



Red Oak Community Middle School

308 East Corning Street

Red Oak, Iowa 51566

(712) 623-6620

Memo

To: Board of Directors

Re: Handbook Changes

As directed, the MS handbook changes and explanations are below. Everything else is the same from the previously approved calendar year. If you have any questions prior to the 6.10 meeting please do not hesitate to call and ask. Thanks, Mr. Perrien

Changes:

Page 3 – Time schedule has changed and is now updated to show a 8:08 start time and a 3:15 ending time. *Staff list is currently up to date.

Page 4/5 – Changed our morning procedures regarding supervision and building entry to read as follows:

- a. The entry bell rings at 7:40 A.M and students are to report to the designated floor for their grade level. Students are to remain **outside of the building prior to the 7:40 and NO supervision will be provided prior to this time** unless they are here early to see a teacher. **Students are not supervised prior to 7:40**, and should not be on school property prior to that unless a teacher has made phone contact with the parents of those students involved. Students are to enter the building by **USING ONLY THE EAST doors on 4th Street**. Do not use the south gym doors or West Doors to enter in the morning.
- b. Students will not be admitted to classroom until 8:00 A.M. (unless otherwise requested by staff to report earlier than 8:00), and must be in their seat by 8:08 A.M. If not, you will be counted tardy and must report to the office for a pass to class.

--Our previous policy had students waiting outside until 8:03 (with the vast majority of students accumulating on the East side of the property). This divides students to their various grade levels, creates ONE central building entry and also eliminates the entry of 150-200 students into the building at the same time.

Page 5 – Changed our Tardy Policy to include a continuum of consequences:

Tardies to class:

Students will be marked tardy if they are late getting to class and/or not on task when the bell rings.

Continuum of Consequences or Interventions (per semester):

- 1-2 Tardies = No Consequences
- 3+ = 30 minute detention
- 6= Conference with Counselor
- 9= Conference with Principal
- 12= Referred to SAT team for behavioral review

---There was no continuum consequences prior to this policy

Page 5 – Will update our Attendance Policy as soon as this is addressed by the Board. It will include a link between poor attendance and summer school as well as other more defined consequences for unexcused absences.

Page 6 – Will update our behavioral expectations in conjunction with our upcoming Character Counts Training in July. Exact wording will need to be completed by ROMS team of teachers attending the training.

Page 7 – Added a continuum of consequences for those who skip detentions:

Assigned Detention>>> Detention Time Doubles>>> Detention time remains same + lost lunchroom privileges for week>>> Detention time remains the same + lost lunchroom privileges for a week + 0.5 Days of ISS>>> 1 Day of ISS

Page 11 – Added a section under “Lock Down Procedures” to include simple guidance on difference between a lockdown situation and an intruder scenario:

Intruder in School= If school is threatened by an intruder intending to cause physical harm to students or staff, every attempt will be made to inform students and staff of the intruders position within the building. Staff is trained to flee if possible and/or place as many barriers between themselves and the intruder. Announcements regarding intruder’s location will be made as frequently as possible.

--There has yet to be definite decisions made by the Administrative team, however the overall arching idea behind the ALICE training has been agreed upon. This addition to the handbook supports that view.

Page 12 – A new section has been added to the handbook regarding summer school to include grades in core classes and attendance. This has been implemented this year with our 8th grade students and we left language in handbook to open the policy up to 6-8th grade students if so agreed upon by administration and the board of directors for the upcoming school year.

5. Mandatory Summer School:

In the Red Oak Community School District Middle School students do not receive credits for courses that are not specified as high school credit. Studies show that students who are retained are at a considerably higher risk to drop out of school than their peers who are not retained.

Students who are considered chronically absent three quarters will be mandated to attend summer school for three weeks. In addition, students identified as having been retention candidates for failing a core subject area in quarters one and two will also be mandated to attend summer school.

Summer school requires an 80% attendance rate and will be extended for those with attendance problems. Students who refuse to attend summer school have failed multiple levels of intervention and support for their future. Students can/will be retained for refusing to attend a mandated school program.

Red Oak Middle School



Parent/Student Handbook 2013-2014

Students will have an equal opportunity for a quality education without discrimination, regardless of their race, religion, socioeconomic status, color, sex, marital status, national origin, creed, sexual orientation, gender identity or disability.

The education program is free of discrimination and provides equal opportunity for the students. The education program will foster knowledge of and respect and appreciation for the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. Special emphasis is placed on Asian-Americans, African-Americans, Hispanic-Americans and persons with disabilities. It will also reflect the wide variety of roles open to both men and women and provide equal opportunity to both sexes.

The board will not discriminate in its educational activities on the basis of race, color, national origin, creed, religion, sex, disability, sexual orientation, gender identity or marital status. The board requires all persons, agencies, vendors, contractors and other persons and organizations doing business with or performing services for the school district to subscribe to all applicable federal and state laws, executive orders, rules and regulations pertaining to contract compliance and equal opportunity. The board is committed to the policy that no otherwise qualified person will be excluded from educational activities on the basis of race, color, national origin, creed, religion, sex, marital status, sexual orientation, gender identity or disability. Further, the board affirms the right of all students and staff to be treated with respect and to be protected from intimidation, discrimination, physical harm and harassment.

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RED OAK COMMUNITY MIDDLE SCHOOL STUDENT HANDBOOK 2013-2014

WELCOME

Welcome to the Red Oak Community Middle School. It is a pleasure to serve you as your principal during the 2013-2014 school year. I sincerely hope that you attain the goals and expectations you set for yourself. Each of our staff members are committed to helping you in any way they can for you to be the best you can be.

In order to guide and direct us, we have endorsed a simple adopted mission statement:

Excellence for all... Whatever it takes!

This is our promise to you. However, it is important to remember that your success in school is directly proportional to the amount of effort you put into the learning process. ***We are also happy to inform and encourage you to sign-up for the Infinite Campus-Parent Portal via the internet.*** This program gives you up to the second updates on student grades and also allows you to check lunch account balances. Please take advantage of this new technology by contacting the central office to set up your account.

The information contained in this handbook is designed to help you adjust to your school and to become an integral part of it. Together we can make good things happen this year at RED OAK MIDDLE SCHOOL.

Nate Perrien, Principal

I. Red Oak Middle School (ROMS) Faculty and Staff

Nate Perrien	Office	Principal
Curtis Adams	121	Art
John Allison	207	Para Professional
Dianne Anderson		Para Professional
Bob Blay		Custodian
Shana Brown	301	Special Education
David Carlson	119	Industrial Technology
Mary Carlson	201	6 th & 8 th Grade Science
Amy Confer	315	Success Room Coordinator
Janelle Erickson	MC	Media Specialist
Mark Erickson	319	8 th gr. L.A. & Reading
Gary Fink		Custodian
Leanne Fluckey	217	6 th Grade Literacy
Dan Black	221	6 th gr. Instrumental Music
Patty Henke	101	FACS/Health
Kim Herman		Para Professional
John Hewett	221	Instrumental Music
Adam Hietbrink	309	6 th & 7 th gr. Science
Becki Kaiser	307	ELO
Kevin Kilpatrick	219	Vocal Music
Randy Kuhn		Custodian
Stacy Kutzli	301	Special Education
Rachel Lammert	303	7 th & 8 th gr. Social Studies
Jane Murren		Food Service

Mandy Manz	215	7 th Grade L.A. & Reading
Charlotte Palmquist	Cafeteria	Food Service
Hayley Perkins	207	6 th & 8 th gr. Social Studies
Ingrid Perkins	107	Para Professional
Kim Pratt	Office	Secretary
Christy Rea		Para Professional
Connie Sampers	211	Special Education
Clara Shankle	207	Special Education
Vicki Sickels	205	6 th - 8 th gr. Reading
Robin Smith	207	Para Professional
		6 th & 7 th Math
Sue Stogdill	Cafeteria	Food Service
	Gym	Physical Education
Dan Pollock	305	7 th Math, Pre-Alg & Algebra I
Brittnay Bashaw		Para Professional
Karla Wood	Office	Secretary
Chris Zarkos	Office	Counselor

Emergency Phone Numbers:

FIRE STATION	911	Red Oak Central Office	623-6600
POLICE	911	Inman Primary School	623-6635
DRUG ABUSE	800-262-2463	Washington Int. School	623-6630
CHILD ABUSE	800-652-1999	Red Oak Middle School	623-6620
RUNAWAY/SUICIDE	800-621-4000	Red Oak High School	623-6610
POISON INFORMATION	800-228-9515	Bus Barn	623-6606
		School Nurse	623-6635

II. Daily Schedule

1st pd.	8:08-8:52
2nd pd.	8:55-9:40
3rd pd.	9:43-10:26
4th pd.	10:29-11:12
5th pd.	11:15-12:29
	A Lunch – 11:15-11:44 B Lunch – 12:00-12:29
6 th pd.	12:32-1:15
7th pd.	1:18-2:01
8th pd.	2:04-2:47
Pride Time	2:50-3:15

III. Student Attendance

1. Arrival and Departure Time:

a. The entry bell rings at 7:40 A.M and students are to report to the designated floor for their grade level. Students are to remain **outside of the building prior to the 7:40 and NO supervision will be provided prior to this time** unless they are here early to see a teacher. **Students are not supervised prior to 7:40**, and should not be on school property prior to that unless a teacher has made phone contact with the parents of those students involved. Students are to enter the building by **USING ONLY THE EAST doors on 4th Street**. Do not use the south gym doors or West Doors to enter in the morning.

- b. Students will not be admitted to classroom until 8:00 A.M. (unless otherwise requested by staff to report earlier than 8:00), and must be in their seat by 8:08 A.M. If not, you will be counted tardy and must report to the office for a pass to class.
- c. Students are to be out of the building and off school property by 3:45 P.M. every afternoon unless you are in a school sponsored activity or with a teacher. **Again, no supervision is provided after 3:45.**

2. Leaving School:

When it is necessary for a student to leave school, the office staff must have written or verbal verification from a parent. Before a student leaves the school property, he/she **must** sign out in the office. **This includes arriving on school grounds before school.*

3. Tardy Regulation:

If you arrive at school after first period has begun, report to the main office for a pass to class. Names of late arrivals will be taken by the office staff and an individual record will be kept on each student.

*Car riders are not excused if tardy—only late bus riders will be excused.

**Students leaving school to eat lunch will be given an unexcused tardy if they are not back to class on time following their lunch. Special occasions/arrangements must be made with the principal in advance to excuse students returning to school after lunch. Parents are required to sign their student out if they will be accompanying them for lunch.

Tardies to class:

Students will be marked tardy if they are late getting to class and/or not on task when the bell rings.

Continuum of Consequences or Interventions (per semester):

1-2 Tardies = No Consequences

3+ = 30 minute detention

6= Conference with Counselor

9= Conference with Principal

12= Referred to SAT team for behavioral review

4. Attendance Regulation:

Good student attendance can be very positive and rewarding. It is important for students to have good attendance, as it reflects well in their classes and correlates positively with success. Red Oak Middle School is committed to enabling students' success in school and life. The following regulation is designed with the best interests of the student in mind.

Red Oak Middle School realizes absences occur that are completely appropriate and legitimate. Therefore, a call from a parent or guardian is needed **each** day the student is absent.

Please call before 9:30 A.M.

Please help us by making this phone call so there will be no misunderstanding as to the type of absence. When parents call the school to report absences, the school is assured that the child is safe.

The principal will decide whether the absence is excused or unexcused. If a student's absence is unexcused, or if we did not get a note or phone call from the parent explaining the absence, he/she may be assigned detentions or in-school suspension. A parental conference may be required for re-admission to classes.

When students are absent for five days in a quarter, we will send a letter to remind parents of how important school attendance is. After the 8th day of absence from school, a letter will be sent home reminding the parent of the State attendance policy and a copy of that letter will be sent to the Montgomery County Attorney. Something about... Having to attend summer school after 2 county attorney letters?

When students are unable to participate in Physical Education or if they need to use the elevator, we need a written note from the doctor explaining specifically what the student cannot do and specific dates or length of time for the elevator use or non-participation.

5. Make-up Work:

Collecting make-up work is the responsibility of the student. Students should not expect teachers to take class time to get them caught up. The teacher, with the student present, will make arrangements as to when the work should be completed and turned in. Completing the make-up work is the responsibility of the student, not the teacher.

Assignments and books may be sent home if a request for homework is **made by 9:30 A.M**
**Assignments can also be found on student Schoology accounts.* Parents are to arrange for someone to pick up books and assignments from the office by 3:45 P.M.

6. Advance Absences:

When a student knows in advance that he/she is going to be absent from school, he/she should make every effort to complete their work before the absence occurs. Students should follow this procedure when they know in advance they are going to be absent from school:

- A. Bring a note from a parent to the office explaining the planned absence. (Try to do this several days prior to the absence.)
- B. The student will be given an advance assignment sheet which the student will take to his/her classes and fill out.

7. Attendance and Co-Curricular/Extra-Curricular Participation:

- A. Students participating in school activities must be at school to be eligible to participate in or attend as a spectator ROMS extra-curricular activities (games/events & practices).
- B. Students arriving to school more than 20 minutes late will NOT be allowed to participate in any extra-curricular activities unless arrangements had been previously with the building principal.
- C. Students are expected to be in their classes the entire day to be eligible. Office visits (discipline, nurse, etc.) over 20 minutes will result in the ineligibility of the student to practice or perform after school.
- D. When classes are missed due to participation in Co-Curricular/Extra-Curricular Activities, the student is responsible to get assignments missed in advance from their teachers.

IV. Jurisdictional and Behavioral Expectations

1. Character Counts

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*Students are expected to be prepared, act appropriately and succeed while in school. Student expectations are implemented for students to acknowledge and accept responsibility for their actions and to help them understand the valuable lesson of respecting others.

2. Search and Seizure:

School authorities may, with just cause, search a student, locker, bags, desk, work areas and seize any illegal or unauthorized items. The result of searches may result in disciplinary action.

3. Due Process:

Students will be advised of charges, evidence, and due process when charged with violation of school rules. The student can call a parent at any time during the due process procedure. He/she can provide information in his or her defense. The principal's decision will be summarized in writing.

4. Detentions:

Students serving detentions **MUST** read or study in well-behaved silence. Parents will be notified if students skip detention. Students skipping detentions will be placed on the following continuum:

Assigned Detention>>> Detention Time Doubles>>> Detention time remains same + lost lunchroom privileges for week>>> Detention time remains the same + lost lunchroom privileges for a week + 0.5 Days of ISS>>> 1 Day of ISS

Detentions may also be assigned by a specific teacher. The teacher assigning the detention will contact parents and make appropriate arrangements for the length of time served, and to make sure the student has a way to get home safely. Teachers will document if a student has skipped detention twice and refer the matter to the principal. This student will be placed on step 3 of the continuum.

5. In-School Suspensions (ISS):

When a student is assigned to ISS, a reasonable effort will be made to contact parents the same day. If unavailable to reach by phone an ISS notice will be mailed to the parents no later than the end of the following school day. A parent conference with the principal may be required before the student may return to classes. The ISS may be extended or changed to an out-of-school suspension if any condition of the ISS is broken by the student. An ISS will bar a student from extracurricular activities during the suspension period.

6. Out-of-School Suspension (OSS):

An out-of-school suspension may last no longer than 10 days. The suspension notice will be mailed home to parents and to the superintendent of schools. An OSS will bar a student from extracurricular activities during the suspension period. A parent conference is required before the student is readmitted to school. In extreme cases, a suspension may be imposed without a hearing. The hearing would follow as soon as possible. Appeals are possible. For more complete information, see Board Policy.

7. Expulsion:

A student may be expelled from school by the Red Oak Community Board of Education for a violation of rules or regulation approved by the board, or when the presence of the student is considered detrimental to other students.

8. Make-up Work During Suspension:

Students placed on in- or out-of-school suspension, short term or long term, may receive academic credit if class work is made up by the time the student reports back to his/her regular classes. It is the student's responsibility to see to it that the completed assignments are turned in to his or her teachers.

9. Care of School Property/Vandalism:

Students are expected to treat school property with care and respect. Students found to have deliberately damaged or destroyed school property will be required to reimburse the school district, as well as being subject to additional discipline. Students may also be turned over to the local law enforcement officers.

10. Threats of Violence:

All threats of violence, whether oral, written, or symbolic, against students, employees, visitors, or to school facilities are prohibited. All such threats will be promptly investigated. Law enforcement may be contacted. Threats issued and delivered away from school or school activities may be grounds for disciplinary action if the threat impacts the orderly and efficient operation of the school.

Students engaging in threatening behavior will face disciplinary consequences up to and including expulsion.

V. Student Rights and Responsibilities

1. Student Searches:

In order to protect the health and safety of students, employees and visitors to the school district and for the protection of the school district facilities, students and their belongings and school owned lockers and desks may be searched or inspected. A search of a student will be justified when there are reasonable grounds for the suspicion that the search will turn up evidence that the student has violated or is violating the law or school district policy, rules, or regulations affecting school order.

Reasonable suspicion may be formed by considering factors such as the following:

- Eyewitness observations by employees;
- Information received from reliable sources;
- Suspicious behavior by the student; or,
- The student's past history and school record although this factor alone is not sufficient to provide the basis for reasonable suspicion.

A search will be permissible in its scope or intrusiveness when the measures adopted are reasonably related to the objectives of the search. Reasonableness of scope or intrusiveness may be determined based on factors such as the following:

- The age of the student;
- The sex of the student;
- The nature of the infraction; and
- The emergency requiring the search without delay.

A student's body and/or personal effects (e.g., purse, backpack, etc.) may be searched when a school official has reasonable suspicion to believe the student is in possession of illegal or contraband items or has violated school district policies, rules, regulations or the law affecting school order.

2. Textbooks:

All basic textbooks are loaned to students for their use during the school year. Workbooks and other supplies are paid for by the student. Textbooks are to be kept clean and handled carefully. Please be sure your name, grade, and school are written on the book label in case the book is misplaced. You will be required to pay for lost or damaged books.

3. Lockers:

Each student will be assigned a locker for the storage of books, school related materials, and outdoor garments. Ownership of the locker is maintained by the school district and scheduled maintenance checks will be completed on a regular basis. The student is granted limited use of the locker. The school district reserves the right to inspect the contents of any locker at any time if suspicion arises of any violation of policies or regulations. Coats and bags are to be stored in your locker during the school day.

It is the student's responsibility to keep lockers locked, neat, and combinations confidential. School personnel reserve the right to judge things that may be offensive or detrimental to the

mission of the middle school, and these will be removed from lockers. Fines will be assessed for damage to lockers.

4. Student Appearance:

Clothing or other apparel promoting products which are illegal for use by minors such as alcohol, tobacco, or drugs, or clothing displaying obscene or sexual suggestive material, profanity or reference to subversion are not appropriate. While the primary responsibility for appearance rests with the students and their parents, the administration reserves the right to judge what is proper and what is not. Students who will be making public appearances or are enrolled in class where safety precautions must be made, will be subject to more specific guidelines.

5. Dress Code:

- 1.) Shorts, Jeans, or full length pants
 - a. No holes, rips, or see-through material that exposes skin or undergarments between the waist and the middle of hand when standing with arms at the side.
 - b. Shorts, Skirts and Dresses-when standing with arms at sides, the hem must not be shorter than the middle of the hand.
- 2.) Shirts, blouses, and other tops
 - a. Must cover at least the belly button.
 - b. Must have straps over the shoulders at least one inch in length.
 - c. No holes, rips or see through materials that expose skin or undergarments between two imaginary lines crossing the body at the underarms and belly-button.
- 3.) Shoes
 - a. Must be worn at all times while on school property.
Use of common sense is encouraged. Students are expected to walk up and down three flights of stairs and outside after lunch. Dress appropriately for the weather!
- 4.) Hats and other head coverings
 - a. Are not to be worn inside any school building.
- 5.) Sunglasses
 - a. Are not to be worn inside any school building unless the parent provides a medical reason.
- 6.) Other
 - a. No advertisements of or suggesting profanity, sexual innuendo, tobacco, alcohol, firearms or drug slogans.
 - b. Any clothing that distracts from learning or interferes with the orderly operation of the school will not be acceptable.

6. Biking to School:

Park bicycles in the designated areas in the alley, where security cameras are available for your safety, immediately upon arrival. Bicycles are not to be ridden on the sidewalk. Bicycles are not to be left laying in the way of trash removal trucks or in front of exits. All traffic rules are to be followed while riding to and from school.

7. Cheating:

Students are expected to do their own schoolwork. Cheating by looking at another student's schoolwork, copying others' work, copying from other sources or similar cheating is not tolerated. Discipline may include detention, suspension, the loss of class credit, and/or loss of use of the media center or computer (refer to AUP).

8. Posting of Information:

Students who wish to post or distribute information must receive permission from the principal at least **three days** before the posting or distribution. This applies whether the information deals with school-sponsored or non-school-sponsored activities.

9. Student Complaints:

It is the goal of the middle school to resolve student complaints and grievances at the lowest level. Students are encouraged to address problems with their teachers. The students are also encouraged to seek guidance or counseling from Mrs. Zarkos. If a complaint cannot be resolved by the teacher or Mrs. Zarkos, the student may discuss this matter with Mr. Perrien within 10 days. If Mr. Perrien cannot resolve the problem, then the student shall discuss it with Mr. Schmidt, the superintendent of schools.

10. Attending Athletic events:

Students be in school for the entire day to attend games and are expected to stay seated in the bleachers except to visit the rest rooms or concessions at halftime or between games. Good sportsmanship shall be displayed at all times. Any students not following the rules may be asked to leave and subject to further disciplinary action.

**Middle School students attending High School Varsity events will be required to sit in the stands or be accompanied by their parent/guardians to ensure the safety of all spectators. Students who do not adhere to this request may be asked to leave the event without refund.*

11. Transfer out of the Red Oak Community School District:

Parents are asked to notify Mr. Perrien in writing as soon as possible if their student is withdrawing from the Red Oak Middle School. The written notice shall include the anticipated last day of attendance and the name and address of the school district to where the parents would like to have the student's records sent. After being notified in writing, the student will receive instructions for checking out. No refunds will be made until all fees or fines have been paid.

VI. Student Health, Well-Being and Safety

1. School Nurse:

The Red Oak Community School District has a full time school nurse. She is available from 8:00-4:00, Monday through Friday. If you need to contact the nurse, her office is located at the Inman Primary building, 623-6635. She is available to all school buildings on an as needed basis.

2. Physical Examination/Proof of Insurance:

Students who wish to participate in 7th and 8th grade athletics must have a physical examination and written proof of insurance on file with the Middle School office. The physical and written proof of insurance must be renewed yearly.

3. Student/Building Assistance Team:

The Student/Building Assistance teams are designed to help students and families bridge the gap between the school, community, and home. These teams may consist of the teachers who have contact with the student, the guidance counselor assigned to that grade level, the school nurse, the building principal, students and parents, AEA 14 resource personnel, and any community members that could be helpful, depending on the situation.

4. Medication at School:

Students must have a signed and dated parent note for the school personnel to dispense medication to students. This applies to both prescription and over the counter medication. ALL medication must be in the original container AND must be stored in the office. Any medication in baggies or recycled containers will not be administered to students.

5. Guidance Program:

The guidance services at the Middle School are open to the various needs of all our students. From orientation of new students to the preparation of eighth graders for high school, the middle school counselor has to keep in touch with the various developmental, emotional, and peer relationships that are a part of this stage of the educational program. Classroom guidance activities are a vital part of this program. Being preventative in nature, these activities provide information and a forum for a discussion of topics important to the students. It is our hope that the guidance program will address the student's needs at the middle school. The goal of our guidance program is to be responsive to the unique needs and characteristics of the young adolescent.

5. Emergency Drills:

Emergency drills will be conducted throughout the year for fire, tornado, weather, or other disasters. Emergency procedures are posted in every classroom and will be reviewed with all students by their teachers.

a. Fire Drills-

- 1.) Notification for fire drills will be made with the fire alarm system.
- 2.) Be quiet. Oral directions may be given. Your life may depend upon hearing them.
- 3.) Walk quickly, but carefully. Don't risk falling – this could cause you, and probably others, bodily harm.
- 4.) Treat drills as though a real emergency exists. Then you will be ready if we ever have a genuine emergency.
- 5.) After getting outside, walk across the street (even in the middle of the block) to the sidewalk.

Faculty, staff and students will assemble in the cage area located on Corning Street across from the Middle School.

b. Tornado Warning, Tornado Drill-

The emergency evacuation plan will be put into action for tornado drills or upon being notified of a tornado warning.

- 1.) Classrooms will be notified via the intercom system.
- 2.) Faculty members are to accompany their students to the designated areas of safety and remain with them during this time.
- 3.) No students will be dismissed until the "all safe" is given.
- 4.) All areas will be notified when it is "all safe" and may return to their classrooms.

c. Lock Down Procedures-

In crisis situations school administration may determine that locking down the school may be the most appropriate action to keep students and staff safe.

Code Red= Complete Lock Down

Modified Code Red= Locking down of Classrooms only (students and staff continue to operate within their classrooms as normal).

- 1.) Students and staff remain in lockdown and await further instruction.
- 2.) Staff will refer to the Crisis Management Plan in the event of a **Code Red** lockdown for additional procedures if the lockdown creates an immediate long term threat to the school.

Intruder in School= If school is threatened by an intruder intending to cause physical harm to students or staff, every attempt will be made to inform students and staff of the intruders position within the building. Staff is trained to flee if possible

and/or place as may barriers between themselves and the intruder.
Announcements regarding intruder's location will be made as frequently as possible.

VII. Student Scholastic Achievement

1. Grade Reports:

The grading period will be 9 weeks in length. Report cards will be sent home at the end of each 9 week grading period, or picked up at conference times. Mid-term progress reports will be sent home 4-5 weeks into the 9 week grading period. **Teachers will update gradebooks on a weekly basis and all grades can be viewed at any point on the Infinite Campus Parent or Student Portals. Parents will be contacted each week by student advisors if failing any classes.**

2. Parent-Teacher Conferences:

Parent-teacher conferences will be held in September 2012 and February 2013. Students are expected to accompany their parents to the scheduled conferences. Other conferences between teachers, parents, and students may be scheduled as needed throughout the year.

3. Honor Roll:

During each quarter grading period, there will be an honor roll compiled. All full-time students who achieve a 3.0 or above grade average will be recognized.

Honor Roll Requirements:

- All A's for All "A" Honor Roll
- 3.5 and above for High Honor Roll
- 3.0-3.49 for Honor Roll

4. Homework:

Teachers will assign homework, extra class activities or assignments as necessary. Homework is an opportunity for students to practice skills and activities, to share and discuss ideas, to review materials, to become acquainted with resources, to organize thoughts, to prepare for classroom activities or to make-up incomplete class work. Students are expected to complete homework on time and will be assigned a work ethic grade based on the timeliness of their homework completion.

5. Mandatory Summer School:

In the Red Oak Community School District Middle School students do not receive credits for courses that are not specified as high school credit. Studies show that students who are retained are at a considerably higher risk to drop out of school than their peers who are not retained.

Students who are considered chronically absent three quarters will be mandated to attend summer school for three weeks. In addition, students identified as having been retention candidates for failing a core subject area in quarters one and two will also be mandated to attend summer school.

Summer school requires an 80% attendance rate and will be extended for those with attendance problems. Students who refuse to attend summer school have failed multiple levels of intervention and support for their future. Students can/will be retained for refusing to attend a mandated school program.

6. Academic Eligibility and Extra-Curricular Activities:

The merit, value and effectiveness of participation in interscholastic competition are recognized and participation by as many students as possible is encouraged. Participation in interscholastic competition is a privilege and with this privilege comes responsibility.

Individual sponsors or coaches may impose rules in addition to those contained in this handbook. The rules imposed by individual sponsors or coaches must have administrative approval and be on file with the building Principal. Sponsors or coaches will provide a copy of these rules to his/her players and their parents. The privilege of participation may be suspended or cancelled for violating an individual coach's or sponsor's rules as well as for violation of school district policies, rules, or regulations.

The Board of Directors of the Red Oak Community Middle School offers a variety of voluntary activities designed to enhance the classroom education of its students. Students, who participate in extra-curricular activities, whether away from or at school, serve as ambassadors of the school throughout the calendar year. Students who wish to exercise the privilege of participating in extra-curricular activities must conduct themselves in accordance with board policy and must refrain from activities that are illegal, immoral, unhealthy, or highly inappropriate. Participating in these activities is a privilege, conditioned upon meeting the eligibility criteria established by the board, administration, and individual activity coaches and sponsors.

To be eligible for an activity, students participating must:

- 1.) Be enrolled or dual-enrolled in school;
- 2.) Be earning passing grades in all classes. For the purpose of determining eligibility, grading updates may be obtained at the end of each week, the first week a student is earning a failing grade, the parent will be notified by the teacher of that class of the failing grade, and the student then has one week to get the failing grade to passing. If a student is failing a particular subject two weeks in a row, he/she is then ineligible for the following week of activities. The Principal will hold the ultimate decision on the day of the event if the student is or is not eligible.
- 3.) Special education students or students covered by a Section 504 plan shall not be denied eligibility on the basis of scholarship if the student is making adequate progress, as determined by the student's team, towards the goals and objectives on the student's IEP or 504.

7. Good Conduct Rule: (See the building administrator for the Good Conduct Rule Regulation in its entirety)

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

- Possession, use, or purchase of tobacco products, regardless of the student's age.
- Possession, use, or purchase of alcoholic beverages, including beer and wine (having the odor of alcohol on one's breath is evidence of "use"; "possession" has been defined by the Iowa Supreme Court as being within reach of or in "close proximity to" the contraband (e.g., alcohol or other drugs).
- Being in attendance at a function or party where the student knows or has reason to know that alcohol or other drugs are being consumed illegally by minors and failing to leave despite having a reasonable opportunity to do so;
- Possession, use or purchase of illegal drugs or the unauthorized possession, use, or purchase of otherwise lawful drugs;
- Engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system, excluding minor offenses such as traffic or hunting/fishing violations, regardless of whether the student was cited, arrested, convicted, or adjudicated for the act(s);
- Exceeding inappropriate or offensive conduct such as assaulting staff or students, gross insubordination (talking back or refusing to cooperate with authorities), serious hazing or harassment of others. **NOTE:** This could include group conduct!

Athletics and all other extracurricular activities:

- First Offense: 25% loss of eligibility

} Number of activities or events will be rounded up.

- Second Offense: 50% loss of eligibility
 - Third Offense: 12 month loss of eligibility
1. The period of ineligibility attaches immediately upon a finding of a violation if the student is eligible for and currently engaged in an extracurricular activity and, if not, or if ineligibility is not completed during the current activity, is begun or carried over to the time the student seeks to go out for the next activity or contest.
 2. If the period of times between a violation and an activity is twelve calendar months or more, the students shall not serve an ineligibility period for the violation.
 3. An ineligible student shall attend all practices or rehearsals but may not "suit up" nor perform/participate.
 4. If a student drops out of an activity prior to completion of the period of ineligibility, the penalty or remainder of the penalty, at the administration's discretion, will attach when the student next seeks to go out for an activity subject to the 12 month limitation above.
 5. If a student violates the Good Conduct Rule while ineligible due to an earlier violation, the penalty for the subsequent offense will attach at the completion of the earlier penalty.

Reduction in Penalty:

First Offense: A student may have the penalty reduced by half if: (keeping in mind there is a one activity loss minimum and we are rounding up)

- The student submits to a Primary Breath Test (PBT) or Urine Analysis and the result of that testing is negative, and/or
- The student seeks an evaluation and, if recommended, treatment from a recognized substance abuse or counseling facility at the student's parent/guardian's expense. The student must agree to waive confidentiality to allow the facility to report back to the superintendent, principal, or designee regarding recommendations for treatment or follow-up care.

Second Offense: A student may have the penalty reduced by half if:

- The student seek an evaluation and, if recommended, treatment from a recognized substance abuse or counseling facility at the student's parent/guardian's expense. The student must agree to waive confidentiality to allow the facility to report back to the superintendent, principal, or designee regarding recommendations for treatment or follow-up care and
- Satisfactorily completes 15 hours of school service within 30 calendar days.

There is no reduction for third or subsequent offenses.

VII. Student Activities

1. Student Assemblies:

Throughout the year the school district sponsors school assemblies. Attendance at these assemblies is a privilege. Students must act in an orderly fashion and remain quiet on their way to an assembly, during an assembly and on their way back to the classroom after an assembly. Students attend assemblies unless, for disciplinary reasons, the privilege is taken away.

2. School-Sponsored Student Activities:

Red Oak Middle School offers football, basketball, wrestling, volleyball, cross-country, and track for 7th and 8th graders. Dramatic activities, vocal and instrumental activities are available for all students. Other activities include Student Council and Art Club and Yearbook. More activities may be organized if sufficient interest is shown and a sponsor can be found. **All students are encouraged to participate in all activities.**

3. Field Trips:

The principal must give prior approval for all field trips. Written parental permission will be required if students are to participate in a field trip outside of the school district. A student may be denied participation in a field trip due to disciplinary action. All rules and behavior that are expected at school, are expected on field trips.

4. Student Funds and Fund-raising:

Students may raise funds for school activities upon approval of the principal at least **2 weeks** prior to the fund-raising event or the start of a fund raising campaign. Funds raised remain in the control of the school district and the board. School-sponsored student organizations must have the approval of the principal prior to spending the money raised. Classes that wish to donate a gift to the school district should discuss potential gifts with the principal prior to selecting a gift.

Students may not solicit funds from teachers, employees or other students during the school day. Students who violate this rule will be asked to stop. Violations of this rule may result in future fund raising activities being denied.

VIII. Miscellaneous

1. Telephone:

Students may not use the office phone or personal cell phones during class time for personal calls or text messaging (this includes tardies to class because of time spent on school or cellular phone for personal reasons). A tardy to class caused by the use of personal cell phone will result in a violation of the schools cellphone policy and the appropriate disciplinary action will be taken.

Emergency calls can be made with staff permission. In the event a student receives a call, he/she will be called out of class only in the case of an emergency. The telephone will be made available before and after school for students to contact parents concerning activity schedule changes or bussing changes.

2. Student cell phones & gaming/music devices:

Student cell phones & gaming/music device use is prohibited during scheduled class time. All devices must be silent and not distracting to the learning environment. Teachers reserve the right to ask students to make all gaming/music & communication devices visible if students choose to possess them during the school day. *Students who violate the schools cell phone policy will be subject to the following disciplinary actions:*

1st offense – Student phone may be retrieved from the principal & a 30 minute detention may be assigned.

2nd offense – Student parent will be required to pick up the phone from the principal & a 60 minute detention will be assigned.

3rd offense – Student parent will be required to pick up the phone from the principal. 1 day of ISS will be assigned & student must hand in their phone to the office each morning to be considered in attendance at school. *Parents may call school from student cell phone to provide proof the phone is not in the possession of the student.

2. School Announcements:

Daily announcements will be read over the intercom at the beginning of 2nd period each morning. Afternoon announcements will also be read over the intercom system by the office staff at the end of the school day.

3. Parents, Visitors, Guests:

Parents are always welcome. Students may not bring friends with them to school. All visitors are to report and sign in at the office immediately upon arrival at the school. **The office is located at the east entrance to the building on the first floor.**

4. Cafeteria/Lunch Accounts:

Breakfast and lunch are offered to all students through the Middle School cafeteria.

Our cafeteria is operated as a non-profit organization. The charge for a meal includes a carton of milk. A sack lunch may be brought from home if desired, but must be eaten in the cafeteria. Milk is for sale to supplement sack lunches.

Conduct such as would be expected in the home dining room will be expected in the school dining room. You will have twenty-five minutes for lunch. No food or drink items are to leave the cafeteria after the lunch period is over. Have your rest room needs taken care of before you return to class.

a. Lunch Account:

Money to be credited to your lunch account is to be taken to the office in the morning prior to the start of school. This will assure that your account is updated prior to the lunch period. Students who run their account balance in the negative will be notified that they need to bring money in writing and the student is responsible to show that note to the parent. Parents are always welcome to call for an update of the lunch account, and check their accounts on the schools interactive database, Infinite Campus. This link is provided on the school website.

5. Media Center:

Students are invited and urged to use the media center during their classes, study halls, as well as before and after school and from a class with teacher permission. The media specialist and staff are in the center to help students. Ask for help whenever you need it to find a book, materials, use equipment, etc. The media center is a learning center, not a social center.

6. Student Valuables/Nuisance Items:

Students should not bring large amounts of money or items that do not contribute to learning to school. If it becomes necessary to have items of value with you, they can be brought to the office for safe keeping during the school day. Never leave items of value in lockers or the locker room during P.E. classes. Bringing nuisance items to school is prohibited. Some examples of nuisance items are toys, radios, electronic games, cameras, cassettes, cd players, squirt guns, and sunglasses. Nuisance items will be confiscated and returned to the students at the discretion of the teacher or principal.

The school will not be responsible for any lost or stolen items.

7. Lost and Found:

Turn in any found article to the office. Any item not claimed will be given to a charitable organization at the end of each quarter with the exception of valuable items. Items of value such as cash, jewelry, wallets, glasses, keys will be kept in the office.

Found textbooks, media center books will be returned to the respective teacher.

-ALL unaccompanied student computers will be turned into the Media Center.

8. Inspection of Educational Materials:

Parents and other members of the school district community may view the instructional materials used by students in the office. Copies may be obtained according to board policy. Tests and assessment materials are only available for inspection with the consent of the superintendent.

Item 6.1.4 Instrumental Music Long Range Planning and Program Enhancements

BACKGROUND INFORMATION: Instrumental Music Instructors John Hewett and Dan Black return to the board meeting tonight following several weeks away as the school year came to an end. The topic of planning and acquisition for the instrumental program continues to be paramount.

At the last Directors meeting, the staff members were asked to explore the development of policy language that would provide for the proper care/responsibility of school owned instruments. The sample language as provided by the instructors is enclosed this evening for your review. Instructors Black and Hewett will provide comment and answer concerns from the Directors as needed.

Enclosed for continued review is a long-range acquisition plan that basically requires an annual commitment from the Directors of \$10K to \$12K. This is very manageable within the districts equipment funding sources – capital projects/PPEL budgets.

Direction is needed this evening from the Board for improving the instrumentation for the district's bands.

SUGGESTED BOARD ACTION: (to be determined)

Five-Year Instrumental Inventory Plan

Red Oak Instrumental Music Education, May 2013

The primary focus of our program is to provide students a high quality music education through instrumental music performance. The primary vehicle we use to teach instrumental music performance is the concert band and its adaptations in the form of marching band and jazz band. When teaching performance skills in this area, it's essential for each student to play an instrument that will work effectively.

While many students perform on instruments they either own or rent through area music stores, providing necessary instrumentation in the school inventory is essential to creating an effective music education experience for all students in the program. We seek to identify those needs, develop a plan, and implement solutions for creating student success here at Red Oak.

Making Practical Choices

Under the current model for obtaining a musical instrument at Red Oak, students generally supply more common band instruments that can be rented or purchased through local music stores. For example, flutes, clarinets, trumpets, alto saxophones, and trombones can be more cheaply obtained and as a result are often passed down from relatives or acquaintances. This point, however, doesn't address quality, but it is generally meeting the need of supply a student an instrument in band.

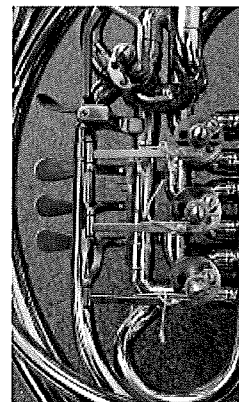
In creating the full ensemble for a quality instrumental music education, our inventory begins to show its value. By supplying percussion instruments, tubas, bass clarinets, and other individual or small section instrumentation, we make the full experience possible for students. Therefore, when examining our inventory and developing an improvement plan, we must make practical choices.

Lifespan as a Result of Function

Examining our inventory, it's apparent that most of the instruments have seen many years of use. However, we find that many newer instruments are lower in quality due to their function and use in the program. For example, our newest tenor saxophone was built in 2007. Tenor saxophones are used in every ensemble, indoors and outdoors, year-round. The large components and many mechanical parts lead to a shorter lifespan and a steep diminishment of the learning experience for students using it. This saxophone is reaching the end of its lifespan, and we're seeing more frequent and more costly repairs.



However, when examining a horn built in 1961, we see a higher quality and a longer lifespan due to its design and function. On a horn, there are four valves and four buttons to rotate those valves. With few moving parts and not being taken outside for marching band, this horn sees less risk of damage and enjoys minimal maintenance.



This is why manufacturing date doesn't always equate to quality. Each instrument functions differently and serves different purposes that alter their lifespan. As we make choices in updating the inventory, we seek to make practical choices that improve the learning experience we're offering students, not simply just replacing old instruments.

Marching Band in the 21st Century

Learning experiences in the 21st century bring different challenges to our inventory, as well. Marching band now plays a larger role on the football field than off, and the learning experiences for students are more field-focused than parade-focused. Percussion instruments traditionally used for the stage are now commonly brought to the sideline, marching percussion is more demanding in regards to movement on the field, and standards in show design are continually rising. Updating marching percussion drums and carriers, and refitting concert percussion with field frames has become a priority as we look at updating the inventory.

In addition, it is important to have the flexibility to bring concert band instruments like French horns and euphoniums to the field in their proper forms – mellophones and marching euphoniums. This makes for both a more positive learning experience for the student performing and more effective performances as an ensemble.

Five-Year Plan

We seek to meet instrumental music inventory needs in a five-year plan. There are three main benefits worth highlighting to this approach:

- This is a methodical, organized approach that clearly expresses a plan we can meet instrumental music inventory needs.
- A five-year plan can allow instrumental music teachers to evaluate student needs and reconsider purchase plans accordingly.
- A long-term, district-driven approach prevents the inventory problem frequent teacher vacancies have brought about.

As stated, the primary focus of our program is to provide a high quality music education experience through music performance. All in all, this plan is designed allow for those experiences and provide students the tools necessary for success.

Instrumental Music Instructional Adoption Cycle 2013-2017

Five Year Plan 2013-2017

MS/HS Instrumental Inventory Purchase July 1, 2013

HS	\$1,345.00	Yamaha Marching Small Tenor Quads, ABS Carrier, Case, and Stand
HS	\$889.00	Yamaha 18" Marching Bass Drum, ABS Carrier, Case, and Stand
HS	\$920.00	Yamaha 20" Marching Bass Drum, ABS Carrier, Case, and Stand
HS	\$965.00	Yamaha 22" Marching Bass Drum, ABS Carrier, Case, and Stand
HS	\$1,005.00	Yamaha 22" Marching Bass Drum, ABS Carrier, Case, and Stand
HS	\$1,299.00	Gemeinhardt 4S Piccolo, estimated price
HS	\$2,500.00	Cannonball Tenor Saxophone, estimated price
HS	\$674.00	Ludwig LE788 All-Terrain Stand For Concert Bass
HS	\$1,215.00	Adams FFMA-43 Marimba Field Endurance Frame
HS	\$10,812.00	Subtotal
MS	\$2,500.00	Fox Renard Model 333 Protégé Oboe, estimated price
MS	\$2,500.00	Yamaha Tenor Saxophone, estimated price
MS	\$5,600.00	Conn 6D Double Horn (2)
MS	\$10,600.00	Subtotal

MS/HS Instrumental Inventory Purchase July 1, 2014

HS	\$999.00	Yamaha 13" SFZ Marching Snare Drum, ABS Carrier, Case, and Stand
HS	\$999.00	Yamaha 13" SFZ Marching Snare Drum, ABS Carrier, Case, and Stand
HS	\$999.00	Yamaha 13" SFZ Marching Snare Drum, ABS Carrier, Case, and Stand
HS	\$999.00	Yamaha 13" SFZ Marching Snare Drum, ABS Carrier, Case, and Stand
HS	\$3,944.00	Adams Concert MCKF-43 4.3 Oct Zelon Marimba on Field Frame
HS	\$2,500.00	Cannonball Tenor Saxophone, estimated price
HS	\$129.00	Black Swamp PCC1-R Rosewood Castanets, Small
HS	\$134.00	Black Swamp PCC3-R Rosewood Castanets, Large
HS	\$10,703.00	Subtotal
MS	TBD	TBD

MS/HS Instrumental Inventory Purchase July 1, 2015

HS	\$4,962.99	Yamaha YBS-52 Intermediate Baritone Saxophone
HS	\$2,423.00	Yamaha Marching Euphonium with Case - Model: YEP-202M
HS	\$2,423.00	Yamaha Marching Euphonium with Case - Model: YEP-202M
HS	\$492.00	Pearl Symphonic SYP-1455-138 14x5.5 Snare Drum
HS	\$115.00	Pearl S-1000L Concert Height Snare Stand
HS	\$10,415.99	Subtotal
MS	TBD	TBD

School Band Instrument Usage Agreement

Red Oak Red Oak Community School District
Fall 2013 – Spring 2014



I agree to accept the responsibility for the care of the school instrument being loaned to
(Student's Name) _____ for use in their music class at
(School Name) _____ during the 2009-2010 academic year.

I understand that I am to keep the instrument in good playing condition and that I will arrange and pay for the repair of any damage or breakage beyond normal wear and tear for which my student is responsible.

The instrument will be due for return by the last scheduled class meeting of the semester in which they were issued. The school may claim all instruments, cases, and accessories that are property of the Red Oak Community School District at any time. If a student to whom a school-owned instrument has been issued withdraws from class for any reason, any Red Oak instruments, cases, and accessories in the student's possession will be due for immediate return to the school.

I have read the above statements of policy regarding use of musical instruments owned by the Red Oak Community School District, and I understand them fully and agree to comply with each.

Parent/Guardian PRINTED Name _____

Parent/Guardian Signature _____

Student Signature _____

Address _____ Telephone Number _____

_____ Email Address _____

THIS SECTION TO BE COMPLETED BY THE MUSIC TEACHER

Instrument _____ Serial Number _____

Playing Condition _____

Included Accessories _____

Semester(s) of Usage (Circle)

Fall 2013

Spring 2014

Item 6.1.5 Legion Park / Sports Complex Shared Facility Agreements

BACKGROUND INFORMATION: At the June 10 Directors' meeting, Bill Drey provided a review of the proposed language for Legion Park and the Sports Complex as provided by the City of Red Oak. In general terms, the Directors approved the proposed language minus the requested payment of \$1,000 per year.

Director Drey may want to provide an update this evening on the process of getting agreement for the documents.

SUGGESTED BOARD ACTION: (none anticipated)

Item 6.1.6 Consideration of Bids for School Bus Replacements

BACKGROUND INFORMATION: Competitive bids were requested from vendors who could provide propane fueled buses for the school district. At publication time (Wednesday, 6.19) bid due date/time had not been reached. With the absence of Terry Schmidt and Shirley Maxwell from the district on Thursday, 6.20, the analysis of bids is not complete.

Please allow a few minutes for Business Manager Shirley Maxwell to summarize the bidding results; compare the costs of outright purchase v. leasing; and other analysis as needed.

SUGGESTED BOARD ACTION: (to be determined)

Item 6.1.7 Technology Equipment Acquisitions Review and Follow-up

BACKGROUND INFORMATION: Director of Technology Bob Deter along with Technology Committee Members Janelle Erickson, Laura Horn, and Chris Deter are in San Antonio this week participating in the International Society for Technology in Education (ISTE) annual conference and cannot be present for this evening's discussion and presentation.

Enclosed is a spreadsheet that has the remaining prioritized list of technology equipment items for consideration. The highest priority item that needs Director approval would be document cameras for Inman Primary School. The fiscal note for this next acquisition is \$11,150. The remaining items on the tech acquisition list will remain on hold until other funds are secured – i.e. Perkins, department budgets, etc. The largest items left unfunded for the new school year would be document cameras for Red Oak Middle.

SUGGESTED BOARD ACTION: It is recommended the Directors authorize the purchase of 21 document cameras for Inman Primary School.

Perkins

Mounted Projector (Music)	MS	1	561	561		IEC
Cables, mounting brackets, etc.	MS	1	350	350		
Document Cameras	IPS-WIS	21	550	11550		GovConnection
Apple Dock to VGA	IPS	20	29	580		Apple Store
Media Center Projector	IPS	1	561	561		IEC
Cables, mounting brackets, etc.	IPS	1	350	350		
Electric Screen	IPS	1	175	175		Gov Connection
Wireless Slates (for math)	MS	3	223	669		Gov Connection
Replace Ind. Tech large format printer	HS	1	1801.24	1801.24		CDW-G
Color Printer (MC)	HS	1	1749	1749		Counsel Office
Media Center Projector	MS	1	561	561		IEC
Cables, mounting brackets, etc.	MS	1	350	350		
Electric Screen	MS	2	175	350		GovConnection
Color Printer-Art/Ind Tech	MS	1	1749	1749		Counsel Office
Projector (MC) ceiling mount	HS	1	970	970		IEC
Cables, mounting brackets, etc.	HS	1	350	350		
Printer with code system in MC	MS	1	1749	1749		Counsel Office
student response system	IPS	1	1500	1500		GovConnection
Document Cameras	MS	18	551	9918		GovConnection
Total					35843.24	

Item 6.2.1 Shared Management Positions with the Stanton Community School District

BACKGROUND INFORMATION: Stanton Community School District has requested that Red Oak CSD continue to share the position of School Business Manager (80/20) for the 2013 – 14 school term and share a new position of School Transportation Director (80/20) for the 2013 – 2014 school year.

With this sharing concept each school district is in a very favorable position to gain substantial state aid. Red Oak will receive an estimated \$147,761 for each position in FY 14 while Stanton will receive an estimated \$61,210 for each position. As in past years, it is in the best interest of Red Oak to only approve the shared management concepts one year at a time. Stanton CSD has approved the sharing agreements enclosed.

Stanton CSD desires to continue with the shared program in agriculture education, FFA, and industrial technology. Red Oak CSD administrators concur with this sharing agreement.

[Note: There will be a closed session later this evening to discuss performance reviews. Perhaps the Directors need information from that closed session before taking any formal action here?]

SUGGESTED BOARD ACTION: Due to the very positive financial implications for Red Oak CSD; due to the favorable shared experience of the last four years with Stanton and Villisca; and due to the one year commitment level; it is recommended the Directors approve shared management agreements with the Stanton CSD for FY 14 and continue with the shared instructional programs as presented.

Shared Personnel Agreement
With the
Red Oak Community School District and the Stanton Community School District

This Agreement made and entered into the 1ST day of July, 2013, by and between the Red Oak Community School District (Red Oak) and the Stanton Community School District (Stanton).

WHEREAS, Red Oak and Stanton seek a cooperative arrangement to share the services of a School Business Manager; and

WHEREAS, Red Oak and Stanton are public school districts organized and existing under laws of the State of Iowa; and

WHEREAS, two or more public school districts may jointly employ and share the services of school personnel pursuant to Iowa Code section 280.15; and

WHEREAS, Red Oak and Stanton believe that an agreement pursuant to Iowa Code section 280.15 should be entered into with regard to the sharing of a School Business Manager position when such agreement will be to their mutual advantage.

NOW, THEREFORE, Red Oak's Board of Directors and Stanton's Board of Directors agree as follows:

1. Shirley Maxwell will provide services as a School Business Manager during the 2013–2014 school year for Red Oak. Red Oak shall issue Shirley Maxwell an employment contract, and shall be deemed the employer for purposes of rights and obligations under Iowa law, and for purposes of compliance with federal and state laws relating to employment and employment benefits, subject to contributions by Stanton pursuant to this Agreement. The employment arrangement shall be governed by the policies, rules, regulations, and job descriptions of Red Oak.
2. Shirley Maxwell's services as a School Business Manager will be shared by Red Oak with Stanton. The details of Shirley Maxwell's assignment between Red Oak and Stanton will be determined jointly by Red Oak and Stanton. Shirley Maxwell's duties and responsibilities in each school district will be determined and assigned by the superintendents of Red Oak and Stanton. The responsibility for the evaluation of Shirley Maxwell's performance shall remain with Red Oak, pursuant to its established procedures. Red Oak's personnel policies and practices shall apply to and govern the School Business Manager's conduct and performance.
3. The Stanton Community School District agrees to pay the Red Oak Community School District the sum of \$7,000 annually for the shared School Business Manager position.
4. Red Oak and Stanton each agree to indemnify and hold harmless the other from and against all liability, damages, loss, costs, and reasonable attorney fees which arise out of any claims, suits, actions or other proceedings asserted against the party indemnified based upon any acts or omissions of the indemnifying party.

5. If at any time Shirley Maxwell's employment with Red Oak is terminated, Stanton shall not be obligated to pay any more than the agreed amount of employee costs, listed in Paragraph 3, for those actual days of service performed by Shirley Maxwell. This amount shall be prorated to consider actual hours worked.

6. This Agreement shall automatically terminate on June 30, 2014 or upon mutual agreement by both parties. Each party shall notify the other of its intent to continue this Agreement by April 1, 2013, and if the parties mutually agree to continue this Agreement for another school year, a new agreement will be developed for the 2014-2015 school year consistent with the intent and agreement of the parties.

7. This agreement contains the entire understanding between Red Oak and Stanton and cannot be changed or terminated orally but only by an agreement in writing signed by Red Oak and Stanton.

8. Should any paragraph or provision of this agreement be declared illegal by a court or agency of competent jurisdiction, then that paragraph or provision shall be deleted from this agreement to the extent it violates the law. Such deletion shall not affect any other paragraph or provisions of this agreement. Should the parties deem it advisable, they may mutually agree to enter into negotiations to replace the invalid provision.

IN WITNESS WHEREOF, this instrument is executed by Red Oak's and Stanton's respective officers on the dates as hereinafter stated.

President, Board of Directors
Red Oak Community School District

Date

President, Board of Directors
Stanton Community School District

Date

Joint Sharing Agreement
with
The Red Oak and Stanton Community School Districts

The purpose of this agreement is to share the services of a Transportation Director between the Red Oak Community School District and the Stanton Community School District for the 2013 – 2014 school year.

The Red Oak Community School District will employ the shared Transportation Director and hold the contract for the shared position. The shared Transportation Director will be assigned 80% of the work week (minimum of 32 hours) to Red Oak and will be assigned 20% of the work week (minimum of 8 hours) to Stanton. The exact time worked each week will be directed by the School Superintendent.

For consideration of the Transportation Director, the Stanton Community School District agrees to compensate the Red Oak Community School District an annual sum of \$5,000.

The duties of the shared Transportation Director will be articulated by the cooperating school superintendents.

This agreement will be in effect for one year beginning July 1, 2013 and ending June 30, 2014. It may be renegotiated at any time by mutual agreement. Each party shall notify the other of its intent to continue this Agreement by April 1, 2013, and if the parties mutually agree to continue this Agreement for another school year, a new agreement will be developed for the 2014-2015 school year consistent with the intent and agreement of the parties.

In witness thereof, the parties sign this agreement on the dates approved by their respective boards.

President
Red Oak Community School District

President
Stanton Community School District

Date

Date

Inter-District Agreement for Agriculture/FFA, Industrial Technology and Computer Technology

Pursuant to the provisions of Chapter 28E and Section 280.15 of the Code of Iowa, this agreement is entered into between the Red Oak Community School District and the Stanton Community School District.

In consideration of the mutual obligations expressed below, the parties agree as follows:

1. Red Oak Community School District agrees to provide the opportunity for interested students from the Stanton Community School District to participate in the Agriculture Education Program and Industrial Technology Program professional services of Mr. Alan Spencer, a certified teacher in Agriculture, Mr. Bob Peterson, a certified teacher in Industrial Technology and Mr. Jason Uhl, a certified teacher in Computer Technology.
 - a. The expense of salary, FICA, IPERS, and insurance benefits will be calculated on a per pupil program cost as determined by the Business Managers of Red Community School District and Stanton Community School District.
 - b. In consideration for the above services, the Stanton Community School District agrees to pay Red Oak Community School District one time each semester the shared program is in effect. The student census shall be taken the 1st day of October for first semester and the 1st day of February for the second semester. Payments from the Stanton CSD to Red Oak Community School District
 - c. Mr. Alan Spencer will serve as both Red Oak Community School District and Stanton Community School District Chapter Advisor beginning July 1, 2013.

The terms of this contract are for one year commencing July 1, 2013 and terminating on June 30, 2014. The agreement can be terminated at the end of each semester given the Stanton Community School District provides a 30 day written notice.

President, Red Oak CSD Board of Directors

President, Stanton CSD Board of Directors

Superintendent, Red Oak CSD

Superintendent, Stanton CSD

Date

Date