Independence Community School District has received a ________________ requesting copies of your child's education records. The specific records requested are ____________________________.

The school district has until ________________ to deliver the documents to ________________. If you have any questions, please do not hesitate to contact me at ________________.

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
ANNUAL NOTICE

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

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

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

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

   Parents or eligible students who wish to ask 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.)
(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.
USE OF EDUCATION RECORDS REGULATION

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

INDEPENDENCE COMMUNITY SCHOOL DISTRICT POLICY MANUAL
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.
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

INDEPENDENCE COMMUNITY SCHOOL DISTRICT POLICY MANUAL
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
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.
ADMINISTRATION OF MEDICATION TO STUDENTS

Legal Reference:
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 CONSTRICITING 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; and
  - 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.
<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>
</tr>
</thead>
</table>

**Prescriber’s Signature**

<table>
<thead>
<tr>
<th>Date</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Prescriber’s Address</th>
</tr>
</thead>
</table>

| Emergency Phone |

* • 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).

**Parent/Guardian Signature (agreed to above statements)**

<table>
<thead>
<tr>
<th>Date</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Parent/Guardian Address</th>
<th>Home Phone</th>
<th>Business Phone</th>
<th>Emergency Phone</th>
</tr>
</thead>
</table>

Self-Administration Authorization Additional Information

**INDEPENDENCE COMMUNITY SCHOOL DISTRICT POLICY MANUAL**
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.

Medication/Health Care ___________________________ Dosage __________________ Route _____________ Time at School ___________________________

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

_________________________________________   ________________
Parent's Signature                      Date

_________________________________________   ________________
Parent's Address                        Home Phone

_________________________________________   ________________
Additional Information                  Cell/Emergency Phone

_________________________________________
Email Address

_________________________________________

Authorization Form
PARENTAL PERMISSION FOR ADMINISTERING MEDICATION AT SCHOOL

Independence Community School District
Parental Permission for Administering Medication at School

Student Name ________________________________

Medication ____________________________________________________________

Reason for Medication ________________________________________________

Dose ____________________ Time to be given _____________________________

Physician/Prescriber name ____________________ Phone Number ______________

Give on Early Out Days: Yes _____ No _____ Give on Late Start Days: Yes _____ No _____

I request that the medication be administered by a qualified staff person according to the written directions given. I agree that school personnel may contact the prescriber as needed and that medication information may be shared with school personnel who need to know. I understand the law provides that there shall be no liability for damages as a result of the administration of medication where the person administering the medication acts as an ordinary reasonably prudent person would under the same circumstances and that the school district and the school nurse are to incur no liability, except for gross negligence, as a result of injury arising from the administration of medication. I will comply with the procedure listed on the back of this form related to the administration of medication at school.

Parent/Guardian name ________________________________

Signature ________________________________

Date ____________________ Home Phone ____________________

Cell phone ____________________ Email ____________________

MEDICATION WILL NOT BE GIVEN IF IT HAS EXPIRED OR IT HAS AN IMPROPER LABEL. PLEASE CHECK THE CONTAINER BEFORE SENDING IT TO SCHOOL

PERMISSION FOR DISPOSAL OF UNUSED MEDICATION AT THE END OF THE SCHOOL YEAR—Please check one

_____ I will pick up any unused medication at the end of the school year.

_____ Please send any unused medication home with my child. The school district will not be responsible for the medication once it is in the possession of my child.

Parent/Guardian signature ________________________________ Date __________________
PARENTAL PERMISSION FOR ADMINISTERING MEDICATION AT SCHOOL

Independence Community School District
Request to Administer Medication in Schools
Information and Procedures

1. All medications should be taken before or after school hours whenever possible. However, it is understood that certain drugs may be required during the school day. These students should have medication available and administered in a manner which is compliant with school district policy.

2. Medication shall be administered when the student’s parent/guardian provides a signed and dated written statement requesting medication administration and the medication is in the original, labeled container, either as dispensed by the pharmacy or in the manufacturer’s container.

3. Prescription medication: A current pharmacy labeled container can serve as the written prescriber’s order. A second labeled medication container can be obtained free of charge for school use by asking the pharmacist.

4. Over the counter/non-prescription medication will be given only with parent/guardian written authorization. Over-the-counter/non-prescription medications are to be provided by the parent/guardian and sent to school in the original medication container with the student’s name attached. This procedure will safeguard your child against over medicating and possible unforeseen reactions.

5. The parent/guardian is responsible for submitting a new prescriber’s order form to the school each time there is a change of dosage or time of administration. Prescriber’s orders may be faxed to the school.

6. To ensure the safety of all children, we request that a parent or another responsible adult deliver all medications to the health office when possible. If your child brings the medication to school, please place the labeled medication bottle in a sealed envelope with the number of tablets/capsules that are enclosed written on the outside of the envelope.

7. The first dosage of any new prescription should be given at home so the child can be more closely observed for possible side effects and/or adverse reactions.

8. The parent/guardian is responsible for notifying the school nurse when a medication has been discontinued or changed.

9. No medication will be continued beyond the school year in which it is ordered.

10. The Independence Community School District does not assume responsibility for medication not prescribed by a physician/prescriber or medication administered by a student himself/herself.

INDEPENDENCE COMMUNITY SCHOOL DISTRICT POLICY MANUAL
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.

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 _________ Revised 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; Develop sores, most on covered parts of body.</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>ERYTHEMA INFECCIOSUM (5TH DISEASE)</td>
<td>4 to 20 days</td>
<td>Usual age 5 to 14 years—usually in adults. Brief prodrome of low-grade fever followed by erythema (slapped cheek) appearance on cheeks, face, and extremities lasting a few days to 3 weeks. Rash seems to recur.</td>
<td>After diagnosis no exclusion from school.</td>
</tr>
<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>
</tr>
<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>
</tr>
<tr>
<td>IMPETIGO</td>
<td>1 to 3 days</td>
<td>Inflamed sores, with pus.</td>
<td>48 hours after antibiotic therapy started or until physician permits return.</td>
</tr>
<tr>
<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>
</tr>
<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 gymnastics, swimming pools, contact sports.</td>
</tr>
<tr>
<td>SCABIES</td>
<td>2 to 6 weeks initial exposure, 1 to 4 days recurrence</td>
<td>Tiny burrows in skin caused by mites.</td>
<td>Until 24 hours after treatment.</td>
</tr>
<tr>
<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>
</tr>
<tr>
<td>WHOOPING COUGH* (PERTUSSIS)</td>
<td>2 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>
</tr>
</tbody>
</table>

**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.

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**INDEPENDENCE COMMUNITY SCHOOL DISTRICT POLICY MANUAL**
COMMUNICABLE DISEASE CHART AND COMMON CHILD CARE ILLNESSES AND EXCLUSION CRITERIA

**Common Child Care Illnesses and Exclusion Criteria**

*A child should be temporarily excluded from care when the child’s illness causes one or more of the following:

- Prevents the child from participating comfortably in activities.
- A need for care that is greater than the staff can provide without compromising the health and safety of other children.
- An acute change in behavior: lethargy, lack of responsiveness, irritability, persistent crying, difficult breathing, or a quickly spreading rash.
- Fever with behavior change or other signs and symptoms in a child older than 6 months (e.g., sore throat, rash, vomiting, diarrhea).
- A child with a temperature elevated above normal is not necessarily an indication of a significant health problem. For children older than 4 months a fever is defined as:
  - 100°F (37.8°C) axillary (armpit)
  - 101°F (38.3°C) orally
  - 101°F (38.3°C) Aural (ear) temperature.

**Get immediate medical attention when** an infant younger than 4 months has unexplained temperature of 100°F (37.8°C) axillary. Any infant younger than 2 months with a fever should get medical attention within an hour.

<table>
<thead>
<tr>
<th>ILLNESS</th>
<th>EXCLUDE*</th>
<th>RETURN TO CHILD CARE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chicken Pox</td>
<td>Yes</td>
<td>When all blisters are crusted with no oozing (usually 6 days) and resolution of exclusion criteria.</td>
</tr>
<tr>
<td>Diarrhea (infectious)</td>
<td>Yes (there are special exclusion rules for E.coli 0157:H7, Shigella and cryptosporidiosis)</td>
<td>When diarrhea stops and health care provider or public health official states the child may return.</td>
</tr>
<tr>
<td>Diarrhea (non-infectious)</td>
<td>Yes, if stool can not be contained in the diaper, or if toileted child has 2 or more loose stools in 24 hours, or blood in stool.</td>
<td>When diarrhea stops and resolution of exclusion criteria.</td>
</tr>
<tr>
<td>Fifth Disease</td>
<td>No. Unless child meets other exclusion criteria.*</td>
<td>If excluded due to presence of other exclusion criteria, resolution of exclusion criteria.</td>
</tr>
<tr>
<td>Hand Foot and Mouth Disease</td>
<td>No. Unless child meets other exclusion criteria.* Or is excessively drooling with mouth sores.</td>
<td>If excluded due to presence of other exclusion criteria, resolution of exclusion criteria.</td>
</tr>
<tr>
<td>Head Lice (Pediculosis)</td>
<td>No. Unless child meets other exclusion criteria.*</td>
<td>Treatment of an active lice infestation may be delayed until the end of the day. Children do not need to miss school or child care due to head lice. The Iowa Department of Public Health &amp; Healthy Child Care Iowa recommend a 14 day treatment protocol.</td>
</tr>
<tr>
<td>ILLNESS</td>
<td>EXCLUDE*</td>
<td>RETURN TO CHILD CARE</td>
</tr>
<tr>
<td>---------------------------------</td>
<td>--------------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Impetigo</td>
<td>Yes, exclude at the end of the day if blisters can be covered.</td>
<td>After child has been seen by the doctor, after 24 hours on antibiotic, and blisters are covered.</td>
</tr>
<tr>
<td>Influenza</td>
<td>Yes.</td>
<td>When child is fever free for 24 hours and resolution of exclusion criteria.</td>
</tr>
<tr>
<td>Molluscum Contagiosum</td>
<td>No. Unless child meets other exclusion criteria.*</td>
<td>Skin disease similar to warts. Do not share towels or clothing and use good hand hygiene.</td>
</tr>
<tr>
<td>MRSA</td>
<td>No. Unless child meets other exclusion criteria.*</td>
<td>Wounds should be kept covered and gloves worn during bandage changes. Do not share towels or clothing and use good hand hygiene.</td>
</tr>
<tr>
<td>Otitis Media (ear infection)</td>
<td>No. Unless child meets other exclusion criteria.*</td>
<td>If excluded due to presence of other exclusion criteria, resolution of exclusion criteria.</td>
</tr>
<tr>
<td>Pertussis (Whooping Cough)</td>
<td>Yes.</td>
<td>Child may return after 5 days of antibiotics and resolution of exclusion criteria.</td>
</tr>
<tr>
<td>Pink Eye (Conjunctivitis)</td>
<td>No. Unless child meets other exclusion criteria.*</td>
<td>Child does not need to be excluded unless health care provider or public health official recommends exclusion. Resolution of all exclusion criteria.</td>
</tr>
<tr>
<td>Ringworm</td>
<td>No. Unless child meets other exclusion criteria.*</td>
<td>Treatment of ringworm infection may be delayed to the end of the day. Child may be readmitted after treatment has begun. Cover lesion(s) if possible. Do not share clothing, bedding or personal items.</td>
</tr>
<tr>
<td>Strep Throat</td>
<td>Yes.</td>
<td>When resolution of exclusion criteria and after 24 hours of antibiotic.</td>
</tr>
<tr>
<td>Vomiting</td>
<td>Yes.</td>
<td>When vomiting has resolved and resolution of exclusion criteria.</td>
</tr>
</tbody>
</table>

Please refer to *Caring for Our Children: National Health and Safety Performance Standards (third edition)* or the *Iowa Department of Public Health EPI Manual* for guidance on specific diseases not included in this list. Contact your local *Child Care Nurse Consultant* for additional information.

References:

REPORTABLE INFECTIOUS DISEASES

Reportable diseases are diseases or conditions listed in Iowa Code Appendix A. 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


http://idph.iowa.gov/CADE/reportable-diseases

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
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
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 Revised 05/12/2014
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 Revised 05/12/2014
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.

Legal Reference:
- Springdale School District #50 v. Grace, 693 F.2d 41 (8th Cir. 1982).
- Iowa Code §§ 256.11(7); 256B; 273.2, .5, .9(2)-(3); 280.8 (2007).
- 281 I.A.C. 12.3(7), 41.405

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

INDEPENDENCE COMMUNITY SCHOOL DISTRICT POLICY MANUAL
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.
SPECIAL HEALTH SERVICES REGULATION

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

11/17/2014 Revised_________
CLASS OR STUDENT GROUP GIFTS

The board welcomes gifts to the school district from a class or student group. While class gifts to the school district do not require the approval of the superintendent, the board encourages students to consult with the superintendent or other licensed employees and building principal prior to selecting a gift for the school district.


Cross Reference: 704.4 Gifts - Grants - Bequests
704.5 Student Activities Fund

Approved 11/1/2004               Reviewed 02/23/2009               Revised ________
                                      06/16/2014

INDEPENDENCE COMMUNITY SCHOOL DISTRICT POLICY MANUAL
OPEN NIGHT

In keeping with good community relations, student school activities will not be scheduled on Wednesday night beyond 6:00 p.m. whenever possible. It shall be the responsibility of the principal to oversee the scheduling of school activities for compliance with this policy.


Cross Reference: 901.2 Board of Directors and Community Relations

Approved 11/1/2004 Reviewed 02/23/2009 Revised 06/16/2014
STUDENT TELEPHONE CALLS

Generally, students receiving telephone calls shall not be called to the phone. The administrative office in their attendance center will take a message and forward it to the student. Only in an emergency situation will a student be removed from the classroom or a school activity to receive a telephone call.

Students may, in an emergency situation, use the telephone in the administrative office of their attendance center to make a telephone call. Prior permission must be obtained from the principal or the principal's secretary.


Cross Reference: 502 Student Rights and Responsibilities

Approved 11/1/2004 Reviewed 02/23/2009 Revised 06/16/2014
SUPERVISION AFTER SCHOOL EVENTS

There shall be an employee or a person designated by the school district available to supervise the school building while students wait at the school building after a school activity.

It shall be the responsibility of the supervisor to ensure that the students and other individuals in the school building have a valid and clear purpose for being in the school building at that time. If there is no valid and clear purpose for the student or other individual to be in the school building, the supervisor shall require them to leave the school building at once. Persons or students who do not leave upon request may be reported to the local law enforcement authorities.

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


Cross Reference: 502 Student Rights and Responsibilities
503 Student Discipline

Approved 11/1/2004 Reviewed 02/23/2009
06/16/2014

INDEPENDENCE COMMUNITY SCHOOL DISTRICT POLICY MANUAL
ASSISTANCE ANIMALS

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.
Emotional Support Animals and Therapy Animals
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:
   a. Whether the animal is housebroken
   b. Whether the animal has a current vaccination certificate
   c. 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
   d. Whether the facility can accommodate the animal's type size and weight, and
   e. 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: 606.5 Animals in the Classroom
CODE OF ETHICS

Board members' actions, verbal and nonverbal, reflect the attitude and the beliefs of the school district. Therefore, board members must conduct themselves professionally and in a manner fitting to their position.

Each board member shall follow the code of ethics stated in this policy.

AS A SCHOOL BOARD MEMBER:
1. I will listen.
2. I will respect the opinion of others.
3. I will recognize the integrity of my predecessors and associates and the merit of their work.
4. I will be motivated only by an earnest desire to serve my school district and the children of my school district community in the best possible way.
5. I will not use the school district or any part of the school district program for my own personal advantage or for the advantage of my friends or supporters.
6. I will vote for a closed session of the board if the situation requires it, but I will consider "star chamber" or "secret" sessions of board members unethical.
7. I will recognize that to promise in advance of a meeting how I will vote on any proposition which is to be considered is to close my mind and agree not to think through other facts and points of view which may be presented in the meeting.
8. I will expect, in board meetings, to spend more time on education programs and procedures than on business details.
9. I will recognize that authority rests with the board in legal session and not with individual members of the board, except as authorized by law.
10. I will make no disparaging remarks, in or out of the board meeting, about other members of the board or their opinions.
11. I will express my honest and most thoughtful opinions frankly in board meetings in an effort to have decisions made for the best interests of the children and the education program.
12. I will insist that the members of the board participate fully in board action and recommend that when special committees are appointed, they serve only in an investigative and advisory capacity.
CODE OF ETHICS

13. I will abide by majority decisions of the board.

14. I will carefully consider petitions, resolutions and complaints and will act in the best interests of the school district.

15. I will not discuss the confidential business of the board in my home, on the street or in my office; the place for such discussion is the board meeting.

16. I will endeavor to keep informed on local, state and national educational developments of significance so I may become a better board member.

IN MEETING MY RESPONSIBILITY TO MY SCHOOL DISTRICT COMMUNITY

1. I will consider myself a trustee of public education and will do my best to protect it, conserve it, and advance it, giving to the children of my school district community the educational facilities that are as complete and adequate as it is possible to provide.

2. I will consider it an important responsibility of the board to interpret the aims, methods and attitudes of the school district to the community.

3. I will earnestly try to interpret the needs and attitudes of the school district community and do my best to translate them into the education program of the school district.

4. I will attempt to procure adequate financial support for the school district.

5. I will represent the entire school district rather than individual electors, patrons or groups.

6. I will not regard the school district facilities as my own private property but as the property of the people.

IN MY RELATIONSHIP WITH SUPERINTENDENT AND EMPLOYEES

1. I will function, in meeting the legal responsibility that is mine, as a part of a legislative, policy-forming body, not as an administrative officer.

2. I will recognize that it is my responsibility, together with that of my fellow board members, to see the school district is properly run and not to run them myself.

3. I will expect the school district to be administered by the best-trained technical and professional people it is possible to procure within the financial resources of the school district.

4. I will recognize the superintendent as executive officer of the board.

5. I will work through the administrative employees of the board, not over or around them.
CODE OF ETHICS

6. I will expect the superintendent to keep the board adequately informed through oral and written reports

7. I will vote to employ employees only after the recommendation of the superintendent has been received.

8. I will insist that contracts be equally binding on teachers and the board.

9. I will give the superintendent power commensurate with the superintendent's responsibility and will not in any way interfere with, or seek to undermine, the superintendent's authority.

10. I will give the superintendent friendly counsel and advice.

11. I will present any personal criticism of employees to the superintendent.

12. I will refer complaints to the proper administrative officer.

TO COOPERATE WITH OTHER SCHOOL BOARDS

1. I will not employ a superintendent, principal or teacher who is already under contract with another school district without first securing assurance from the proper authority that the person can be released from contract.

2. I will consider it unethical to pursue any procedure calculated to embarrass a neighboring board or its representatives.

3. I will not recommend an employee for a position in another school district unless I would employ the employee under similar circumstances.

4. I will answer all inquiries about the standing and ability of an employee to the best of my knowledge and judgment, with complete frankness.

5. I will associate myself with board members of other school districts for the purpose of discussing school district issues and cooperating in the improvement of the education program.

Legal Reference: Iowa Code §§ 21.6(3)(d); 68B; 69; 277.28; 279.7A, 279.8, 301.28 (2003).

Cross Reference: 202 Board of Directors Members
203 Board of Directors' Conflict of Interest

Approved 11/1/2004 Reviewed 09/19/2005 Revised ____________
09/20/2010
08/17/2015

INDEPENDENCE COMMUNITY SCHOOL DISTRICT POLICY MANUAL
SUPERINTENDENT CONTRACT AND CONTRACT NONRENEWAL

The length of the contract for employment between the superintendent and the board shall be determined by the board. The contract will begin on July 1 and end on June 30. The contract shall state the terms of employment and shall not exceed three years.

The first two three consecutive years of a contract issued to a newly employed superintendent shall be considered a probationary period. The board may waive this period or The probationary period may be extended for an additional year upon the consent of the superintendent. In the event of termination of a probationary or non-probationary contract, the board shall will afford the superintendent appropriate due process, including notice by May 15 as required by law. The superintendent and board may mutually agree to terminate the superintendent's contract at any time.

If a superintendent's contract is not being renewed by the board, the contract will be extended automatically for additional one-year periods beyond the end of its term until it is modified or terminated as mutually agreed to by the parties or until the superintendent's contract is terminated consistent with statutory termination procedures.

It shall be the responsibility of the board to provide the contract for the position of superintendent. The board may issue a temporary and nonrenewable contract in accordance with law.

If the superintendent wishes to resign, to be released from a contract, or to retire, the superintendent must comply with applicable law and board policies dealing with retirement, release or resignation.

Legal Reference: Martin v. Waterloo Community School District, 518 N.W. 2d 381 (Iowa 1994)
Cook v Plainfield Community School District, 301 N.W.2d 771 (Iowa App. 1980).
Briggs v Board of Directors of Hinton Community School District, 282 N.W.2d 740 (Iowa 1979).
Iowa Code §§ 21.5(1)(i); 279.20, .22 .25 (2003).
281 I.A.C. 12.4(4).

Cross Reference: 302 Superintendent

Approved 11/1/2004 Reviewed 10/16/2006 Revised __________
03/21/2011 03/21/2016
ADMINISTRATOR CONTRACT AND CONTRACT NONRENEWAL

The length of the contract for employment between an administrator and the board shall be determined by the board and stated in the contract. The contract shall also state the terms of the employment.

The first two three consecutive years of a contract issued to a newly employed administrator shall be considered a probationary period. The board may waive this period. The probationary period may be extended for an additional year upon the consent of the administrator. In the event of termination of a probationary or nonprobationary contract, the board shall afford the administrator appropriate due process, including notice by May 15 as required by law. The administrator and board may mutually agree to terminate the administrator's contract.

If an administrator's contract is not being renewed by the board, the contract will be extended automatically for additional one-year periods beyond the end of its term until it is modified or terminated as mutually agreed to by the parties or until the administrator's contract is terminated consistent with statutory termination procedures.

It shall be the responsibility of the superintendent to create a contract for each administrative position. The board may issue temporary and nonrenewable contracts in accordance with law.

Administrators who wish to resign, to be released from a contract, or to retire, must comply with board policies regarding the areas of resignation, release or retirement.

Legal Reference:
- Martin v. Waterloo Community School District, 518 N.W. 2d 381 (Iowa 1994)
- Cook v Plainfield Community School District, 301 N.W.2d 771 (Iowa App. 1980).

Cross Reference: 303 Administrative Employees

Approved 11/1/2004 Reviewed 01/15/2007 Revised ________
05/23/2011 04/18/2016

INDEPENDENCE COMMUNITY SCHOOL DISTRICT POLICY MANUAL
WARNING SYSTEM & EMERGENCY PLANS

The school district shall maintain a warning system designed to inform students, employees, and visitors in the facilities of an emergency. This system shall be maintained on a regular basis under the maintenance plan for school district buildings and sites.

Students shall be informed of this system according to board policy. Each classroom and office shall have a plan for helping those in need of assistance to safety during an emergency. This shall include, but not be limited to, students and employees with disabilities.

Licensed employees shall be responsible for instructing students on the proper techniques to be followed during an emergency. It shall be the responsibility of the superintendent to develop administrative regulations regarding this policy.

Legal Reference: — Iowa Code § 100.31 (2003).

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

Approved 11/1/2004 Reviewed 02/22/2010 Revised 04/20/2015

INDEPENDENCE COMMUNITY SCHOOL DISTRICT POLICY MANUAL
DISTRICT EMERGENCY OPERATIONS PLANS

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

The superintendent shall be responsible for the development, review and implementation of the district emergency operations plan. The plan shall include procedures for transmitting alerts regarding emergency situations to school personnel, students, and employers for non-school employees whose presence is regularly required in the school building. The emergency operations plan shall be updated and reviewed annually by the Board and shall address responses to natural disasters, active shooter scenarios and other emergencies as determined by the district. The emergency operations plans are confidential and shall not be subject to disclosure under Iowa Code Chapter 22. However, the district shall publish procedures for students, school personnel, parents, and family members to report possible safety threats on school grounds and at school activities.

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

Legal Reference: Iowa Code 280.30

Cross Reference: 800 Objectives of Building and Sites

Approved Reviewed Revised
As soon as a bomb threat is reported to the administration, the school district facility should be cleared immediately. A thorough search will be made by the appropriate school district or law enforcement officials. Employees and students shall remain outside the school district facility until it is determined that danger no longer exists.

It shall be the responsibility of the superintendent to file a report or keep a report of each incident for the school district records.


Cross Reference: 804 Safety Program

Approved 11/1/2004  Reviewed 02/22/2010  Revised 04/20/2015
ROLE OF AND GUIDING PRINCIPLES FOR EMPLOYEES

This series of the board policy manual is devoted to the board's goals and objectives for employees in the performance of their jobs. Employees provide a variety of important services for the children of the school district community. They may be teaching or assisting in the classroom, working in the office, maintaining the facilities, driving or repairing the school buses, or cooking lunches. Each employee plays a vital role in providing an equal opportunity for a quality education for students commensurate with the students' individual needs. While the teachers have the most direct impact on the formal instruction of students, all employees have an impact on the school environment by their dedication to their work and their actions. As role models for the students, employees shall promote a cooperative, enthusiastic, and supportive learning environment for the students.

In striving to achieve a quality education program, the board's goal is to obtain and retain qualified and effective employees. The board shall have complete discretion to determine the number, the qualifications, and the duties of the positions and the school district's standards of acceptable performance. It shall be the responsibility of the superintendent to make recommendations to the board in these areas prior to board action. The board recognizes its duty to bargain collectively with duly certified collective bargaining units. To the extent a group of employees has a recognized collective bargaining unit, the provisions of the master contract regarding such topics shall prevail.

Board policies in this series relating to general employees shall apply to employees regardless of their position as a licensed employee, classified employee, substitute or administrator. Board policies relating to licensed employees shall apply to positions that require a teaching license or administrator's certificate or other professional license, certificate or endorsement, unless administrative positions are specifically excluded from the policy or a more specific policy is in the 300 series, Administration. Classified employees' policies included in this series shall apply to positions that do not fall within the definition of licensed employee.
EMPLOYEE COMPLAINTS

Complaints of employees against fellow employees should be discussed directly between employees. If necessary, complaints shall will be brought directly to the immediate supervisor, principal or superintendent and shall will be made in a constructive and professional manner. Complaints shall will never be made in the presence of other employees, students or outside persons.

A formal grievance procedure is contained in the master contract between the employee's licensed bargaining unit and the board. The order of process:

1. Notify Supervisor.
2. Complete form.
3. Assigned to an Investigator.
4. Investigator reports to Superintendent.
5. Superintendent files decision by report.

This policy shall not apply to a complaint that has been or could be filed at the employee's discretion under that formal grievance procedure.


Cross Reference: 217.2 Board of Directors and Employees
309 Communication Channels

07/18/2011
07/18/2016

INDEPENDENCE COMMUNITY SCHOOL DISTRICT POLICY MANUAL
EMPLOYEE COMPLAINT FORM

Date of complaint:

Name of Complainant:

Are you filling out this form for yourself or someone else (please identify the individual if you are submitting on behalf of someone else):

Who or what entity is this complaint against?

Date and place of alleged incident(s):

Names of any witnesses (if any):

In the space below, please describe what happened. Please be as specific as possible and attach additional pages if necessary.

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

Signature: ___________________________ Date: ____________________

INDEPENDENCE COMMUNITY SCHOOL DISTRICT POLICY MANUAL
LIMITATIONS TO EMPLOYMENT REFERENCES

The district believes in taking appropriate measures to promote the health and welfare of all students. Any school employee, contractor, or agent shall not assist another school employee, contractor, or agent in obtaining a new job, apart from the routine transmission of administrative personnel files, if the individual or agency knows, or has probable cause to believe, that such school employee, contractor, or agent engaged in sexual misconduct regarding a minor or student in violation of the law.

This limitation does not apply if the matter has been properly reported to law enforcement and any other regulatory authorities required by law, and either:

- the matter has been officially closed by the law enforcement agency;
- the individual is acquitted or otherwise exonerated of the alleged misconduct; or
- more than four years has passed since the case was opened, and no charges or indictment have been filed.

Legal References: 20 U.S.C. §7926
281 I.A.C. 12.3(14)

Cross References: 401.6 Employee Records
402.2 Child Abuse Reporting
402.3 Abuse of Students by School District Employees
405.2 Licensed Employee Qualifications, Recruitment, Selection
411.2 Classified Employee Qualifications, Recruitment, Selection
CHILD ABUSE REPORTING

In compliance with state law and to provide protection to victims of child abuse, the board believes incidents of alleged child abuse should be reported to the proper authorities. Independence Community School District believes this policy should be inclusive of all paid employees/substitutes. Staff/substitutes who by Iowa law are not considered "mandatory reporters" are considered "permissive reporters". The Independence Community School District requires all contracted/letter of assignment employees/substitutes to follow the same rules and guidelines as mandatory reporters, even if said staff/substitutes are deemed to be a "permissive reporter" under Iowa law and to report alleged incidents of child abuse they become aware of within the scope of their professional duties. The definition of child abuse is in the accompanying regulation.

When a mandatory/permissive reporter suspects a student is the victim of child abuse, the mandatory/permissive reporter shall follow all applicable state laws regarding reporting. If the mandatory/permissive reporter believes the child is in immediate danger, the local law enforcement agency will also be notified.

Prior to employment, all employees of the Independence Community School District are required to take a training course involving the identification and reporting of child and dependent adult abuse or provide proof of current certification. The course shall be re-taken at least every five years.

Legal Reference:
441 I.A.C. 9.2; 155; 175.

Cross Reference:
402.3 Abuse of Students by School District Employees
502.11 Interviews of Students by Outside Agencies
507 Student Health and Well-Being

Approved 11/1/2004 Reviewed 10/15/2007 Revised 09/19/2011
08/17/2015
03/21/2016
08/15/2016

INDEPENDENCE COMMUNITY SCHOOL DISTRICT POLICY MANUAL
CHILD ABUSE REPORTING REGULATION

Iowa law requires licensed employees to report to the Iowa Department of Human Services (DHS) instances of suspected child abuse which they become aware of within the scope of their professional duties. Independence Community School District further requires all contracted/letter of assignment employees and substitutes to follow the same guidelines as spelled out below.

Employees participating in good faith in the making of a report or in a judicial proceeding that may result from the report are immune from liability.

Child Abuse Defined

"Child abuse" is defined as:

- Any nonaccidental physical injury, or injury which is at variance with the history given of it, suffered by a child as the result of the acts or omissions of a person responsible for the care of the child.
- The commission of a sexual offense with or to a child as a result of the acts or omissions of the person responsible for the child. Sexual offense includes sexual abuse, incest, and sexual exploitation of a minor.
- The failure on the part of a person responsible for the care of a child to provide for the adequate food, shelter, clothing or other care necessary for the child's welfare when financially able to do so. A parent or guardian legitimately practicing religious beliefs who does not provide specified medical treatment for a child for that reason alone shall not be considered abusing the child.
- The acts or omissions of a person responsible for the care of a child which allow, permit or encourage the child to engage in acts prohibited pursuant to Iowa Code, section 725.1 which deals with prostitution.
- Any mental injury to a child's intellectual or psychological capacities evidenced by an observable and substantial impairment in the child's ability to function within the child's normal range of performance and behavior as the result of the acts or omissions of a person responsible for the care of the child, if the impairment is diagnosed by a licensed physician or qualified mental health professional.
- An illegal drug is present in a child's body as a direct and foreseeable consequence of the acts or omissions of the person responsible for the care of the child.

Educators in public schools are not "persons responsible for the care of the child" under this definition. However, an educator who abuses a child is subject to civil, criminal, and professional sanctions.

Reporting Procedures

All contracted/letter of assignment employees and substitutes, are required to report, either orally or in writing, within twenty-four hours to the Iowa Department of Human Services (DHS) when the employee reasonably believes a child has suffered from abuse within the scope of employment. Within forty-eight hours of an oral report, a written report must be filed with DHS. Step by step guidance is available in all administrators' offices.
CHILD ABUSE REPORTING REGULATION

Each report should contain as much of the following information as can be obtained within the time limit. However, the law specifies a report will be considered valid even if it does not contain all of the following information:

- name, age, and home address of the child;
- name and home address of the parents, guardians or other persons believed to be responsible for the care of the child;
- the child's present whereabouts if not the same as the parent's or other person's home address;
- description of injuries, including evidence of previous injuries;
- name, age, and condition of other children in the same home;
- any other information considered helpful; and,
- name and address of the person making the report.

Board policy states it is not the responsibility of employees to prove that a child has been abused or neglected. Employees should not take it upon themselves to investigate the case or contact the family of the child. DHS is responsible for investigating the incident of alleged abuse.
EMPLEYEE PHYSICAL EXAMINATIONS

The Independence Community School District believes good health is important to job performance. School bus drivers will present evidence of good health upon initial hire and every other year in the form of a physical examination report, unless otherwise required by law or medical opinion.

The cost of the initial examination will be paid by the school district. The form indicating the employee is able to perform the duties, with or without reasonable accommodation, for which the employee was hired, must be returned prior to the performance of duties. The cost of bus driver renewal physicals will be paid by the school district. The school district may provide the standard examination form to be completed by the personal physician of the employee or a certified medical examiner for bus drivers.

Employees whose physical or mental health, in the judgment of the administration, may be in doubt will submit to additional examinations to the extent job-related and consistent with business necessity, when requested to do so, at the expense of the school district.

The district will comply with occupational safety and health requirements as applicable to its employees in accordance with law.

The requirements stated in the master contract between employees in that certified collective bargaining unit and the board regarding physical examinations of such employees are followed.

49 C.F.R. §§ 391.41 – 391.49.
Iowa Code §§ 20.9; 279.8; 321.376.
281 I.A.C. 43.15; 43.17.

Cross Reference: 403 Employees' Health and Well-Being

Approved 08/15/2016 Reviewed _______ Revised _______
LICENSED EMPLOYEE QUALIFICATIONS, RECRUITMENT, SELECTION

Persons interested in a licensed position, other than administrative positions which will be employed in accordance with board policies in Series 300, "Administration," will have an opportunity to apply and qualify for licensed positions in the school district in accordance with applicable laws and school district policies regarding equal employment. Without regard to race, color, creed, religion, sex, national origin, age, sexual orientation, gender identity or disability. Job applicants for licensed positions will be considered on the basis of the following:

- Training, experience, and skill;
- Nature of the occupation;
- Demonstrated competence; and
- Possession of, or ability to obtain, state license if required for the position.

All external job postings shall be submitted to the Iowa Department of Education for posting on TeachIowa, the online state job posting system. Additional announcements of the position may occur in a manner which the superintendent believes will inform potential applicants about the position. Whenever possible, the preliminary screening of applicants will be conducted by the administrator who will be directly supervising and overseeing the person being hired.

The board will employ licensed employees after receiving a recommendation from the superintendent. However, the superintendent will have the authority to employ a licensed employee on a temporary basis until a recommendation can be made and action can be taken by the board on the position.

The requirements stated in the Master Contract between employees in that certified collective bargaining unit and the board regarding qualifications, recruitment and selections of such employees is followed.

Legal Reference:
- 281 I.A.C. 12.

Cross Reference:
- 401.2 Equal Employment Opportunity
- 405 Licensed Employees - General
- 410.1 Substitute Teachers

Approved 06/19/2007  Reviewed 12/19/2011  Revised 06/19/2007 05/16/2016
LICENSED EMPLOYEE CONTINUING CONTRACTS

Contracts entered into with licensed employees, other than an administrator, will continue from year to year unless the contract states otherwise, is modified by mutual agreement between the board and the employee, or the contract is terminated by the board except as modified or terminated as provided by law. The board may issue temporary and nonrenewable contract in accordance with law.

The first three years of a new licensed employee's contract shall be a probationary period unless the employee has already successfully completed the three year probationary period. New employees who have successfully completed a probationary period in a previous school district will serve a one year probationary period. In the event of termination of the employee's contract during this period, the board shall afford the licensed employee appropriate due process. The action of the board will be final.

Licensed employees whose contracts will be recommended for termination by the board will receive notice prior to April 30 due process as required by law. The superintendent shall make a recommendation to the board for the termination of the licensed employee's contract.

Licensed employees who wish to resign, to be released from a contract, or to retire must comply with applicable law and board policies in those areas.

Hartman v. Merged Area VI Community College, 270 N.W.2d 822 (Iowa 1978).
Iowa Code §§ 20; 272; 279.42-.19B, .27; 294.1 (2003).

Cross Reference: 405.3 Licensed Employee Individual Contracts
405.9 Licensed Employee Probationary Status
407 Licensed Employee Termination of Employment

Approved 11/1/2004 Reviewed 11/19/2007 Revised ______
12/19/2011
12/19/2016
LICENSED EMPLOYEE WORK DAY

The work day for licensed employees shall begin each day of the school year at a time established by the superintendent. Licensed employees who are employed only during the academic year shall have the same work day as other licensed employees. "Day" is defined as one work day regardless of full-time or part-time status of an employee.

Licensed employees are to be in their assigned school building during the work day. Advance approval to be absent from the school building must be obtained from the principal whenever the licensed employees must leave the school building during the work day.

The building principal is authorized to make changes in the work day in order to facilitate the education program. These changes shall be reported to the superintendent.

The work day outlined in this policy is a minimum work day. Nothing in this policy prohibits licensed employees from working additional hours outside the work day.

The requirements stated in the Master Contract between employees in that certified collective bargaining unit and the board regarding work day of such employees shall be followed.


Cross Reference: 200.3 Powers of the Board of Directors
LICENSED EMPLOYEE ASSIGNMENT

Determining the assignment of each licensed employee is the responsibility of and within the sole discretion of the board. In making such assignments, the board shall consider the qualifications of each licensed employee and the needs of the school district.

It shall be the responsibility of the superintendent to make recommendations to the board regarding the assignment of licensed employees.

The requirements stated in the Master Contract between employees in that certified collective bargaining unit and the board regarding assignment of such employees shall be followed.


Cross Reference: 200.3 Powers of the Board of Directors

LICENCED EMPLOYEE TRANSFERS

Determining the location where an employee's assignment will be carried out is the responsibility and within the sole discretion of the board. In making such assignments, the board shall consider the qualifications of each licensed employee and the needs of the school district.

A transfer may be initiated by the employee, the principal, or the superintendent.

It shall be the responsibility of the superintendent to make recommendations to the board regarding the transfer of licensed employees.

The requirements stated in the Master Contract between employees in that certified collective bargaining unit and the board regarding transfers of employees shall be followed.


Cross Reference: 405.2 Licensed Employee Qualifications, Recruitment, Selection
405.6 Licensed Employee Assignment

Approved 11/1/2004 Reviewed 11/19/2007 Revised
12/19/2011
01/23/2017

INDEPENDENCE COMMUNITY SCHOOL DISTRICT POLICY MANUAL
LICENSED EMPLOYEE EVALUATION

Evaluation of licensed employees on their skills, abilities, and competence shall be an ongoing process supervised by the building principals and conducted by approved evaluators. The goal of the formal evaluation of licensed employees, other than administrators, but including extracurricular employees, shall be to improve the education program, to maintain licensed employees who meet or exceed the board's standards of performance, to clarify the licensed employee's role, to ascertain the areas in need of improvement, to clarify the immediate priorities of the board, and to develop a working relationship between the administrators and other employees.

The formal evaluation criteria shall be in writing and approved by the board. The formal evaluation shall provide an opportunity for the evaluator and the licensed employee to discuss the past year's performance and the future areas of growth. The formal evaluation shall be completed by the evaluator, signed by the licensed employee and filed in the licensed employee's personnel file. This policy supports, and does not preclude, the ongoing informal evaluation of the licensed employee's skills, abilities and competence.

It shall be the responsibility of the superintendent to ensure licensed employees are evaluated. New and probationary licensed employees shall be evaluated at least twice each year.

The requirements stated in the Master Contract between employees in that certified collective bargaining unit and the board regarding evaluation of such employees shall be followed.


Cross Reference: 405.2 Licensed Employee Qualifications, Recruitment, Selection 405.9 Licensed Employee Probationary Status

LICENSED EMPLOYEE PROBATIONARY STATUS

The first three consecutive years of a new licensed employee's contract shall be a probationary period unless the employee has already successfully completed the probationary period in an Iowa school district. New employees who have successfully completed a probationary period in a previous Iowa school district will serve a one two year probationary period. For purposes of this policy, an employee will have met the requirements for successfully completing a probationary period in another Iowa school district if, at the teacher's most recent performance evaluation, the teacher received at least a satisfactory or better evaluation and the individual has not engaged in conduct which would disqualify the teacher for a continuing contract.

Only the board, in its discretion, may waive the probationary period. The board may extend the probationary period for one additional year with the consent of the licensed employee. The board will make the decision to extend or waive a licensed employee's probationary status based upon the superintendent's recommendation. During this probationary period, the board may terminate the licensed employee's contract at year end the end of the year without cause or immediately discharge the employee in concert with corresponding consistent with applicable law and board policies.

Licensed employees may also serve a probationary period based upon their performance. Such probationary period shall be determined on a case-by-case basis in light of the circumstances surrounding the employee's performance as documented in the employee's evaluations and personnel file.


Cross Reference: 405.4 Licensed Employee Continuing Contracts
405.8 Licensed Employee Evaluation

Approved 11/1/2004 Reviewed 11/19/2007 Revised 01/23/2017

INDEPENDENCE COMMUNITY SCHOOL DISTRICT POLICY MANUAL
## Independence Community School District

### 3.F

#### Vendor Totals Report by Fund

- **Fund:** 10 OPERATING FUND
- **Period:** 03/01/2019 - 03/31/2019

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### Vendor Totals Report by Fund

**Fund:** 10  **OPERATING FUND**

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**Total:** 301,138.08

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Total: 39,283.80
## Vendor Totals Report by Fund

**Fund:** 22  MANAGEMENT FUND

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Vendors Listed: 2
### Fund: 33 LOCAL OPTION SALES AND SERVICES TAX

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<td>CEDAR FALLS COMM. SCHOOLS</td>
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<td>INFRASTRUCTURE TECH SOLUTIONS</td>
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**Fund: 36 PHYSICAL PLANT & EQUIPMENT**

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<td>R &amp; E REAL ESTATE LLC</td>
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Vendors Listed: 3

Total: **4,258.54**
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<td>BREAD</td>
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<td>EMS DETERGENT SERVICES</td>
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<td>MARTIN BROS DIST CO</td>
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<td>PIZZA HUT, NPC INTERNATIONAL-</td>
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<td>Vendors Listed: 7</td>
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Total: 28,445.36
## Vendor Totals Report by Fund

03/01/2019 - 03/31/2019

**Fund:** 91  **AGENCY FUND**

**Vendor Name**
- HAUSERS WATER SYSTEM
- KIM'S CREATIONS
- WALMART COMMUNITY

**Vendors Listed:** 3

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**Total:** 98.02
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Checking 4 Fund: 36 PHYSICAL PLANT & EQUIPMENT

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Independence Community School District
04/10/2019 8:57 PM

Board Report For Packet
APRIL 2019 BOARD BILLS

User ID: ARL
BANKOVA
PO BOX 419734
KANSAS CITY MO 64141-6734

Please Detach And Enclose Top Portion With Payment

New Balance 15,612.37
Payment Due Date 04/28/19
Past Due Amount 0.00
Minimum Payment 15,612.37
Amount Enclosed

Make Check Payable To: Card Services

Card Services
PO Box 875852
Kansas City MO 64147-5852

CREDIT CARD SERVICES
800-821-5184 KANSAS CITY MO

ACCOUNT INQUIRIES
888-853-2000 IN KANSAS CITY

Visit www.rewards.umb.com to get your current rewards.

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

SUMMARY OF ACCOUNT ACTIVITY

| Previous Balance       | $6,329.05 |
| Payments               | -         |
| Other Credits          | -         |
| Purchases/Debits       | 15,802.33 |
| Cash Advances          | +         |
| Finance Charges        | +         |
| New Balance            | 15,612.37 |
| Credit Limit           | 50,000.00 |
| Available Credit       | 32,546.00 |

Your rewards balance is: 452,666 Points

The above rewards balance may not reflect all transaction activity included in this statement.

Visit www.rewards.umb.com to get your current rewards balance and redeem your rewards.

You may also call 866-861-2162.

TRANSACTION INFORMATION

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<td>777.85</td>
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Continuous next page.
### Transaction Information Continued

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<th>Reference Number</th>
<th>Purchases, Cash Advances, Payments, Credits and Adjustments since last statement</th>
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<td><strong>WEST ELEMENTARY</strong></td>
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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>Annual Percentage Rate (APR)</th>
<th>Balance Subject to Interest Rate</th>
<th>Interest Rate</th>
<th>Interest Charge</th>
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<td>Cash Advances</td>
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<td>17.50(v)</td>
<td>0.00</td>
<td>0.00</td>
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</table>

<table>
<thead>
<tr>
<th>Previous Billing Period</th>
<th>Type of Balance</th>
<th>Annual Percentage Rate (APR)</th>
<th>Balance Subject to Interest Rate</th>
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<th>Interest Charge</th>
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</thead>
<tbody>
<tr>
<td>Purchases</td>
<td></td>
<td>13.50(v)</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
</tr>
</tbody>
</table>

*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 you will be wrong in a claim, first read the information below before you take any action about the bill. If you are not satisfied after reading this information, you can file a complaint with the appropriate government agency. If you are not satisfied with the outcome of your complaint, you can file a claim with the appropriate government agency. If you are still not satisfied after reading this information, you can file a complaint with the appropriate government agency.

1. BILLING RIGHTS

You have the right to be informed of the following:

a. The dollar amount of the disputed part of your bill.

b. The dollar amount of the disputed part of your bill.

2. BILLING RIGHTS

You have the right to be informed of the following:

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a. The dollar amount of the disputed part of your bill.

b. The dollar amount of the disputed part of your bill.
## Independence Community School District
### Monthly Financial Report - March 2019

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# Independence CSD General Fund Monthly Expenditure Report by Object - March 2019

## Current Year

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## Previous Year

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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 C ISASP testing went well. I was pleased with the students' attitudes and efforts. I was also appreciative of the staff work and flexibility.
- The school improvement team continues to work through the SAMI model. The team went to the ESSA seminar in Des Moines to expand on previous work.
- Jack G., Jon C. and I attended a Capturing Kids' Heart seminar in Denver, CO last week. We were very appreciative of this opportunity, and the learning surrounding teacher/student relationships was extraordinary.
- Content days for the 2nd semester continue.
- 2019-2020 scheduling prep is going very well. We are still “on pace” to meet our timeline goal.
- The first term grades for the ILO Spanish block, overall, were good. The average final grade for these students was 85%. I was very pleased with these results, and I want to thank Mrs. Peyton for all her work in monitoring progress.
- I attended 4 IEP meetings since the last board meeting. I am pleased with the progress we are making in helping students close the gap.
- I was one of the interviewers for Mrs. Butler’s Integrated Skills class. I had the opportunity to interview four students for this assignment, and I was pleased with the results.
- We recognized many JH students at the Awards' Assembly for Term 2 and Term 3 on April 5th. We combined the assemblies due to having to postpone the Term 2 assembly multiple times.
- I have 4 more teacher observations to do this month and then complete the summative evaluations for the teachers on my designated list.
• Staff members recognized the importance of work of associates at the Jr/Sr High School with a breakfast and poster (see below).
• The final senior meeting to discuss end of the year, graduation, etc. is this week.

Other Information
• Congratulations to our jazz band for earning 5th place at the Iowa State Jazz Championships.
• Congratulations to our spring sports' teams on excellent starts to the season.
Report to the Board of Education
Junior/Senior High School
April 2019
Dewey Hupke, Assistant Principal

Office Referrals:
Here is an update to our Office Referrals through April 5, 2019.

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</table>

In response to some of the Office Referrals, incidents in the building, and student behavior outside of the building that affects the daily operations of our students’ education, we do have to suspend students. When at all possible we aim to keep students in school. However, that is not always the case. Here are the totals for our suspensions as of 4/5/19.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Male- ISS</th>
<th>Male- OSS</th>
<th>Female- ISS</th>
<th>Female- OSS</th>
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<td>12</td>
<td>0</td>
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<td>2</td>
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</tbody>
</table>

The top three reasons students have been suspended this school year are #1- Abusive or inappropriate language, profanity, #2- Tobacco related, and #3- Defiance, insubordination or non-compliance.

Attendance Concerns:
This year, the Jr/Sr High School Administration has been trying to communicate earlier with parents and guardians regarding their student’s attendance. In order to do that, we have started to send home a letter at 5 days of absence. We also send home letters when students have missed ten days, fifteen days, and twenty. Here is the data regarding this communication.

<table>
<thead>
<tr>
<th>5 day letter</th>
<th>10 day letter</th>
<th>15 day letter</th>
<th>20 day letter</th>
</tr>
</thead>
<tbody>
<tr>
<td>169</td>
<td>59</td>
<td>15</td>
<td>10</td>
</tr>
</tbody>
</table>
**Therapy Dog Updates:**

After the March Board meeting, my family, Kathy McCoy and her husband Tim traveled to Waterville, Iowa, to look at some new puppies. We were able to select one male puppy, named McCoy, and will be getting him the week of April 15. We will then be taking him to Den Herder Veterinarian office to have him go through a month of socialization and obedience training. The anticipated date that he will be ready to come and live at our home is the week of graduation, May 13. Then, McCoy would need to start the long process of being trained to pass his therapy certification test. The majority of this test is proving he is able to carry on with his duties amongst a lot of noise, distractions from other sources, and still be attentive to the handler. I am getting more and more information as I continue to get educated about the entire process, but I would anticipate him not starting his new job until the 2019-2020 school year. By him starting to come to school, it would be in a limited role. The main part of next year would be being socialized and exposed to more and more settings and situations so he is ready to certify next year in the spring. I have included a picture of him.

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

Respectfully,

Dewey Hupke
Report to the Board of Education
West Elementary
April 2019
Cherilyn Reed, Principal

Goal: Obtaining & Sustaining Academic Excellence
Battle of the Books

On Thursday, April 4, 2019, West Elementary Fifth Graders participated in the Battle of the Books state competition at Central Rivers AEA. Throughout the school year, many fifth grade students have been reading from the Battle of the Books list of award winning authors. Students meet with Mr. Reed once a week, and they complete the reading on their own time both in and out of school. This program supports students' growth in their reading skills by reading outside of their comfort zone and experiencing many different genres. The school winners were eligible to compete in the state competition. They represented Independence and West Elementary well. They finished in the top half of the group of 50+ teams from all over the state.

Goal: Strengthening Communications
Conference Attendance Data

West's conference attendance for February conferences was approximately 95%. Parents and teachers discussed assessment data and how teachers and parents can support students in finishing strong for a successful end of the school year. As a building, we continually discuss how to grow and strengthen our parent-teacher conference format.

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

On Tuesday, April 2, West Elementary students and staff experienced the Iowa Statewide Assessment of Student Progress for the first time. Our students reported that they appreciated the online format and the snacks that were provided at the beginning of each testing session. Teachers expressed that the schedule and preparation supported successful administration of the assessment. Every West Elementary adult was assigned to a classroom to help support teachers and students. Please see a sample of one of the days of testing.
<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
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<tr>
<td>8:20-8:30 a.m.</td>
<td>Snack: Granola Bars in Homeroom</td>
</tr>
<tr>
<td>8:30-9:30 a.m.</td>
<td>Reading Test</td>
</tr>
<tr>
<td>9:30 a.m.</td>
<td>Submit if Completed&lt;br&gt;Pause if not Completed</td>
</tr>
<tr>
<td>10:00-10:30 a.m.</td>
<td>Reading Test</td>
</tr>
<tr>
<td>10:30 a.m.</td>
<td>Submit if Completed&lt;br&gt;Pause if not Completed</td>
</tr>
<tr>
<td>10:35 a.m.</td>
<td>Students not completed take their device and testing ticket to designated testing area:&lt;br&gt;3rd &amp; 4th: Todd Reed/Marie Riniker (W17)&lt;br&gt;5th &amp; 6th: Amy Copenhaver (Z03)</td>
</tr>
<tr>
<td>10:35 a.m.</td>
<td>Resume Building Activities per Late Start Schedule&lt;br&gt;All testing items are collected (Testing Tickets, Scratch Paper etc.)</td>
</tr>
</tbody>
</table>
Junior Kindergarten (JK) List
We have 22 kids that qualified for JK for 2019-2020. I am in the process of contacting each parent to give them the opportunity to place them in the program.

There are 5 indicators for JK we assess.
1. Readiness Checklist
2. Uppercase Letter ID
3. Number ID
4. Behavior
5. Birthdate

We take the data and offer it to the students that have 5/5 first and work our way down the list. JK can count as their Kindergarten year in the eyes of the state. Conversations this year with parents have been lengthier, however I feel good that parents are making an informed decision for their child.

On a side note, after Kindergarten Round-up I am encouraged by the numbers for the incoming class. I like to see numbers around 100 for each class. That is exactly where we are this year...holding steady.

ECSE (Early Childhood Special Education (PK3-4))
I want to share that our ECSE projected numbers for 2019-2020 are the highest they have been since my start in ICSD the last 5 years. We are projected to start the year with 10-11 students. To put this in prospective these 3-4 years enter our program with a weight. Most of them are a weight of 3. It is reasonable for a teacher to have weight of 22 per our special education plan. We will start the year with a weight of 33 and typically increase this throughout the year as kids turn 3 years old and enter our program. We typically add a weight of 12-15. That all being said we clearly have a strong program that is able to serve our PK3-4 special educations students in this area.

STEM
Preschool has been awarded the Governors Light and Shadow STEM Scale-Up Program. This is an application the PK4 teachers applied for through UNI. They are awarded 2 kits and professional development. I am so proud of their efforts to submit the application and wanting to provide more STEM experiences for our earliest learners.

Some of the highlights for student will be:
- engaging in the processes of engineering design and grapple with the constraints of physics to cast different kinds of light and/or develop shadows using a variety of objects, screens and light sources.
- shadow construction: students engage in the mathematics of spatial thinking, geometry and measurement.
- collect and compare data, providing a meaningful context to address Iowa Core Literacy Standards of Language, Speaking and Listening, and Writing
April 9, 2019

Heather Gilroy
Early Childhood Center
1011 1st St W
Independence, IA 50644

Dear Heather Gilroy,

Congratulations! I am pleased to inform you the Northeast Iowa Regional STEM Advisory Board of the Iowa Governor’s STEM Advisory Council will award your STEM Scale-Up Program application for Light and Shadow. Your award includes the following:

- Educators awarded training: 2
- Materials Kits awarded: 2

Please note, this award is contingent upon sustained funding from the Iowa legislature in support of the Iowa STEM Council for the approaching fiscal year. If this support continues, you can expect to begin implementing the program in July 2019. We have every indication funding is highly likely, but if not, you will notified right away.

The board reviewed many applications from teachers, administrators and informal educators all excited to bring exemplary STEM programs to Iowa’s students. In the Northeast Iowa STEM Region, the board received 120 requests for programs on the 2019-20 STEM Scale-Up Program mcma.

By July 1, you will be contacted by Center for Early Developmental Education, University of Northern Iowa (i.e. Service Provider) on how to register for training and order materials for your awarded scale-up program.

Training date(s) include. Dates and locations still to be determined.

If you encounter any changes with the award (i.e. change in educator or unable to fulfill the requirements of the program), please notify me right away.

Again, congratulations on your STEM Scale-Up Program award through the Iowa Governor’s STEM Advisory Council! To learn more about other STEM opportunities happening near you, please contact me or visit www.mstems.com.

Sincerely,

Jeff Beneke
Northeast Iowa Regional STEM Manager
University of Northern Iowa

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NORTHEAST REGION OF THE IOWA GOVERNOR’S STEM ADVISORY COUNCIL
Jeff Beneke, Regional STEM Manager • University of Northern Iowa • 329 East 2nd Avenue • Cedar Falls, 50614-0306
Telephone: 319-273-5397 • E-mail: jeff.beneke@uni.edu • www.northeastem.com
For the most part, we have been fortunate this spring with the weather. After last year, we welcome the better weather. We have had very few events postponed so far this year.

**Track:** The boys' and girls' track teams have had a nice start to their season. The boys hosted their home invitational April 4 and took third place in the meet. The girls have been running strong as well. The track teams both performed well during their indoor season and I am excited to see the progress in both programs. The coaches are running a more combined program with the boys and girls this year. It allows all four coaches to use their expertise more efficiently and it has allowed us to improve. We are in year two of this format and it has really improved the program. We are looking to expand our home schedule and host a co-ed meet next year. Every year the meet goes smoother and we are looking to request to host the district meet in the future.

**Tennis:** The tennis teams are off to a nice start. The weather has been cooperating and we have been able to play some good tennis. There are 40 girls out and they are really playing well. The boys' numbers are in the mid-teens and they have been playing competitive as well. Chad and Tom were able to get our new windscreens up and they look sharp. They also help improve the playing conditions.

**Soccer:** The boys' soccer team is off to a 2-1 start after beating Maquoketa 10-0, and Solon 1-0. We had our only home boy/girl double header on 4/8/19 against Decorah. The girls started the season 2-0 as well and I expect them to be much improved. The boys' team has looked well early on and have an exciting group. I expect both teams to be in contention to win the Wamac West.

**Golf:** The boys' and girls' golf teams are off and playing. The girls had their first meet in the Benton Invite and placed 6th. We are a little shorthanded to start the year but we will get better as the season progresses. River Ridge was impacted by spring flooding so we will play a couple boys meets in Oelwein until later in the season.

**Musical:** Mary Poppins went very well. We had nice crowds and the new Sunday matinee was well attended.

**Jazz Orchestra:** Jazz Orchestra came in 5th place at the Iowa Jazz Championships.
Report to the Board of Education
School Improvement
April 15, 2019
Erin Burmeister, Director of School Improvement

Iowa Statewide Assessment of Student Progress (ISASP) Update
Testing began April 2nd at West Elementary with students taking their first test, reading. The Junior/Senior High began testing on April 8th. Although there were a lot of unknowns and anxiety levels were high, everything went really well. Staff felt as prepared as they could possibly be and students were working hard. To date, we have had no major issues with testing. Everything seems to be working as it should and students and staff are doing a great job. Testing should be done before our “mini spring break”.

Professional Learning Opportunities
I have been working to provide a number of different learning opportunities for staff to help make up lost days. As you know, I created a google Classroom that helped to train teachers so they would be prepared to administer the Iowa Statewide Assessment of Student Progress. The class required teachers to complete approximately 14 hours of work and counted for two days of professional learning. This course was for staff at West and the JSH.

Last week I finished creating a course for East staff. This class was developed to train staff on the new Positive Action Curriculum that will be implemented K-2 next year. This course also requires approximately 14 hours of work and will count for two days of professional learning. Danielle and I will be meeting with staff to help explain how Google Classroom works and what they will need to do in order to complete the course.

In addition, information was sent out to all certified staff in the district about a book study opportunity. Staff will need to choose one book that they want to read and then engage in a virtual book study. Reading the book and participating in the virtual book study will count toward one day of professional learning. The books that they are able to choose from include the following.

1. **Nobody Don’t Love Nobody: Lessons on Love from the School With No Name**: by Stacey Bess, 217 pages
2. **Even on Your Worst Day You Can be A Student’s Best Hope**: by Manny Scott
3. **Pound The Stone**: by Joshua Medcalf, 256 pages
4. **Lost at School: Why our Kids with Behavioral Challenges are Falling Through the Cracks and How We Can Help Them**: by Ross W. Greene, 336 pages
5. **A Guide to the Reading Workshop: Intermediate Grades**: by Lucy Calkins, 184 pages
Finally, we are planning for another great day of learning for staff on April 22nd. The plan includes time for certified staff to work with their grade level and content area teams on prioritizing standards and creating common formative assessments. In addition, the Junior/Senior High staff will have time for Authentic Intellectual Work and all staff will receive a presentation about insurance changes for next year.

**Every Student Succeeds Act and Continuous School Improvement**

All of the school improvement teams have continued to meet and have been action planning. The Junior/Senior High team traveled to Des Moines last week for a two day workshop. We heard from a few different school districts who have been on this journey and have seen big improvements in universal instruction, assessment and data based decision making, intervention systems, leadership, and infrastructure. There was a lot of learning, time for action planning, and team building. It was a great couple of days with an awesome team of teachers. The needs assessment and action plan for both West and the Junior/Senior High are due May 15th in order to meet the requirements for ESSA.
April 15, 2019

April is Iowa Stateside Assessment of Student Progress (ISASP). When talking with other technology directors, our tests went very well. The test setup was more difficult compared to MAP testing and teachers adjusted with the test sessions going well. Pearson and the state are pleased with how the testing statewide has gone so far.

Several of the staff and myself attended the State 1:1 Conference in Des Moines. The attendance was down probably due to the winter schedule and the Iowa Assessments schedule. I hope they are able to continue the conference next year. The sessions were good and I was able to talk to other technology directors about a variety of topics.

As a district, we have decided to keep the financial server local on our network. We do not want any delay in processing data as the data travels over the Internet. We will be replacing this server with a new one. We are still looking into Amazon Web Servers for the some of the other servers.

We are already gearing up for the final Student Reporting in Iowa (SRI) due in June. We need to have everything ready before June 1st in order to make the deadline. This report is not as time-consuming as fall. We will have no problem making the deadline.

As we start spring activities, the buildings will be heavily used and the security cameras are all working. We have enough storage for nearly 30 days of video. Ryan is reviewing video nearly everyday for a variety of reasons. We will continue to evaluate our camera coverage and add cameras as needed.

Sincerely,

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

East and West have Field Days planned. East Elem is May 10 and West Elem is May 24. East will have grilled hot dogs and West will have hamburger patties. It’s a fun day for all.

I sent out bids for milk and bread prices for the 2019/2020 school year. I will have bids opened on April 26. I will have them for your approval on the May board report. I did send bids out for the pizza too. We will not have pizza every Friday as in past years. We are going to 1-2 times a month because we get good government product to use on opposite Fridays.

For the remainder of the school year, 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 one more government delivery coming sometime in April or early May.

We set June 3 as a snow make up day for the food service. We plan on doing inventory and end of year cleaning.

Respectfully,

Annette Harbaugh, Director of Food Service
All the nets are up at the baseball/softball fields.
The water has been turned on at all locations.
We have been putting lights in the home baseball and softball dug outs.
We checked all the scoreboards.
The discus and high jump areas have been cleaned up.
The foul pole is being fixed at the baseball field.
We fixed pot holes around the district.
We replaced the ice machine at the multi-purpose room.
We swept the rock out of the grass.
We greased the air handler units around the district.
We fixed lights and stools around the district.
We fixed some sinks around the district.
We put the wind screen around the tennis court.
We have the mowers ready to go.
We have cleaned out the garbage cans along the trail.
We will be fixing the main entry lights at the high school.
We cleaned around the fences and burnt off the grass around the football field fence.
The spring bus inspection went very well. We had a few small 30 day fixes that are normal. We had one bus out of service and that one has been fixed. Most of the buses have been fixed. We are still waiting on a couple windows to come that need to be replaced.

The spring sports are in full swing. We have many activities going out on Tuesdays and Thursdays. There will be some days that we will not have any vehicles in the lot. I have been able to keep up with drivers so far. I have three drivers off on medical leave, so I have been using all the subs that can help. I have received resignations from three drivers that will not be returning next school year. I have one driver that would be willing to come back to do activities but doesn’t want a route. I have two drivers that are resigning due to medical conditions.

I have received a handful of phone calls from potential drivers. I have had a couple interviews. I am checking into making a banner to display to hopefully bring in some new help. I have been trying to see if there would be any interest in some part time employees going full time to fill in with busing. I am not sure if it will work out or not.
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<tr>
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<th>Month</th>
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<th>Rt. Mil</th>
<th>Act. Mi</th>
<th>Ed. Mi</th>
<th>Dr. Ed</th>
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<th>Total Miles</th>
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**Totals:** 1381 68 0 0 4045 0 0 892 22428 446.3 $5,496.27 0 1291
Charter Contract

David Lange
Independence High School
700 20th Ave SW
Independence, IA 50644

Group Name: Independence HS/Indianapolis, IN
Group Leader: David Lange
Destination: Indianapolis, IN
Leave Date: Thursday, November 14, 2019
Spot Time: 5:30 am
Leave Time: 6:00 am
Pickup Location: Independence High School
Location: 700 20th Ave SW
Indianapolis, IA 50644

Itinerary:
Thursday - Saturday, November 14-16, 2019
Independence-Indianapolis, Lucas Oil Stadium (Hotel TBD)-Independence
5:30 AM - Motorcoaches arrive to Independence High School
6:00 AM - Depart Independence making break stop for lunch
3:00 PM - Estimated time of arrival to hotel (Time Zone Change)

Friday - November 15th
11:00 am - Performance

Saturday - November 16th
3:00 PM - Depart Indianapolis
11:00 PM - Estimated return to Independence High School

Due Dates Description Amount Transport Charge: $12,870.00
02/21/19 Deposit $3,220.00
02/21/19 Signed Contract
10/14/19 Final Payment $9,650.00

Attached you will find the contract for the bus you recently reserved with Tri-State Travel. Please read over the contract for accuracy, and then sign, and return a copy of the contract for our files.

Thank you for choosing Tri-State Travel.

PLEASE REMEMBER to send us a complete itinerary to insure the success of your trip.

Charter Party Signature Date
Independence Community School District
TRAVEL REQUEST FORM

Any staff member requesting permission to attend meetings, conventions, or field trips shall file this form with his/her 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: **Brandon Drew**
Date: **4/5/19**

Check One: Professional Leave Educational Field Trip

Purpose of Leave/Field Trip: **Global Finals competition**

Dates of Meeting/Trip **May 22 - 25**

Departure Date: **May 21** Date Returning: **May 25**

Sponsoring Organization **Destination Imagination**

Meeting Held At **Kansas City**

Will this workshop allow you to apply for and receive graduate credit? **Yes**

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? **No**

If yes, please explain _____________________________

Rational for Attendance **The students who participated in DJ state tournament qualified for the tournament. Students attending: fifth graders.**

Others in the District who you know are going to this meeting or convention? **Ava Blaker, Connor Goldenstein, Ethan Ogden, Jenna Schmiedek, and Cael Troutman**

Per Board Policy 606.7 (see reverse side), will an administrator need to accompany this field trip? **No**

Who are you coordinating your travel expenses/plans with? _____________________________

Is this meeting/in-service applicable to any of our special school projects [i.e. Perkins, 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): _____________________________

Estimated Cost:

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

Check One: **School Vehicle** Public Transportation **Own Vehicle**

Meals $ __________________

Lodging $ __________________

Registration Fee $ __________________

Cost of Sub $ __________________

Other $ __________________

TOTAL $ __________________

**Rev. 05/21/2018**
Registration
The Global Finals event registration fee will allow each team to participate in a Global Finals unlike any before. Each team will be able to register unlimited supporters and choose the food and lodging accommodations that best suit their individual needs.

Pricing
Team registration fees include unlimited credentials per team and a guarantee of up to 10 tickets to the Welcome Ceremony and Closing Celebration, with overflow viewing available on a big screen. Also included is full participation in the Team Challenge and Instant Challenge portions of the tournament, an individual Prop Storage exhibit space, free workshops, and daily and nightly special events throughout the week. Kansas City will also offer “DI-only promotions” for local attractions.

Price per team is $5,500 with a deposit of $1,500 due within two weeks after the team’s Affiliate Tournament. International teams are eligible for a $500 stipend per team if incurring charges for visas and/or passports.

Tickets for Opening & Closing
Like previous years, an up-to-10-ticket per team policy for arena seating is in place for Global Finals 2019’s Welcome Ceremony and Closing Celebration. The goal is to ensure that students get priority seating, while also accounting for Team Managers and chaperones. We expect that most supporters arriving on Wednesday will be able to sit in additional festival seating available in the Sprint Center, but cannot offer guarantees until final registration numbers have been received. Ticket quantities will be distributed based on the total number of Team Members and Team Managers designated during the online registration process by May 1. Please be sure to check that you have properly designated up to seven Team Members and up to three Team Managers to receive the appropriate number of tickets for your team.
March 25, 2019

Greeting from the AEA Purchasing!

You will find attached the agreement for participation in the AEA Purchasing Food, Ware Wash and Small Wares cooperative purchasing programs for school food service. You may want to forward or print this off for your Business Manager or Principal.

In the school year 2018-2019 there were 317 schools and districts that participated with the AEA Purchasing and we anticipate over $34 million dollars in purchases.

Electronic copies of the agreement for the 2019-2020 school year may be acquired at the AEA Purchasing website (www.aeapurchasing.org). PLEASE NOTE THE FOLLOWING.

1. THE AGREEMENT MUST BE RETURNED NO LATER THAN JUNE 30, 2019. THIS IS NOT NEGOTIABLE. Schools that submit incomplete or late agreements will not be able to participate in the program until January 1, 2020. The agreement is for the school year 2019-2020. Please submit your agreement by mail, fax or email to the following:

   Mail to:  AEA Purchasing  
             Attention: Barb Adams  
             1521 Technology Parkway  
             Cedar Falls, IA 50613

   or fax to: 319-273-8282 or email agreement to barb@aeapurchasing.org.

2. The agreement provides space to indicate the school’s interest in participating in food, ware wash (dish wash) and/or small wares (pots, pans, silverware, etc). Schools may choose any or all of these bids.

3. The AEA Purchasing has taken every step towards ensuring that these bids are compliant with the Department of Education, Bureau of Nutrition, Health and Transportation Service and the USDA; the participating schools must do their part in ensuring compliance.

   Schools or school boards wishing further information may contact Dan Dreyer at 319-268-7725 or dan@aeapurchasing.org.

Sincerely,

Dan
Dan Dreyer
AEA Purchasing
Food Program Director
AEA PURCHASING AGREEMENT 2019- 2020

This purchasing agreement ("Agreement") is entered into by the AEA Purchasing, an entity formed by a 28E Agreement filed on or about February 7, 2011 and the School District/Customer (hereafter the "Eligible Member") located in Area Education Agency (hereafter the "AEA") for the 2019-2020 school year.

SELECTION OF PROGRAMS
Eligible Member elects to participate in the program(s) which Eligible Member has checked below. Products available under these bids are for use in the Eligible Member’s Child Nutrition Programs:

A. AEA PURCHASING Food Bid (Martin Brothers)
B. AEA PURCHASING Small Wares Bid (Rapids Whole Sale)
C. AEA PURCHASING Ware Wash Bid (EMS Detergent-Northeast Southeast Service Zone) (Martin Brothers-Northwest Southwest Service Zone)

PURCHASE CATEGORIES AND COMMITMENT TO BUY
The Eligible Member agrees to purchase an aggregate monthly total of 60% of its food and supplies (excluding milk, bread, small wares and ware wash) from the vendor selected by AEA Purchasing ("Prime Vendor") for the AEA Purchasing.

ELIGIBLE MEMBER COMMITMENT TO PARTICIPATE
Eligible Member agrees to participate in the activities of the selected purchasing programs operated by the AEA Purchasing, which includes responding to requests for information from the AEA Purchasing reporting any service, product, invoicing, or other problems which may arise between the Eligible Member and any Prime Vendor; being willing to serve on committees of Eligible Members which may be established by the AEA Purchasing from time to time, and/or providing input to such committees to facilitate the work of such committees; and participation in audits as requested by the AEA Purchasing.

EFFECTIVE DATE
To be effective beginning July 1, 2019, this Agreement must be signed no later than June 30, 2019. After June 30, 2019, new members may join only as follows: their membership will be effective January 1 of the following year if they sign this Agreement before December 31, their membership will be effective July 1 of the same year if they sign this Agreement by June 30.

PRIME VENDOR RESPONSIBILITIES
The Prime Vendor has agreed to perform the following functions:

The Prime Vendor will provide any product data information which will include nutrition fact labels, CN label information and any manufacturer’s statements.

Provide sales people to visit all Eligible Members bi-weekly and establish a schedule for regular salesperson visits and truck deliveries to AEA Purchasing’s Eligible Members in Iowa.

Establish, in conjunction with AEA Purchasing, a schedule for product shows, seminars and marketing events in all aspects of food service. Prime Vendor and AEA Purchasing or its Eligible Members will jointly provide staff to plan and carry out these events.

Submit monthly sales volume reports to the AEA Purchasing in the form or forms requested by AEA Purchasing.

Submit to Eligible Members and AEA Purchasing monthly and weekly product lists with current pricing expressed in dollars and cents. Product areas with monthly price changes are dry grocery goods, frozen items, frozen pizza, frozen potatoes, paper/plastic products and chemicals. Product areas with weekly price changes are fresh meat, dairy products and fresh produce.

Invoice and deliver products directly to Eligible Members.
NO RESALE
Eligible Member will not resell to any other organization or individual the products purchased by Eligible Member from a Prime Vendor pursuant to an agreement between the Prime Vendor and the AEA Purchasing.

COMPLIANCE BY AEA PURCHASING
The AEA Purchasing will at all times when conducting its business comply with any and all applicable federal and state laws, rules, and regulations related to the bidding of projects and contracts by Iowa school districts and area education agencies for the purpose of securing, purchasing and delivering goods and services used by school districts in Iowa, including, but not limited to, food, beverages, and supplies used in the National School Lunch Program, and additionally, shall comply with any and applicable federal laws, rules and regulations issued or amended by the USDA related to the procurement of food, beverages and supplies for use in schools and related educational institutions.

TERMINATION
Both Eligible Member and the AEA Purchasing have the option to terminate this Agreement prior to June 30, 2020 upon thirty (30) days' advance written notice.

SIGNATURES
Eligible Member/School District

AEA Purchasing Signature
AEA Purchasing Foodservice Division
1521 Technology Parkway, Cedar Falls IA 50613
FAX: 319-273-8282
PHONE: 319-268-7725
EMAIL: dan@aeapurchasing.org

AEA Purchasing Director Signature

Name of School District/Customer

Signature

Board President

Board President or Title

Date

Fax Number

Superintendent email address: reiter@independence.k12.ia.us
Business Manager email address: lmarine@independence.k12.ia.us
Foodservice Director email address: charbaugh@independence.k12.ia.us
Independence Community School District  
2019-2020 Proposed Rates

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To qualify for free or reduced rates of any kind a **FEE WAIVER APPLICATION** must be approved. Should you not qualify payment arrangements can be made by filling out a temporary waiver request form.

Students must ride to activity events with the team or group on school district transportation vehicles.
April 8, 2019

This is the list of May 19, 2019 graduation candidates submitted for School Board approval. These students will receive a diploma, if they have earned the required credits. (M) Indicates March early graduates and (J) indicates January early graduates.

Gavin Aldrich
Bailey Amerson
Harry Backer
Braxton Baker (M)
Dalton Bantz
Jenessa Barloon
Ethan Bellendier
Ally Bockenstedt (M)
Brooke Bowers
Tyler Briche
Megan Brock
Ericka Carmona
Kathleen Carter
Aleesha Clarke-Wilkinson (M)
Tyler Coffelt
Natasha Cole
Holly Cooksley
Tristan Cordes
Megan Corkery
Fischer Crawford
Samuel Crawford
Abigail Davis
Ashley Dawson (J)
Talexa Dilley (J)
Max Erger
Felicit Eschweiler
Andrew Evans (M)
Hailey Fish (J)
Ethan Fox
Mason Fox
Kyrie Frank
Morgan Frisby
Sean Geertsema
Spencer Giddings
Nicole Graeser
Jacob Graham
Holdyn Griffith
Caleb Hanna (M)
Allyson Hearne
Sydney Hearne
Matthew Heister
Maurissa Higgins

Noreasa Higgins
Ethan Holt
Kaden Howard
Andrew Hunter (M)
Mackenzie Hupke
Esha Jayswal
Connor Joblinske
Lillian Johnson
Tyrel Jones
Sophia Kain
Joseph Kaiser
Braden Kayser
Sam King
McKenna Kirchhoff
Thomas Kula (M)
Molly Lappe
Madison Larson
Jinna Latham
Heidi Lau
Mason Lau
Reid Lewin
Layden Lolagne
Meadow Lynn (J)
Thomas Matteson (M)
Aaliyah Meek
Abigail Melborg
Sophie Michael
Gabe Miller (J)
Jaxon Miller
Sydney Naylor
Thomas Nejdl
Jaita Notling
Alexis Paris (J)
Chris Parmer
Kaylee Hosch
Peighton Prusator
Halle Ratchford
Marissa Robinson
Spenser Rothman
Jaines Rowland
Megan Schachterie
Isaac Schoenbeger

Hunter Shannon
Caleb Shonk
William Sill
Alexis Smith (J)
Zander Smith
Grace Stacy
Jocelyn Staton
Tanner Stevens
Keegan Stiefel
Jerome Stivers
Mary Stivers
Robert Stivers
Kurtis Stocks
Mercedes Thomas (J)
Alexis Thompson
Ryan Thompson
Tyler Till
Kaleb VanGorder
Delynn Wagner
Veronica Wagner
Baylea Way
Cole Weber
Karter Wendling
Taylor Wendt
Kimber Wheelock
Will Whited
Nathanial Zimpher

FOREIGN EXCHANGE
Ilaria Cristanini
Luca Scheiber
Noriki Tanahashi

BCSC
Trey Corkery
Grace Sruve
Kassandra Hare
Haylee Young

HOME SCHOOLED
Joe Priebe

RIVER HILLS
Michael Carter
Sara Lappe

"Educating people to be life-long learners and respectful, responsible citizens"
Extend the Classroom to the Bus

Kajeet SmartBus™

Turn travel time into instructional time. Kajeet extends the classroom and helps improve student behavior, and overall safety, by providing more than just Internet on the school bus.

WI-FI EQUIPPED BUSES:
- Provide additional time for studying and homework.
- Reduce behavior incidents.
- Improve driver focus and safety by reducing distractions.
- Add learning time while traveling to school or sporting events.

ADDITIONAL KAJEET SMARTBUS FEATURES:
- Kajeet Sentinel® Cloud Portal
- Available on 6 North American Wireless Networks
- Kajeet Customer Care Service
- Pool & Share Data Among Buses
- Ruggedized Cellular Router & Antenna

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Please reference contract "AEPA IA" on all correspondence.
More Than Just Internet

The Connected Bus

Today's school bus is well connected, with telematics to GPS, and anything in between. The Kajeet SmartBus™ solution simplifies that process with the ability to connect all technologies – and students – that require Internet access. Save money and expand capabilities for any Wi-Fi enabled solutions.

Here's how Kajeet provides the access school districts need to keep moving forward in the connected world.

**KAJEET EDUCATION BROADBAND™**
- Student Wi-Fi
- CIPA-compliant customized filters
- Usage and data reporting
- Pool and share data among buses
- Six North American networks available

**GPS**
- Real-time & historical location
- Speed vs. speed limit

**TELEMATICS**
- Start/Stop events
- Engine diagnostics
- Fuel consumption
- Preventative maintenance

**DRIVER TABLET**
- Turn-by-turn directions
- Clock in/out
- Vehicle inspections

**GP I/O**
- Stop-arm notification
- Door-open notification
- Child-left-on-bus alert

**ID CARDS**
- RFID/NFC
- On/Off bus
- Bus stop parental notifications

**CAMERA (INSIDE & OUTSIDE)**
- Archived storage/DVR
- Real-time access
- Illegal passing record
- Automatic video download

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Do You Have Students Without Internet at Home?

Education Broadband™

Kajeet provides safe, mobile Education Broadband™ to connect students to the Internet outside the classroom and help you close the Homework Gap.

Education Broadband is more than just Internet. Our innovative solution includes:

**EDUCATION BROADBAND™ FEATURES**

- **Hardware**
  - Kajeet SmartSpot
  - Kajeet SmartBus
  - Mobile Broadband

- **Filters & Management**
  - Kajeet Sentinel
  - Cloud-based portal to filter and manage data

- **Customer Support**
  - Outstanding customer service helping your team

- **Network**
  - Coverage on six North American wireless networks

**WHY YOU NEED MORE THAN JUST INTERNET**

1. **Trusted Total Solution**
   - Offers a complete off-campus connectivity package for at home or on the bus.

2. **Focused Learning**
   - Creates a distraction-free learning environment for students with CIPA-compliant educational filters.

3. **Increased Success**
   - Ensures equity for all and helps students reach their full potential.

4. **Expansive Network**
   - Provides coverage on 6 North American wireless networks.

5. **Client First**
   - Works as an extension of your team to provide personable customer service.

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