



## ***Red Oak Community School District***

***1901 N. Broadway Street, Suite A***

***Red Oak, Iowa 51566***

***712.623.6600***

***www.redoakschooldistrict.com***

### **Regular Board of Directors Meeting**

Meeting Location: Red Oak Inman Primary  
Red Oak Inman Primary School Campus

Monday, August 12, 2019 – 7:00 pm

#### **- Agenda -**

- 1.0 Call to Order – Board of Directors President Mark Johnson
- 2.0 Roll Call – Board of Directors Secretary Deb Drey
- 3.0 Approval of the Agenda – President Mark Johnson
- 4.0 Public Presenters/Guest and Visitors Addressing the Board
- 5.0 Communications
  - 5.1 Good News from Red Oak Schools
  - 5.2 Visitors and Presentations
  - 5.3 Affirmations and Commendations
  - 5.4 Correspondence
  - 5.5 Public Comments
- 6.0 Consent Agenda
  - 6.1 Review and Approval of Minutes from July 22, 2019, July 25, 2019 pg 1-4
  - 6.2 Review and Approval of Monthly Business Reports pg 5-12
  - 6.3 Open Enrollment Requests Consideration
    - 6.3.1 Open Enrollment for Kindergartner Bentley Sheppard from East Mills Community School District to Red Oak Community School District for the 2019-2020 school year
    - 6.3.2 Open Enrollment for 4<sup>th</sup> grader Riley VanHoose from Red Oak Community School District to Clayton Ridge, Iowa Virtual Academy for the 2019-2020 school year
    - 6.3.3 Open Enrollment for 7<sup>th</sup> grader Benjamin Smith from Red Oak Community School District to Clayton Ridge, Iowa Virtual Academy for the 2019-2020 school year due to a move on 4-1-2019
    - 6.3.4 Open Enrollment for 5<sup>th</sup> grader Tanner Grammar from Villisca Community School District to Red Oak Community School District for the 2019-2020 school year due to a move on 5-31-2019
    - 6.3.5 Open Enrollment for 6<sup>th</sup> grader Gage Graham from Villisca Community School District to Red Oak Community School District for the 2019-2020 school year due to a move on 5-31-2019

- 6.3.6 Open Enrollment for 11<sup>th</sup> grader Kaden Grammar from Villisca Community School District to Red Oak Community School District for the 2019-2020 school year due to a move on 5-31-2019
- 6.3.7 Open Enrollment for 12<sup>th</sup> grader Hunter Graham from Villisca Community School District to Red Oak Community School District for the 2019-2020 school year due to a move on 5-31-2019
- 6.3.8 Open Enrollment for 6<sup>th</sup> grader Geno DeMasi from East Mills Community School District to Red Oak Community School District for the 2019-2020 school year due to a move on 7-1-2019
- 6.3.9 Open Enrollment for 4<sup>th</sup> grader Lucy DeMasi from East Mills Community School District to Red Oak Community School District for the 2019-2020 school year due to a move on 7-1-2019

7.0 General Business for the Board of Directors

7.1 Old Business

7.1.1-NONE

7.2 New Business

7.2.1 Discussion/Approval of Elementary and Secondary Handbooks

7.2.2 Discussion/Approval of District Good Conduct Policy

7.2.3 Discussion/Approval of 2<sup>nd</sup> reading of Board Policies 506.5 Graduation

Requirements and 506.5R1-Graduation Requirements Regulation

7.2.4 Discussion/Approval of the tennis court resurfacing in the fall of 2019

7.2.5 Discussion/Approval of the purchase of PA system at Russ Benda Field

7.2.6 Discussion/Approval of Substitute Rates for 2019-2020 school year

7.2.7 Discussion/Approval of the Agreement with Red Oak Community School

District and National SAM Innovation Project

7.2.8 Discussion/Approval of fire sprinklers inspections at Inman Elementary and

Jr./Sr. High

7.2.9 Discussion/Approval of purchase of Edify and Write to Learn for 7<sup>th</sup>-12<sup>th</sup> grade

7.2.10 Discussion/Approval of Boyd Jones Contract for Washington Early Childhood Center

7.2.11 Discussion/Approval of Concrete work for Red Oak Early Childhood Center playground

Personnel Considerations

7.2.12 Discussion/Approval of hiring Kennedy Candor as Jr. High Volleyball Coach for the 2019-2020 school year.

7.2.13 Discussion/Approval of the resignation of Rylie Rohrer as Para-Professional and 8<sup>th</sup> Grade Girls Basketball effective 7-19-2019

7.2.14 Discussion/Approval of the resignation of Kevin Herrick as Computer Hardware Tech effective August 30<sup>th</sup>, 2019

- pg 13-23 pg 24-62

pg 63-68

pg 69-73

pg 74

pg 75-78

pg 79-85

pg 86-87

pg 88

pg 89

pg 90

8.0 Reports

8.1 Administrative

8.2 Future Conferences, Workshops, Seminars

8.3 Other Announcements

8.4 Board Member Requested Item(s) for next meeting agenda

9.0 Next Board of Directors Meeting: Monday, August 26, 2019 – 7:00 pm

Red Oak Inman Primary

Red Oak CSD Inman Primary Campus

10.0 Adjournment

Red Oak Community School District  
Meeting of the Board of Directors  
Meeting Location: Red Oak Inman Primary Cafeteria  
Red Oak Inman Primary Campus  
July 22,2019

The regular meeting of the Board of Directors of the Red Oak Community School District was called to order by President Mark Johnson at 7:00 p.m. at the Red Oak Inman Primary Cafeteria.

**Present**

Directors: Bret Blackman, Roger Carlson, Mark Johnson, Bryce Johnson by phone due to a trip Superintendent Tom Messinger, Business Manager Deb Drey

**Approval of Agenda**

Motion by Director Carlson, second by Director Blackman to approve the agenda with the order of agenda items at the discretion of the meeting chair. Motion carried unanimously.

**Good News from Red Oak Schools**

None to report

**Consent Agenda**

Motion by Director Blackman, second by Director Carlson to approve the consent agenda including meeting minutes, monthly business reports, and open enrollments as presented. Motion carried unanimously.

**2019-2020 Consortium Agreement**

Motion by Director Blackman, second by Director Bryce Johnson to approve the 2019-2020 Consortium Agreement with Council Bluffs Community School District. Motion carried unanimously.

**Board Policy 506.5 and 506.5R1**

Motion by Director Carlson, second by Director Blackman to approve the first reading of Board Policy 506.5 Graduation Requirements and 506.5R1 Graduation Requirements Regulation. Motion carried unanimously.

**2019-2020 Head Start Pre School Agreement**

Motion by Director Blackman, second by Director Bryce Johnson to approve the 2019-2020 Head Start Agreement with West Central Community Action. Motion carried unanimously.

**Tennis Court Resurfacing**

This item will be on the next agenda.

**Inman Primary Playground Removal**

Motion by Director Carlson, second by Director Blackman to approve the bid from Green Tree to remove Inman Primary School playground equipment and haul rock away in the amount of \$9,800. Motion carried unanimously.

**Social Worker Sharing Agreement**

Motion by Director Blackman, second by Director Carlson to approve the sharing agreement for a social worker with Green Hills Area Education Association for the 2019-2020 school year. Motion carried unanimously.

Red Oak Inman Primary Media Center  
Red Oak CSD Inman Primary Campus

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Mark Johnson, President

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Deb Drey, Board Secretary

Red Oak Community School District  
Meeting of the Board of Directors  
Meeting Location: Red Oak Central Office  
Red Oak Inman Primary Campus  
July 25, 2019

The special meeting of the Board of Directors of the Red Oak Community School District was called to order by President Mark Johnson at 12:00 p.m. at the Red Oak Community School District Central Office Board Room.

**Present**

Directors: Roger Carlson, Mark Johnson, and Kathy Walker by phone due to a trip  
Jr/Sr High School Principal Nate Perrien, Business Manager Deb Drey

**Approval of Agenda**

Motion by Director Carlson, second by Director Walker to approve the agenda with the order of agenda items at the discretion of the meeting chair. Motion carried unanimously.

**Personnel Considerations**

Motion by Director Carlson, second by Director Walker to approve hiring Valerie Tracy as Central Office Accounting Clerk at a rate of \$16.00 per hour. Motion carried unanimously.

**Adjournment**

Motion by Director Walker, second by Director Carlson to adjourn the meeting at 12:02 p.m. Motion carried unanimously.

Next Board of Directors Meeting

Monday, August 12, 2019 – 7:00 p.m.  
Red Oak Inman Primary Media Center  
Red Oak CSD Inman Primary Campus

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Mark Johnson, President

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Deb Drey, Board Secretary

4

08/07/2019 02:01 PM

User ID: HARRISH

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
Checking Account ID 1	Fund Number 10	OPERATING FUND
BATTEN SANITATION SERVICE	073119BS	1,066.99
10 0010 2600 000 0000 421	Districtwide Sanitation Svcs - 7/2019	1,066.99
Vendor Name	BATTEN SANITATION SERVICE	<u>1,066.99</u>
CAROLINA BIOLOGICAL SUPPLY COMPANY	50759578	145.83
10 0109 1000 100 0000 612	WATER MAT MATERIAL, BULK	17.75
10 0109 1000 100 0000 612	QUAD WICKS, PACK OF 70	58.50
10 0109 1000 100 0000 612	FERTILIZER 14-14-14 10Z	4.40
10 0109 1000 100 0000 612	WISCONSIN FAST PLANTS NONPURPLE HAIRLESS	36.00
10 0109 1000 100 0000 612	WISCONSIN FAST PLANTS PURPLE STEM HAIRY	14.70
10 0109 1000 100 0000 612	SHIPPING AND HANDLING	14.48
Vendor Name	CAROLINA BIOLOGICAL SUPPLY COMPANY	<u>145.83</u>
CENTER FOR THE COLLABORATIVE CLASSROOM	212884	3,822.12
10 0418 1000 100 0000 642	K - 5 StudenWriting Skillbooks/Notebooks	3,822.12
CENTER FOR THE COLLABORATIVE CLASSROOM	213139	3,240.00
10 0010 1000 100 8017 641	MAKING MEANING, 6TH GR, CLASS PKG.	3,000.00
10 0010 1000 100 8017 641	SHIPPING	240.00
Vendor Name	CENTER FOR THE COLLABORATIVE CLASSROOM	<u>7,062.12</u>
CENTURY LINK	072519CL	517.44
10 0010 2410 000 0000 532	Districtwide Long Distance Services	517.44
CENTURY LINK	080119CL	132.00
10 0020 2490 000 0000 530	Two-Way Transmitter	132.00
Vendor Name	CENTURY LINK	<u>649.44</u>
CHAT MOBILITY	071519CM	541.53
10 0020 2490 000 0000 530	Bus Phones (2)	83.32
10 0020 2490 000 0000 530	Nurse Phone	41.66
10 0010 2490 000 0000 532	Maintenance Phones (2)	83.32
10 0010 2490 000 0000 532	Tech Phones (2)	88.32
10 0109 2410 000 0000 532	HS Principal Phone (1/2)	19.98
10 0109 2410 000 0000 532	Extra HS Phone	41.66
10 0209 2410 000 0000 532	MS Principal Phone (1/2)	19.99
10 0010 2510 000 0000 532	SBO Phone	41.66
10 0418 2410 000 0000 532	IPS SAM Phone	41.66
10 0418 2410 000 0000 532	IPS Principal Phone (1/2)	19.99
10 0445 2410 000 0000 532	WIS Principal Phone (1/2)	19.98
10 0010 2490 410 1112 530	ESL Phone	39.99
Vendor Name	CHAT MOBILITY	<u>541.53</u>
CHEMSEARCH	3632322	268.00
10 0010 2600 000 0000 432	Contract Water Treatment 8/2019	268.00
CHEMSEARCH	3634581	671.25
10 0010 2600 000 0000 432	Contract Water Treatment Program	671.25
Vendor Name	CHEMSEARCH	<u>939.25</u>

5

RED OAK BOARD REPORT

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
CITY OF RED OAK	080119CORO	861.53
10 0010 2600 000 0000 411	Districtwide Water/Sewer	861.53
Vendor Name CITY OF RED OAK		<u>861.53</u>
DEPARTMENT OF EDUCATION	546300000190	40.00
	724	
10 0020 2700 000 0000 434	Bus #15 State Bus Inspection	40.00
Vendor Name DEPARTMENT OF EDUCATION		<u>40.00</u>
DHS CASHIER 1ST FLOOR	10123219	4,720.80
10 0010 4634 219 4634	2019 Remainder Medicaid Share	4,720.80
Vendor Name DHS CASHIER 1ST FLOOR		<u>4,720.80</u>
DICKEL DUIT OUTDOOR POWER, INC.	38203	53.85
10 0010 2600 000 0000 618	Blades for Weed Trimmer	53.85
Vendor Name DICKEL DUIT OUTDOOR POWER, INC.		<u>53.85</u>
DREY, DEB	080119DD	2.50
10 0010 1942 000 0000	Reimbursement for Change (CN)	2.50
Vendor Name DREY, DEB		<u>2.50</u>
FAREWAY FOOD STORES	34965	1.77
10 0010 2310 000 0000 611	Water for Board Meeting	1.77
Vendor Name FAREWAY FOOD STORES		<u>1.77</u>
FARMERS MUTUAL TELEPHONE	080119FMTC	49.99
10 0010 2236 000 0000 536	Admin Office Internet - 8/2019	49.99
Vendor Name FARMERS MUTUAL TELEPHONE		<u>49.99</u>
FBG SERVICE CORPORATION	853741	31,867.25
10 0010 2600 000 0000 340	July 2019 Janitorial Services	31,867.25
Vendor Name FBG SERVICE CORPORATION		<u>31,867.25</u>
GRABRIAN, CHRIS	1158	600.00
10 0010 2310 000 0000 320	GASB 75 Valuation	600.00
Vendor Name GRABRIAN, CHRIS		<u>600.00</u>
GREEN TREE COMPANY, THE	6734	1,500.00
10 0010 2600 000 0000 424	Mowing Inman Hill	1,500.00
Vendor Name GREEN TREE COMPANY, THE		<u>1,500.00</u>
Houghton Mifflin Harcourt	954441293	618.70
10 0010 1000 100 8017 641	Transition to Algebra Student WKK	618.70
Vendor Name Houghton Mifflin Harcourt		<u>618.70</u>
IOWA DIVISION OF LABOR SERVICE	138366	165.00
10 0209 2600 000 0000 432	Elevator Permit Inspection	165.00

6



RED OAK BOARD REPORT

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
IOWA DIVISION OF LABOR SERVICE	138367	175.00
10 0209 2600 000 0000 432	Elevator Permit Inspection	175.00
Vendor Name IOWA DIVISION OF LABOR SERVICE		<u>340.00</u>
KCSI FM/KOAK AM	786190739615	264.00
10 0010 2572 000 0000 540	Employment Ads Bus Drivers - 7/19	264.00
Vendor Name KCSI FM/KOAK AM		<u>264.00</u>
LAKESHORE LEARNING CO.	3868000719	533.51
10 0418 1000 100 0000 612	Learn to Print and Write Wipeboard	533.51
Vendor Name LAKESHORE LEARNING CO.		<u>533.51</u>
LEWIS CENTRAL COMMUNITY SCHOOL	H10 19-20	500.00
10 0109 2410 000 0000 810	Hawkeye 10 Dues for 2019-2020	500.00
Vendor Name LEWIS CENTRAL COMMUNITY SCHOOL		<u>500.00</u>
MAIL FINANCE	N7829289	440.77
10 0010 2410 000 0000 531	Postage Meter Lease	440.77
Vendor Name MAIL FINANCE		<u>440.77</u>
McGraw-Hill	108818116001	8,990.23
10 0010 1000 100 8017 641	Glencoe Physical Science Complete Studen	3,225.60
10 0010 1000 100 8017 641	Glencoe Chemistry Matter & Change Comple	2,150.40
10 0010 1000 100 8017 641	Glencoe Physical Principles & Problems C	3,225.60
10 0010 1000 100 8017 641	Shipping & Handling	388.63
McGraw-Hill	108827554001	11,701.20
10 0010 1000 100 8017 641	Glencoe Physical Science EStudent 6 year	5,850.60
10 0010 1000 100 8017 641	Glencoe Earth Science GEU EStudent 6 yea	5,850.60
Vendor Name McGraw-Hill		<u>20,691.43</u>
MEDIACOM	071219MC	43.90
10 0010 2236 000 0000 536	July 2019 Admin PRI Lines	43.90
MEDIACOM	072119INT	684.95
10 0010 2236 000 0000 536	Districtwide Internet	684.95
MEDIACOM	072119PRI	1,680.00
10 0010 2236 000 0000 536	Districtwide PRI Lines	1,680.00
Vendor Name MEDIACOM		<u>2,408.85</u>
MERCER HEALTH & BENEFITS ADMIN LLC	SEPT2019	3,379.65
10 0010 1000 100 8018 270	September 2019 Retiree Premium	3,379.65
Vendor Name MERCER HEALTH & BENEFITS ADMIN LLC		<u>3,379.65</u>
MIDAMERICAN ENERGY	071819MA	27,482.31
10 0209 2600 000 0000 622	MS Gym Electricity - 7/2019	10.00
10 0209 2600 000 0000 622	MS Electricity - 7/2019	3,774.20
10 0109 2600 000 0000 622	FBF/BBF Electricity - 7/2019	21.19

7

RED OAK BOARD REPORT

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
10 0109 2600 000 0000 622	HS Electricity - 7/2019	12,300.23
10 0020 2600 000 0000 622	Bus Barn Electricity - 7/2019	299.60
10 0418 2600 000 0000 622	IPS Electricity - 7/2019	7,387.20
10 0445 2600 000 0000 622	WIS Electricity - 7/2019	3,689.89
Vendor Name MIDAMERICAN ENERGY		<u>27,482.31</u>
MONTGOMERY COUNTY TRANSFER	10764	25.41
10 0418 2600 000 0000 432	IPS Playground Equipment	25.41
Vendor Name MONTGOMERY COUNTY TRANSFER		<u>25.41</u>
NASCO	458769	849.00
10 0109 1000 100 0000 612	Lab Supplies	849.00
Vendor Name NASCO		<u>849.00</u>
NEOPOST	72819NEO	1,000.00
10 0010 2410 000 0000 531	Postage Fill	1,000.00
Vendor Name NEOPOST		<u>1,000.00</u>
O'KEEFE ELEVATOR COMPANY	00495897	369.90
10 0209 2600 000 0000 432	Elevator Maintenance Agreement	369.90
Vendor Name O'KEEFE ELEVATOR COMPANY		<u>369.90</u>
ONESOURCE THE BACKGROUND CHECK COMPANY	IASB3330-20190731	47.50
10 0010 2310 000 0000 320	Background Checks - July 2019	47.50
Vendor Name ONESOURCE THE BACKGROUND CHECK COMPANY		<u>47.50</u>
OREILLY AUTO PARTS	493923	32.95
10 0020 2700 000 0000 618	Bus Barn Supplies	32.95
Vendor Name OREILLY AUTO PARTS		<u>32.95</u>
PAT LEWIS TRUCKING LLC	062419PLT	700.00
10 0010 2600 000 0000 432	Freight - Bus Barn Parking Lot Gravel	700.00
Vendor Name PAT LEWIS TRUCKING LLC		<u>700.00</u>
Pearson Education	7026774161	9,177.24
10 0010 1000 100 8017 641	Pearson Realize Digital 6 yr license - M	5,128.20
10 0010 1000 100 8017 641	Miller & Levine Biology 2019: Student Ed	3,224.10
10 0010 1000 100 8017 641	Miller & Levine Biology 2019: Pearson Re	599.25
10 0010 1000 100 8017 641	Shipping & Handling	225.69
Vendor Name Pearson Education		<u>9,177.24</u>
PRECISION DIESEL INC.	65212	725.55
10 0020 2700 000 0000 434	Bus #1A Chasis Inspection/Power Steering	725.55
PRECISION DIESEL INC.	65213	573.37
10 0020 2700 000 0000 434	Bus #3A Chasis Inspection/Oil Change	573.37

8

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
Vendor Name	PRECISION DIESEL INC.	<u>1,298.92</u>
PRINCIPAL FINANCIAL GROUP	08019PFG	170.94
10 0010 1000 100 8018 270	Employee Dental Premium - 8/2019	170.94
Vendor Name	PRINCIPAL FINANCIAL GROUP	<u>170.94</u>
QUILL CORP.	8689433	192.79
10 0010 2110 490 8027 618	Toner for Yes Mentoring	72.89
10 0010 2321 000 0000 611	Extra Large Money Receipt Binders	119.90
QUILL CORP.	9016844	49.95
10 0010 2321 000 0000 611	Filing Folders (Admin Office)	49.95
Vendor Name	QUILL CORP.	<u>242.74</u>
RAY MARTIN COMPANY	7889	471.50
10 0445 2600 000 0000 432	WIS Chiller Repair	471.50
Vendor Name	RAY MARTIN COMPANY	<u>471.50</u>
REALLY GOOD STUFF, LLC.	6919680	125.97
10 0418 1000 100 0000 612	CHALKBOARD STYLE SELF ADHESIVE DELUXE PL	125.97
REALLY GOOD STUFF, LLC.	6919681	41.94
10 0418 1000 100 0000 612	ZANER-BLOSER CURSIVE DESKTOP HELPERS	41.94
Vendor Name	REALLY GOOD STUFF, LLC.	<u>167.91</u>
RED OAK SCHOOLS HOT LUNCH	73119CNR	45.00
10 0010 1999 000 0000	Reimburse Lunch For Deposit	45.00
Vendor Name	RED OAK SCHOOLS HOT LUNCH	<u>45.00</u>
RICK ENGEL, ATTY.	July2019	575.00
10 0010 2310 000 0000 320	Legal Services - 7/2019	575.00
Vendor Name	RICK ENGEL, ATTY.	<u>575.00</u>
RIVERSIDE TECHNOLOGIES, INC	0260182-IN	1,000.00
10 0010 2235 000 0000 359	August 2019 Managed Services	1,000.00
Vendor Name	RIVERSIDE TECHNOLOGIES, INC	<u>1,000.00</u>
SCHMITT MUSIC	2943143	192.00
10 0209 1000 110 0000 612	"RUNNING JUST TO CATCH MYSELF" SHEET MUS	64.00
10 0209 1000 110 0000 612	"CLARITY" SHEET MUSIC FOR THE SrHS BAND	64.00
10 0209 1000 110 0000 612	"GERONIMO" SHEET MUSIC FOR THE SrHS BAND	64.00
Vendor Name	SCHMITT MUSIC	<u>192.00</u>
SCHOOL ADMINISTRATORS OF IOWA	200006861	265.00
10 0418 2410 000 0000 320	SAI Conferences	265.00
SCHOOL ADMINISTRATORS OF IOWA	300004526	800.00
10 0109 2410 000 0000 810	NASSP/SAI Membership - NP	800.00
SCHOOL ADMINISTRATORS OF IOWA	300004682	1,060.00
10 0010 2310 000 0000 810	AASA/SAI Membership - TM	1,060.00

9

RED OAK BOARD REPORT

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
SCHOOL ADMINISTRATORS OF IOWA	300005843	785.00
10 0418 2410 000 0000 810	SAI/NAESP Membership - GA	785.00
Vendor Name SCHOOL ADMINISTRATORS OF IOWA		<u>2,910.00</u>
SCHOOL SPECIALTY LATTA DIV.	208123123460	823.79
10 0418 1000 100 0000 612	3rd Grade Instructional/Classroom Suppli	823.79
SCHOOL SPECIALTY LATTA DIV.	208123124974	1,209.54
10 0418 1000 100 0000 612	Construction Paper (Various Size/Color)	1,209.54
SCHOOL SPECIALTY LATTA DIV.	208123134065	81.06
10 0418 1000 100 8001 612	Student Boards, Charts, and Calendars	81.06
SCHOOL SPECIALTY LATTA DIV.	208123159138	418.84
10 0418 1000 100 8001 612	JOY CARPETS LOTS OF DOTS CARPET, 7'8"X10	418.84
SCHOOL SPECIALTY LATTA DIV.	208123449479	165.23
10 0418 1000 100 0000 612	CARDINAL ECOMONY VALUE CLEAR VUE NON LOC	113.04
10 0418 1000 100 0000 612	SCHOOL SMART ZIPPER PENCIL POUCHES 7X10	20.27
10 0418 1000 100 0000 612	SCHOOL SMART POLY BINDER POCKET DIVIDER	31.92
SCHOOL SPECIALTY LATTA DIV.	308103326992	1,179.46
10 0418 1000 100 0000 612	1st Grade Instructional/Classroom Suppl.	1,179.46
SCHOOL SPECIALTY LATTA DIV.	308103326995	775.64
10 0418 1000 100 0000 612	Instructional Supplies	775.64
SCHOOL SPECIALTY LATTA DIV.	308103326998	704.07
10 0418 1000 100 0000 612	K - 5 Art Supplies	704.07
SCHOOL SPECIALTY LATTA DIV.	308103326999	765.72
10 0418 1000 100 0000 612	Various Classroom Supplies	765.72
SCHOOL SPECIALTY LATTA DIV.	308103350449	1,410.55
10 0418 1000 100 0000 612	K - 5 Pens, Pencils, Paper, Clips, Etc.	1,410.55
SCHOOL SPECIALTY LATTA DIV.	53962953	1,299.77
10 0418 1000 100 0000 612	Kindergarten Instructional Supplies	1,299.77
Vendor Name SCHOOL SPECIALTY LATTA DIV.		<u>8,833.67</u>
SOCS/FES	10316	405.00
10 0010 2236 000 0000 536	June 2019 Web Hosting Fee	405.00
SOCS/FES	INV010771	405.00
10 0010 2236 000 0000 536	August 2019 Web Hosting	405.00
Vendor Name SOCS/FES		<u>810.00</u>
TIMBERLINE BILLING SERVICE LLC	17476	226.33
10 0010 2510 217 3303 359	July 2019 Medicaid Syscs	226.33
Vendor Name TIMBERLINE BILLING SERVICE LLC		<u>226.33</u>
UNITED FARMERS COOPERATIVE	073119-1UFMC	78.17
10 0010 2600 000 0000 618	Districtwide Weed Control Chemicals	46.50
10 0010 2600 000 0000 618	Field House Key	7.39
10 0010 2600 000 0000 618	Miscellaneous Maintenance Tools	17.59

10

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
10 0010 2600 000 0000 618	Trailer Repair	6.69
UNITED FARMERS COOPERATIVE	073119UFMC	1,198.50
10 0020 2700 000 0000 626	Ethanol - July 2019	581.95
10 0020 2700 000 0000 628	Propane - July 2019	362.09
10 0010 2700 217 3303 626	Sped Ethanol - July 2019	254.46
Vendor Name	UNITED FARMERS COOPERATIVE	<u>1,276.67</u>

WESTLAKE ACE HARDWARE	2344954	102.17
10 0418 2600 000 0000 618	IPS Supplies	14.35
10 0010 2600 000 0000 618	Safety Glasses for Maintenance	13.18
10 0010 2600 000 0000 618	FBF Restroom Repair Parts	16.66
10 0010 2600 000 0000 618	FBF Restroom Repair Parts	6.99
10 0010 2600 000 0000 618	BBF Irrigation Repair Parts	5.97
10 0010 2600 000 0000 618	FBF Restroom Repair Parts	4.78
10 0010 2600 000 0000 618	Mower Repair Parts	6.03
10 0010 2600 000 0000 618	BBF Irrigation Parts	2.78
10 0010 2600 000 0000 618	BBF Irrigation Parts	7.67
10 0010 2600 000 0000 618	FBF Irrigation Parts	11.77
10 0010 2600 000 0000 618	FBF Irrigation Parts	11.99
Vendor Name	WESTLAKE ACE HARDWARE	<u>102.17</u>

WILLIAM V MACGILL & CO.	IN0682422	856.36
10 0010 2134 000 0000 618	Nursing Supplies for 2019-2020	856.36
Vendor Name	WILLIAM V MACGILL & CO.	<u>856.36</u>

Fund Number	10		138,143.28
Checking Account ID	1	Fund Number	22
UNITED GROUP INSURANCE			MANAGEMENT FUND
22 0010 2600 000 0000 521	606		162.00
	Commercial Property Insurance Premium		162.00
UNITED GROUP INSURANCE	608		179.00
22 0010 2600 000 0000 521	Commercial Property Insurance Premium		179.00
UNITED GROUP INSURANCE	609/610/614		187,044.50
22 0010 2310 000 0000 525	Umbrella Insurance Premium		23,450.00
22 0010 2600 000 0000 523	Insurance Premium		1,129.00
22 0010 2600 000 0000 524	General Liability/Worker's Comp		93,525.00
22 0010 2600 000 0000 521	Building/Property Insurance Premium		50,937.50
22 0010 2700 000 0000 522	Business/Auto Insurance Premium		18,003.00
Vendor Name	UNITED GROUP INSURANCE		<u>187,385.50</u>

Fund Number	22		187,385.50
Checking Account ID	1	Fund Number	33
ANDERSON, MICKEY			CAPITAL PROJECTS - LOST
33 0010 4700 000 8218 450	080119MA		1,200.00
	August 2019 Admin Office Rent		1,200.00
Vendor Name	ANDERSON, MICKEY		<u>1,200.00</u>

MONTGOMERY COUNTY TRANSFER	10698	48.43
33 0010 4900 000 8218 450	Tech Box Transfers	48.43
MONTGOMERY COUNTY TRANSFER	10700	57.17

RED OAK BOARD REPORT

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
33 0010 4900 000 8218 450	Tech Box Transfer	57.17
MONTGOMERY COUNTY TRANSFER	10926	39.70
33 0010 4700 000 0000 450	WIS Ceiling Tile Disposal	39.70
MONTGOMERY COUNTY TRANSFER	9841	25.41
33 0010 4900 000 8218 450	Computer Box Disposal	25.41
Vendor Name	MONTGOMERY COUNTY TRANSFER	<u>170.71</u>
VINER CONSTRUCTION	73119VC	22,959.00
33 0010 4700 000 0000 450	IPS Parking Lot/Sidewalk Replacement	22,959.00
Vendor Name	VINER CONSTRUCTION	<u>22,959.00</u>
WILSON PERFORMING ARTS CENTER	080519WPFAC	1,250.00
33 0010 4700 000 8218 450	Partial August Rent 2019	1,250.00
Vendor Name	WILSON PERFORMING ARTS CENTER	<u>1,250.00</u>
Fund Number 33		<u>25,579.71</u>
Checking Account ID 1	Fund Number 36	PHYSICAL PLANT & EQUIPMENT
AMERICAN CAPITAL FINANCIAL SERVICES, INC.	3937	45,500.00
36 0010 2235 000 0000 734	Lease Buy Out of Laptops	45,500.00
Vendor Name	AMERICAN CAPITAL FINANCIAL SERVICES, INC.	<u>45,500.00</u>
Fund Number 36		<u>45,500.00</u>
Checking Account ID 1		<u>396,608.49</u>
Checking Account ID 2	Fund Number 61	SCHOOL NUTRITION FUND
CLARK, KRYSTAL	080119kc	71.45
61 483 000 0000 000	Senior Lunch Account Reimbursement	71.45
Vendor Name	CLARK, KRYSTAL	<u>71.45</u>
Fund Number 61		<u>71.45</u>
Checking Account ID 2		<u>71.45</u>
Checking Account ID 3	Fund Number 21	STUDENT ACTIVITY FUND
CARRIE WESTON - CR GRAPHICS	061719	40.00
21 0010 1400 920 6600 320	Parking Signs for FBF/BBF	40.00
Vendor Name	CARRIE WESTON - CR GRAPHICS	<u>40.00</u>
CIRCLE C SIGNS	10952	80.00
21 0109 1400 950 7407 618	Custom Banner for Mont Co Fair	80.00
Vendor Name	CIRCLE C SIGNS	<u>80.00</u>
FAREWAY FOOD STORES	841006	45.24
21 0109 1400 950 7407 618	Ice/Melon for FFA Giveaway	45.24
Vendor Name	FAREWAY FOOD STORES	<u>45.24</u>
Fund Number 21		<u>165.24</u>
Checking Account ID 3		<u>165.24</u>

12

## **ACCIDENT AND EMERGENCY INFORMATION**

In the event of a serious accident or illness at school, a parent will be called. If you cannot be reached, the persons you have designated as emergency contacts will be called. Emergency contacts are usually family members or close friends who have agreed to care for your child when you cannot be reached. Please ask these people before listing them, to be sure that they are willing to take this responsibility. Please be sure that the numbers you have given us for home, work and emergency contacts are accurate. If at any point during the school year this information changes, notify the office immediately so that our information is always correct. This allows us to provide the best emergency care for your child.

## **ANIMALS (PETS)**

School permission, teacher or principal, must be obtained to bring any animal, insects or reptiles to school. It is necessary that pets be brought to the classroom by a parent, who then waits and takes the animal home.

## **ATTENDANCE**

### ***The Importance of Regular School Attendance***

- *The Red Oak Community School District's attendance policy is based on the fact that something important happens in class every day and that the activity or interaction between teacher and student can never be duplicated. In order for our elementary school to do the best job of educating the students entrusted to them, the students must be in regular attendance. A successful educational program requires the cooperation of the parent, the student to attend regularly, and the staff to be involved at all points in the process. One of the most vital points is that of student attendance.*

### ***Legal Obligation Regarding Attendance Regulation***

- *The school believes the responsibility for attendance rests with the parents and the students. We encourage those responsible to make good sound educational decisions about school attendance, keeping in mind that attendance at school results in greater success. If that responsibility is not assumed by the student and parents, the school will enforce the state of Iowa mandatory attendance laws, and the excessive absence regulation.*
- *Our state legislators have created a very important law (code) that addresses student attendance in schools. Iowa Code 299.1 reads as follows:*
  - *The parent, guardian, or legal or actual custodian of a child who is of compulsory attendance age, shall cause the child to attend school during a school year. The board of directors of a public school district shall set the number of days of required attendance for the schools under its control.*
  - *The board of directors of a public school may, by resolution, require attendance for the entire time when the schools are in session in any school year and adopt a policy or rules relating to the reasons considered to be valid or acceptable excuses for absence from school.*
- *To support this law, the directors of the Red Oak Board of Education have adopted a number of policies within the 500 Series (Policies Impacting Students) of the Red Oak Board Policy Manual. These policies, along with the rules found in this student handbook, serve to support Iowa Code 299.1. Please take the time to familiarize yourself with the rules found in this handbook. We, the administration and board directors, have designed these rules so that all students may receive an excellent education.*

## ***Processes and Procedures to Combat Excessive Absences/Tardies***

### ***Reporting Student Absences***

- *When children are sick, they should stay home from school. If your child will be absent or tardy, please call the school before 8:45 A.M. If we do not hear from a parent or guardian by 9:00 A.M., the school will contact the home. Our primary concern is each student's safety and well-being.*
- *Please make every attempt to have your child at school on time. Inman Primary School begins at 8:15 A.M. This means your child should be in their classroom before that time, not just entering the building. Our day is scheduled and when a child is late, something is missed.*

### ***Excessive Absences***

- *After a student experiences a 4<sup>th</sup> unexcused absence or 8<sup>th</sup> total absence a letter of concern is sent to parents. After an 8<sup>th</sup> unexcused absence, or 12<sup>th</sup> total absence a second letter is sent and a meeting is convened to determine the causes of the absences. During this meeting an attempt to develop an individual*

plan to improve attendance will transpire. After a 12<sup>th</sup> unexcused absence or 20<sup>th</sup> total absence a third letter will be hand delivered and a mandatory mediation session with the local County Attorney will take place.

- If attendance does not improve, agencies including, but not limited to, the following may be contacted: Department of Human Services, County Attorney, Public Health, family physician, mental health professionals, Area Education Agency, and Juvenile Court Services. Ultimately, retention may be considered if the student, due to poor attendance, is unable to meet academic expectations.

### **Tardy Consequences**

- Students arriving late to school must report to the main office with a parent and be signed in. A child is considered late for elementary school if he or she is not in the classroom when school begins.
- Work and/or instruction missed may be made up at recess and or after school.
- After 8<sup>th</sup> tardy – Letter home
- After 14<sup>th</sup> tardy – 2<sup>nd</sup> letter sent home and conference with the parent, building administrator and student
- After 20<sup>th</sup> tardy - May result in the child being referred to the Montgomery County Attorney.

**Attendance Definitions** – A student’s absence will be recorded using a combination of the following four codes. These codes in addition to a comment section aid in describing the exact nature of the absence. Both types of absences are counted towards total absence/attendance rate count.

**Excused Absence** - The following absences will be identified as excused absences. However other additional circumstances may warrant an absence to be excused. Such circumstances are at the sole discretion of building administrators.

- a. School Suspensions (documented by school disciplinarians)
- b. School-sponsored Field Trips (documented by teachers/sponsors)
- c. Funerals (notification required from parent before the absence occurs)
- d. Doctor Visits (notification from parent and documentation required from doctor’s office signed by office rep/Dr.)
- e. **Planned Family Vacation** (up to 3 school days and documented by parents at least 1 week ahead of the actual vacation)
- f. **Parentally Excused Absences Due To Illness** – Our elementary schools will accept a “parentally” excused absence for up to five days during a semester.
  - a. A parent must call to report an absence the day of the illness. If no contact is made the day of the illness, the absence will be recorded as truant.
  - b. Illness absences in excess of the five parentally excused absences will be recorded as “unexcused” until a doctor’s note is received. This note must be brought to the office within 2 school days following the student’s return to school.
  - c. Additionally, if a student has frequent parentally excused absences or prolonged absences, with no doctor’s notices the district is advised to determine whether or not the student has a handicap or disability under the provisions of Section 504 of the Rehabilitation Act of 1973.

**Verified Unexcused Absence** – Any absence that is verified by the parent or guardian, but is not listed in the “Excused” category above would be considered a “Verified Unexcused Absence”. Verified unexcused absences can occur because of personal reasons and may include, but are not limited to:

- a. short notice family trips
- b. birthday parties
- c. non-school related competitions
- d. prom dress shopping
- e. graduations
- f. trips to the airport
- g. car problems
- h. planned family vacations in excess of 3 missed school days

**Truancy** - Any absence that occurs without notification from the student’s parent/guardian will be classified as truant. Schools must be notified on, or before the day of the absence in order for the absence not to be classified as truancy.

**Tardy** – Not being in your assigned classroom when school begins.

Families can contact Mrs. Debbie Graber, Student Support Coordinator for assistance and resources for attendance concerns.



**Monthly Positive Support for Attendance**

- **Individual Incentives:** At the first of each month students with 98% attendance and good student behavior for the prior month, will be entered into a drawing for incentive. One student's name from each grade level will be drawn. Prizes could include: movie tickets, restaurant gift cards, school apparel, etc.

**Semester & Yearly Positive Support for Attendance**

- **Individual Incentives:** All students with a combined attendance rate of 98% or better, and have achieved satisfactory grades for the year will be rewarded with a Tiger 98 Club Prize.
- **Whole Class Incentive:** We will also monitor and post each grade's monthly attendance rate on our prominently displayed Attendance Board. At the end of each semester, the grade with the highest attendance percentage will be rewarded with a special lunch provided by the Red Oak Community School District. All administrators and students from in the entire grade level will be invited to attend.



**BEHAVIOR**

Although we believe the majority of our students "do the right thing" on a consistent basis, it is our belief that a building-wide behavior plan will support the best learning environment for all students. In addition to providing students with clear, consistent expectations, our staff believes every student at Inman Primary has the right to a classroom free of distractions, inappropriate behavior and disrespect. We also believe...

- All students are entitled to a safe and harassment free learning environment.
- Learning will increase when all students know that consistent expectations for behavior exist in their school.
- Student, parent and teacher frustration will decrease when a clear plan for behavior expectations and consequences has been outlined.
- High expectations for respect for self and others build character and develop strong future citizens.

We also know student respond much better when every adult a child encounters throughout the day is consistent with the other adults in the building. Every adult at Inman Primary will follow the disciplinary process listed below when dealing with inappropriate behavior.

Expectations:

Every child in our school has the right to:

- Learn in a class free of disruptions
- Learn in a classroom free of putdowns and harassment
- Learn individually and within groups in a positive environment
- Expect that their peers will follow the rules of the classroom and school

**BICYCLES**

Riding a bicycle to and from school is a privilege and not a right. Students who fail to follow these guidelines will have the privilege of bike riding to and from school terminated and may also be subject to additional discipline.

- Bicycles will be parked in the racks provided or in a designated area.
- Bicycles will be walked while on the sidewalks or school grounds.
- Bicycles will not be ridden or tampered with during the school day.
- Bicycle riders are expected to use bicycle safety rules. Such as: always yielding to pedestrians; riding single file in a straight line; using the proper hand signals; and obeying all traffic rules.

**BIRTHDAYS: TREATS AND INVITATIONS**

*Birthdays and other celebrations are important and will be celebrated through activities that align with our school district's healthy living initiatives. The classroom teacher will coordinate with parents to plan the celebration. If a parent chooses to have a birthday party outside of the school day, the invitations for such a party are to be sent through the U.S. Mail or electronic methods. They are not to be passed out at school unless one is given to everyone in the student's classroom.*

**BOOK CHARGES**

Students losing or damaging schoolbooks/materials or media books beyond use will be expected to pay for them. The replacement cost of new and/or used books will be based on the costs obtained from new or used book catalog pricing information. Charges will be assessed for other misuse of books in relation to its severity.

**CARE OF SCHOOL**

Students who purchase candy or pop off-campus are to consume such items before they enter school grounds. Gum is not to be chewed in the building or on school grounds. It is our sincere desire that all students take pride in caring for

their school building and its surroundings. We want to encourage the students to keep it as neat and clean as their own home. Students that purposely make a mess are expected to clean it up.

### **CELL PHONE POLICY**

We recognize that cell phones have become a common tool for communication. However, they can also be a major distraction to the learning environment and are vulnerable to theft. We ask that you allow your child to carry a cell phone only if absolutely necessary. Students are allowed to carry cell phones to school. However, phones must be turned off and stored out of sight during school hours. Phones may not be used to talk, take pictures, play games, record or text during school hours, including recesses. Parent permission to carry a phone must be on file in the school office. If a student violates the cell phone policy, they will have the following consequences:

- First Infraction-Students will have their cell phone taken away by the teacher and returned at the end of the day.
- Second Infraction-Students will have their cell phone taken and locked up in the office until a parent can come to school to retrieve it.
- Third Infraction-Students will no longer be allowed to bring a cell phone to school until a parent conference with the principal is held.

We are not responsible for lost, damaged or stolen phones, CD players, iPods or electronic gaming devices, CD players, iPods or electronic gaming devices are not permitted at school.

### **CHILD SAFETY**

If your child is going to have a change in their normal routine, we need a parent note stating what the child is to do. Without a note, your child will be instructed to do their normal routine: ride the bus home, walk to the sitter, be picked up, etc. It is very important for us to know this information for the welfare and safety of your child.

### **CLOTHING AND DRESS FOR SCHOOL**

Student dress or personal grooming is not to interfere with the normal classroom educational process. Parents should be aware of what clothing students wear to school. Items of apparel, which are disruptive to the school or class routine, are not acceptable. Examples of unacceptable dress are: clothing which has profane or suggestive wording or drawings (pictures); midriff tops; clothing which is advocating or advertising the use of alcohol, tobacco or drugs; extremely dirty or tattered clothing, unhemmed or torn garments; or biker shorts (spandex) are not permitted. Students who are wearing questionable apparel will be referred to the principal. Students who are wearing unacceptable apparel may be sent home and/or be subject to disciplinary action.

In wet, muddy, and snowy weather children are encouraged to wear weather conditioned shoes or boots or overshoes to prevent wet feet. Overshoes or snow boots are not to be worn all day indoors; students are to wear regular shoes in the school building. During inclement weather adequate outer garments should be worn. Recess will continue to be outside unless the principal and staff determine the weather is inappropriate for all students to be outside. The students will be required to wear the clothing the parent has sent with them to school for recess. The recess supervising teacher may determine that coats and boots are not needed under certain conditions.

### **CONFERENCES**

Parent-Teacher conferences are scheduled for September and February. It is of utmost importance that parents meet with their child's teacher. Teachers and parents are encouraged to request additional conferences at any time during the year when there are questions or concerns about a child's progress. In addition to conferences, parents may receive communications throughout the school year. Parents should discuss appropriate items with their child. If there are questions, contact your child's teacher.

### **DELIVERIES**

We know that holidays are a time for celebration, and at times, families want to send gifts for special delivery at school. Due to the age of our students, we will only accept deliveries of balloons, candy, flowers, etc on a child's birthday, as it is an individual celebration. Please do not send items such as the above listed for events such as Halloween, Christmas, Valentine's Day, etc.

### **DISCIPLINE**

Effective discipline is necessary for quality education. In order to guarantee your child and all the students in the school the excellent learning climate they deserve, it is essential for the home and school to work closely together in promoting self-discipline, responsibility, and an appreciation of the rights of others. The teacher is responsible to maintain a quality learning environment and exercise classroom discipline to ensure that all students receive an appropriate education. Therefore, minor disciplinary offenses are the responsibility and obligation of the classroom teacher. When serious or persistent problems arise, discipline may become the joint responsibility of the principal, the guidance counselor, the teacher, and parent/guardian. The principal in accordance with Board Policy, State Statutes, and announced rules will select actions necessary to correct misbehavior. Student discipline may involve:

- Administrative conference
- Parent contact and conference
- Detention beyond school hours (3:15-4:00)
  - Parents will be notified prior to student serving the detention and in order for the parent to make appropriate transportation arrangements
- Suspensions of the student from the regular school program, either at home or at school for up to ten (10) school days.
- Referral to the Student Assistance Team
- Referral to non-school agencies and law enforcement
- Referral to the Board of Education
- Expulsion from school

**EMERGENCY PLAN**

**Emergency Drills and Emergency Response**

The Standard Response Protocol (SRP) is being implemented at Inman and Washington Elementary Schools. This provides training and resources for staff and students to respond appropriately to emergency situations. These responses include **school lockout, school lockdown, school evacuation** and **shelter**. We will conduct lockout, lockdown, fire evacuation, tornado shelter and other emergency drills. At the beginning of the year, teachers will notify students of the procedures to follow in the event of a drill. Emergency procedures and proper exits are posted in all rooms. All students are required to participate in these drills for everyone’s safety, and are expected to remain quiet and orderly during a drill or an emergency.

**FIELD TRIPS**

The principal must give prior authorization for all field trips and/or excursions. Teachers will inform parents of field trips and/or excursions as they occur throughout the school year. Parental permission (written or verbal) will be required prior to the student’s participation in a field trip. Excursions are appropriate walking trips that are within Red Oak. Excursions may also include a school bus ride to the athletic fields and Red Oak city parks. If you desire that your child not participate in an excursion please notify your child’s teacher.

**HARASSMENT/BULLYING**

All individuals at Inman Primary School have a right to feel respected and safe at all times. Bullying is a physical or verbal act of aggression toward individuals or property. Harassment may include name calling, unwelcome touches, and words or actions that make others uncomfortable. If any words or actions make a student uncomfortable or fearful, it immediately needs to be reported to the student’s teacher, guidance counselor, activity supervisor, and/or the principal.

<b>CONFLICT</b>	<b>RUDE</b>	<b>MEAN</b>	<b>BULLYING</b>
Occasional	Occasional	Once or Twice	Is REPEATED
Not planned; in the heat of the moment	Spontaneous; unintentional	Intentional	Is planned and done on purpose
All parties are upset	Can cause hurt feelings; upset	Can hurt others deeply	The target of the bullying is upset
All parties want to work things out	Based in thoughtlessness, poor manners or narcissism	Based in anger; impulsive cruelty	The bully is trying to gain control over the target
All parties will accept responsibility	Rude person accepts responsibility	Behavior often regretted;	The bully blames the target
An effort is made by all parties to solve the problem			The target wants to stop the bully’s behavior; the bully does not
Can be resolved through mediation	Social skill building could be of benefit	Needs to be addressed/ should NOT be ignored	CANNOT be resolved through mediation

## HOURS

School hours are from 8:00 AM.-3:15 PM each day. Students are welcome on school grounds after 7:40 AM., if they are having breakfast and either walk or are dropped off at school. All other students who walk or are dropped off at school should arrive no later than 8:00 A.M. Bus students will arrive between 7:50 AM and 8:00 AM. Those students eating breakfast will go directly to the cafeteria. Breakfast will NOT be available if a student arrives after 8:00 AM and is not served on late start days.

If parents/guardians wish to pick up a student before dismissal times, they must contact the office and inform the school of their plans. For the safety of the child, he/she will not be sent out of the building to meet the designated pick-up person. If an adult is not available to come in the building to get the child due to physical disability, special arrangements will need to be made with the principal. Many times school may be dismissed early due to inclement weather or professional development. Please develop and send written plan(s) to the teacher for what your child should do in case of planned and unplanned early dismissal.

Please make sure that your child's teacher is aware of how he/she will leave school at the end of each day. Notify the school at least one hour, prior to dismissal, should a change in plans be necessary i.e., walk home, ride the bus, will pick-up, etc. We want to ensure that all changes are properly communicated to the teacher and student before dismissal.

**INCLEMENT WEATHER:** SEE: District-wide Parent/Student Handbook (attached)

**IMMUNIZATIONS:** SEE: District-wide Parent/Student Handbook (attached)

## LOST AND FOUND

Lost and found articles are placed in the elementary office and in a box in the main hallway. Parents and children are encouraged to check the box for lost items. Every effort will be made to return identifiable items. Articles that are not claimed by the end of the school year will be given to a charitable organization.

## LUNCH

Students are not allowed to bring pop or any carbonated beverage to school in cold lunches unless the teacher gives the class permission for a special occasion. Students will not be permitted to share/trade/sell food items provided by the school or brought from home. Parents are welcome to come to school to eat lunch with their child. Parents that want to eat the school hot lunch are asked to call school prior to 9:00 a.m. in order for a hot lunch to be ordered. We ask parents who bring lunch to eat with their child not to bring pop also. Items sent in a cold lunch should be "child friendly". Your child should be able to open items sent in their lunch.

**MEDICATION:** SEE ALSO: District-wide Parent/Student Handbook (attached)

Over the counter and prescription medications that need to be taken at school, must be sent in the original container/prescription bottle. The parent/guardian also must include a signed note giving permission for the staff to administer the medication along with specific instructions.

## MONEY

Only money needed to conduct authorized sponsored activities should be brought to school. These might be hot lunch, insurance, book orders, school pictures, etc. Cash should be brought in a sealed envelope with the students name, amount of money and what it is to be used for on the outside of the envelope. Students should pay amounts due upon arrival at school to eliminate the possibility of loss or theft. Washington Intermediate School and its staff are not responsible for money lost.

## MULTICULTURAL/GENDER FAIR EDUCATION

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.

## NON-DISCRIMINATION NOTIFICATION STATEMENT

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.

### **PARENT/TEACHER REQUESTS**

We understand that every child is unique and special; therefore, every attempt will be made to meet each student's individual needs. The building principal and elementary teaching staff will take careful consideration in placing each child into a classroom that will best benefit the individual. Should a parent feel that there is a need to communicate with the principal regarding their child's specific classroom placement, they will need to complete a "Classroom Placement Consideration Form" (attached at the back of the handbook) by May 1<sup>st</sup> of the school year prior to the request. Please make sure that through completion of this form, all requests are educational in nature and reflect specific information regarding a child's learning needs.

### **PARTIES**

Parties are planned and organized in conjunction with the principal's office. Room parties are held to celebrate various occasions and also class successes, but no more than one per month in conjunction with the birthday celebration if they involve unhealthy foods. Arrangements for these parties will be made cooperatively between teacher, parents, and pupils as the situation permits.

### **PEDICULOSIS (LICE) MANAGEMENT**

School Role- Prevention:

1. Educate Staff, parent and student on ways to prevent headlice.
2. Keep mats, pillows and belongings separated. Coats will be kept in bags
3. Avoid stacking/piling or hanging coats on top of each other
4. Encourage students to keep hats scarves and coats in their sleeves.
5. Remind student not to share combs, brushes, hats and other hair accessories.
6. Avoid sharing earphones and helmets.
7. Watch for signs i.e.: frequent head scratching.
8. Remind parents to do careful weekly inspections of their child's hair
9. Notes will be sent home with students where a case has been found.
10. Encourage that long hair is pulled up in pony tail.
11. Check classrooms where cases are found within one working day of case.

### **Identified Case Management**

Children will not be excluded from school on the day that headlice is detected. Children can be excluded from school if live lice are observed after treatment, and the progression to remove nits is not evident. Readmittance of the child to school nurse, or other appointed school official will be at the discretion of the school school nurse and also after the child has been re-treated.

Exclusion from school is not punitive, but is intended to respect the right of an individual to be louse free, and for the learning environment to be free from interruptions for all students.

1. The school nurse will contact the child's family by phone. If unable to reach the family, a note will be sent home with the child, and a copy will be kept in the nurse's office. The school nurse or designated personnel will provide information for the family on the treatment and prevention of head lice.
2. A family may opt to take the student home to treat or, depending on the severity, a child may be sent home for immediate treatment and to prevent the spread of the head lice. This will count as an excused, medical absence. If the family has not received a lice treatment kit twice during the semester, one may be sent home with the child.
3. Upon return to school the next day, the child's hair will be checked. He/She may return to class if there are not any live louse present in the hair. If nits (eggs) are present hair will be rechecked frequently to ensure proper combing of hair at home. Signs of proper combing will result the reduction of nits (eggs). If, at any time, live lice are evident, the family may be asked to pick up the child and re-treat.
4. After 14 days, and the completion of the treatment plan (checklist), if there are still nits or louse present, a family may be asked to keep their child home at the school nurse's or administrative designee's discretion until hair is nit free.
5. A child's hair will be checked two weeks after they are nit free to ensure child is still free of lice.
6. In severe and reoccurring cases, a family may be given information related to a medical referral.

### **PERSONAL PROPERTY AT SCHOOL**

We would prefer that students NOT bring toys or other objects from home unless the classroom teacher has given them permission. Items that are brought from home should be marked so that they can be easily identified. The school cannot

assume responsibility for the loss or breakage of things brought from home. Radios, tape recorders, cell phones, electronic games and similar items are not to be used in school. They are expensive, and the school cannot guarantee their safety.

**PHYSICAL EDUCATION REQUIREMENTS**

The physical education department request that appropriate shoes (no flip flops) be worn for physical education class. This is for safety as well as health reasons. Students should wear clothing that does not restrict movement on P.E. days. If a girl wants to wear a dress, she should wear shorts under her dress. If a student needs to be excused from participation in physical education for one class period due to injury or illness, a written parental request needs to be given to the P.E. teacher the day the student is to be excused. We encourage parents to write notes restricting only the types of activities that will aggravate the injury or illness rather than notes that eliminate the student from participating in all activities. If a student needs to be excused for two or more consecutive class periods, a written medical request from a doctor must be given to the P.E. teacher.

**RECESS**

Research studies have shown that taking a break from a task and moving around in order to get oxygen to the brain will increase one’s readiness to learn. Our students go outside (weather permitting) in order to get fresh air and work off some of their energy. Recesses are part of the scheduled school day. All students are expected to participate in recess. Almost always, a child who is too sick to go out for recess is too sick to be in school. During winter months, students will go outside for recess unless the temperature or wind-chill is below zero degrees. **Please dress students appropriately during the winter months.** We will be happy to honor a one-day request for a child to stay in from recess after an extended illness. However, a request from your family physician will be needed for a child to remain inside for an extended period.

**Recess Rules**

At recess, student health and safety is our primary concern. Follow directions of playground supervisor’s at all times.

- Students must be escorted by staff from classroom or lunchroom to the recess doors.
- Students must be escorted from recess to the classrooms.
- Sidewalks are for walking only.
- First whistle: FREEZE Body and Voice
- Second whistle: Walk to designated area and wait for playground supervisor directions

Top Playground	Concrete Slab	Grass/Snow Area
<ul style="list-style-type: none"> <li>• Slides: go down only, 1 child at a time feet first</li> <li>• Walk on equipment</li> <li>• Monkey Bars: start at ladder, go one direction only</li> <li>• Keep rocks on the ground at all times</li> </ul>	<ul style="list-style-type: none"> <li>• Skipping or galloping allowed</li> <li>• Use hula hoops for hula and tricks</li> <li>• Use jump ropes for jumping</li> <li>• Use basketballs for playing half-court ball, dribbling, bounce passes</li> <li>• Tetherball – use posted rules</li> </ul>	<ul style="list-style-type: none"> <li>• Stay in designated grass or snow area (use cones to mark off area)</li> <li>• Soccer balls and footballs allowed</li> <li>• May only play football using flags (no tackling or full body contact)</li> </ul>

**RETENTION**

The grade placement of any student at the end of the school year for the next school year will be based on the determination of what is best for each child. Parents, teachers and the principal work together in order to ensure that students achieve to their maximum potential in their school- work. In case of any conflict with placement, the principal will meet with the parents to determine what is in the best interest of the student.

**RULES**: See “Behavior”

**SAFETY**

Emergency Drills and Emergency Response

The Standard Response Protocol (SRP) is being implemented at Inman and Washington Elementary Schools. This provides training and resources for staff and students to respond appropriately to emergency situations. These responses include **school lockout, school lockdown, school evacuation** and **shelter**. We will conduct lockout, lockdown, fire evacuation, tornado shelter and other emergency drills. At the beginning of the year, teachers will notify students of the procedures to follow in the event of a drill. Emergency procedures and proper exits are posted in all rooms. All students are required to participate in these drills for everyone’s safety, and are expected to remain quiet and orderly during a drill or an emergency.

**SCHOOL BREAKFAST/HOT LUNCH/MILK MONEY**

Send your check or money in a sealed envelope to the school office. Write on the outside of the envelope the child's name, teacher's name and the amount enclosed. This money will go into your child's account and deducted accordingly. You will be notified when there is a balance of \$5.00 or less in your child's account.

### LUNCH SCHEDULE:

Kindergarten: 11:30-12:00	First 11:15-11:45
Second 11:00-11:30	Third 12:00-12:30
Fourth 12:00-12:30	Fifth 12:15-12:45
Sixth 12:30-1:00	

### SCHOOL VISITS

Visitors are welcome at Inman Primary School! Please feel free to visit your child's classroom at any time, however, we would suggest that you wait until after the first two weeks of school. If possible, call ahead of time to make sure there are no conflicts with your visit. We discourage student's siblings from visiting school with parents, as their presence can become a distraction to learning. Please make appointments conference with your child's teacher when class is in session. School-age children unaccompanied by an adult must have prior approval from the teacher and principal before visiting.

For the safety of the students, only enter the school at the front entrance on Inman Drive. All visitors must sign in at the office when they arrive at the building. A visitor's badge will be given to wear while you are in the building. Upon leaving the building, we ask visitors to sign out and to return the badge to the office.

### SOLICITATION

Flyers for distribution to students or staff need prior approval from the principal. Distribution of the flyers is the responsibility of the organization.

### STUDENT ASSISTANCE TEAM

Inman Primary School recognizes that students can experience a number of personal, behavioral or medical problems, which can have an adverse effect on their behavior, conduct or academic performance in school. The Student Assistance Team (SAT) program is designed to provide assistance to students experiencing any of these problems. Our program has been designed to identify and utilize school, family and community resources in assisting students to achieve their educational potential. SAT will involve appropriate personnel to provide interventions at the earliest possible stage while maintaining the confidentiality of the student. The SAT is comprised of teaching staff, other school staff as appropriate and a representative from Green Hills AEA.

### STUDENT RECORDS, RIGHTS & PRIVACY

**ACCESS TO STUDENT RECORDS** Parents may review their student's records upon written request. If they disagree with any part of the school records, they may request a conference to discuss their concerns with the principal.

**STUDENT PRIVACY and FERPA** Student privacy and rights will be protected at school under all local and federal laws. Further information about student rights and privacy are included in the School District Handbook for your review.

**CHILD CUSTODY** A copy of any court order that limits the rights of one parent regarding visitation or custody should be provided to the school. The District is required to follow court orders. During parent/teacher conferences, each parent is entitled to all information provided by the teacher and the school. Copies of grades, academic and social programs will be provided upon request.

**CHILD ABUSE AND NEGLECT** Schools have a legal and moral right to report all suspected cases of child abuse. Any adult employed by the District who has reason to believe or suspect that a child has been abused is legally responsible to report such information to the Department of Human Services.

### TELEPHONE MESSAGES

Except in an emergency, we do not call students to the telephone. If necessary, please call the office, and we will deliver a message. Students will not be permitted to use the telephone except in **cases of emergency**.

### TRAFFIC SAFETY

Please help us to prevent the risk of serious injury by carefully adhering to all rules of traffic safety:

1. **DO NOT** park in the bus loading zones of each school.
2. All students should be dropped off and picked-up in the appropriate areas at each school:
  - o Webster - Valley and Joy Streets
  - o Washington - Washington Avenue, south side of the building
  - o Middle School - Hammond Street, south side of the building

### Traffic/Dismissal Procedures:

- Our school day ends at 3:15 PM. If you are picking up your child (ren), we ask that you remain in your car and follow the flow of traffic. The number of cars parking along the streets has become an issue and is starting to be of safety concern for students and staff. **PLEASE DO NOT PARK IN THE FIRE LANES** (marked by yellow paint on the curb). As the year progresses, we will have busses arriving from field trips, etc.

- It is truly safest and quickest to stay in the flow of traffic versus park and walk to your child. If you must park and walk to meet your child outside, please use the crosswalk area in the front of the building. Cutting in between cars is unsafe. We do not want to teach children to walk in between moving cars, even with adult supervision.
- If you choose to come in to pick up your child, please park in the parking lot and walk into the building and then please wait in the front entrance. Again, this helps teachers finish their end of the day with few disruptions. Should you need your child before the end of the day please let the office know and we will call them to the office with their belongings.
- We ask that when you are in the parking lot, you abide by proper laws for speed and the use of the handicapped parking. Staff members are busy providing supervision for students waiting for a ride which makes it very difficult to assist with traffic control. Safe and orderly procedures are our biggest priority with the children during this time.

### **TRANSPORTATION and BUS RIDING**

Parents can help in the safe transportation of students by instructing their students that:

- The driver is in charge of pupils and the bus. Students must obey the driver cheerfully and promptly.
- Students must be on time at their pick-up point.
- Students should not stand in the roadway while waiting for the bus.
- Classroom conduct is to be practiced by pupils while riding in the bus, except for ordinary conversation. No "horseplay" permitted.
- Unnecessary conversation with the driver is prohibited.
- Students must remain seated at all times.
- Students will not extend arms or heads out of the bus windows.
- The drivers will not discharge riders at places other than a student's regular drop off point unless the parent authorizes the school to do so.

Failure to follow the above regulations may result in suspension from the school bus. The bus driver will handle disciplinary problems when possible. The driver may refer the student to the transportation director when necessary.

Inman - Front of the building on Inman Drive. When dropping off or picking up a child at IPS, always pull to the curb. Do not stop in the middle of the parking lot to pick up or drop off a child. **PLEASE REMAIN IN YOUR VEHICLE.** Otherwise, use the designated areas for parking. Please be aware of the **NO PARKING AREAS.** This also includes the yellow painted curb by the north entrance. This can create congestion and interfere with the flow of the traffic. If you are getting out of your vehicle, please park in the front parking lot. Please park in the appropriate designated areas only. **Safety and patience is of the utmost importance at the end of the school day.** This is only intended to prevent serious injury and to ensure the safety of all students. We encourage your child(ren) to use the crosswalks at each school.

### **VOLUNTEERS: GENERAL INFORMATION**

We welcome and appreciate your interest and involvement in our schools! A volunteer always works under the direction of a teacher or other staff member of the school. The volunteer does not substitute for a staff member but provides supplemental and supportive services as directed by the teacher/staff member. A volunteer should:

- Sign the volunteer form in the office upon arriving at the school.
- Wear a volunteer badge from the office and return it when finished.
- Be dependable and punctual, according to the schedule that you have arranged with the teacher/staff member. Please notify the school should there be a reason for your schedule to be altered.

Make sure you understand your role and responsibilities when working with a teacher/staff member.

- Dress appropriately and comfortably for working with children.
- Use appropriate comments and language while in the school setting.
- Personal opinions regarding staff members and/or children in the classroom should be kept to themselves. Please treat **ALL** information encountered related to the staff, students and their families **CONFIDENTIAL.**
- We would also request that volunteers not bring their preschool age children when volunteering at school.

### **VOLUNTEERS: PARENT-TEACHER ORGANIZATION**

The elementary PTO provides outstanding support to the students and staff at the PK-5 level. There are two fundraisers that are held annually and directly benefit the elementary programs, which, enhance and enrich the opportunities for our elementary students in Red Oak. Your involvement and support of the PTO is appreciated! If you are interested in becoming involved with the PTO, please contact the Inman Primary Office for more information. **THANK YOU PTO!!!**



**“Classroom Placement Consideration Form” School Year \_\_\_\_\_**

**PLEASE RETURN THIS FORM TO GAYLE ALLENSWORTH BY MAY 1 (NO EXCEPTIONS)**

When we are creating a classroom at Inman Primary School, we are taking into consideration academic, social-emotional, and behavioral needs of every student. We believe that students learn from each other as well as their teacher and that the make-up of a class needs to be carefully considered. It is our goal to collaborate with our families to put students first and place students in an optimal learning environment. Please take the time to share some of your child’s strengths, challenges and needs below.

**PLEASE REMEMBER THAT THIS FORM IS FOR SPECIAL CONSIDERSATION. PLEASE DO NOT REQUEST A SPECIFIC TEACHER.**

Student Name \_\_\_\_\_

Parent Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Grade student will be entering: \_\_\_\_\_

Reason for request: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How will this benefit your child’s education? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Your child’s strengths: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Your child’s challenges: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Your child’s greatest needs: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What else would you like us to know about your child? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Parent’s/ Guardian’s Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# Red Oak Secondary School



## Parent/Student Handbook 2019-2020

*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.*

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*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.*

# RED OAK COMMUNITY SECONDARY SCHOOLS

## STUDENT HANDBOOK 2019-2020

### WELCOME

Welcome to the Red Oak Community Secondary School. It is a pleasure to serve as your principal during the 2019-2020 school year. I sincerely hope that you attain the goals and expectations you set for yourself. Each staff member is committed to assisting you in any way they can to help you reach your full potential.

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 & Student Portals 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 school 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 JR/Sr. HIGH SCHOOL.

Nate Perrien, Principal

#### Contact Information

Physical and Mailing Address:  
2011 North 8<sup>th</sup> Street  
Red Oak, Iowa 51566

Web Address:  
[www.redoakschooldistrict.com](http://www.redoakschooldistrict.com)

Main Office Phone:  
(712)623-6610

Main Office Fax;  
(712)623-6613

Guidance Office Phone:  
(712)623-6610

Email (This is the general pattern but please keep in mind that there are exceptions:  
[lastnamefirstinitial@roschools.org](mailto:lastnamefirstinitial@roschools.org)

Example: [perrienn@roschools.org](mailto:perrienn@roschools.org) for Mr. Nate Perrien

## **I. Faculty Listing:**

<b>Faculty Names</b>	<b>Position</b>	<b>Location</b>	<b>Email</b>	<b>Extension</b>
Nate Perrien	High School Principal	High School Office		
Ken Blackman	Activities	High School Office		
Gigstad, Ann	Special Education (Director)	Inman Primary School		
Artherholt, Lisa	Art/Yearbook	Middle School		
Archer, Cory	Physical Education/Aerobics	Middle School Wilson Performing Arts Center		
Blomstedt, Deb	Science			
Danielle Floerchinger-Herrington	Guidance	High School Office		
Crouse, Nick	Physical Education/ Health	Middle School		
Erickson, Janelle	Instructional Coach	High School Office		
Erickson, Mark	School Administration Manager	High School Office		
Eubank, Brett	Alternative School Instructor	Room 10		
Freiberg, Melissa	Science	Room 7		
Freking, Grace	Mathematics	Room 17		
Gelber, Maddie	iJAG	Room 13		
Gelber, Ryan	Social Studies	Room 11		
Gohlinghorst, Savannah	Business	Room 16		
Grim, Curt	Special Education	Room 15		
Henke, Patty	Physical Education/Aerobics	Middle School Wilson Performing Arts Center		
Horn, Laura	Media Specialist	Media Center		
LaPrell, Laura	Language Arts	Room 5		
Marsden, Tim	Vocal Music	Wilson Performing Arts Center		
Martinez, Monica	Spanish	Room 1		
Matuszeski, Taylor	Instrumental Music	Wilson Performing Arts Center		
McFarland, Cheri	Special Education	Room 14		
Peterson, Bob	Industrial Technology	Room 16		
Pollock, Dan	Mathematics	Room 6		
Reeve, Kim	Language Arts	Room 4		
Rhodes, Sheree	Family & Consumer Science	Middle School		
Rouse, Nathan	Spanish/ELL	Room 2		
Spencer, Alan	Ag/FFA	Room 8		
Stephens, Jacque	Language Arts	Room 3		
Stabbe, Ian	Social Studies	Room 12		
Vannausdle, Tracy	Student Support Coordinator	High School Office/Middle School		

## **Support Staff Listing**

<b>Support Staff Member</b>	<b>Title</b>	<b>Email</b>
Linda Guerra	Translator	<a href="mailto:guerral@roschools.org">guerral@roschools.org</a>
Heather Hall	School Nurse	<a href="mailto:hallh@roschools.org">hallh@roschools.org</a>
Jessie Bruning	Media Center Aide	<a href="mailto:bruningj@roschools.org">bruningj@roschools.org</a>
Tristin Johnson	Classroom Aide	<a href="mailto:johnsontr@roschools.org">johnsontr@roschools.org</a>

Michelle Stevens	Classroom Aide	stevensm@roschools.org
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### Coach & Sponsor Listing

Sport	Head Coach	District Location	Asst. Coaches
Cross Country	Curt Adams	RO Middle School	Sueann French
Football	Ryan Gelber	RO High School	Nick Crouse, Tiegen Podliska, Nathan Rouse Cory Archer
Football Cheer	Barb Lombard	RO High School	
Volleyball	Angela Montgomery	Washington Inter.	Sharon Allison & Dana Ramirez
Swimming	Dean Junker	Atlantic CSD	
Bowling	Mike Webb	RO High School	
Boys Basketball	Dan Pollock	RO High School	
Girls Basketball	Maddie Gelber	RO High School	Patty Henke
Basketball Cheer	Barb Lombard	Red Oak Resident	
Wrestling	Tiegen Podliska	RO High School	Nathan Rouse
Wrestling Cheer	Cheri McFarland	RO High School	
Boys Golf	Bob Boeye	RO High School	
Girls Golf	Patty Henke	RO High School	
Boys Tennis	Arryn Gillespie	Red Oak Resident	Tristin Johnson
Girls Tennis	Arryn Gillespie	Red Oak Resident	Tristin Johnson
Boys Track & Field	Sueann French	RO High School	
Girls Track & Field	Curt Adams	RO Middle School	Nikki Rengstorf
Baseball	Mark Erickson	RO High School	Nick Crouse
Softball	Tristen Johnson		Kelli Schram

Activity	Sponsor
Business Professionals of America (BPA)	Savannah Gollinghorst
National Honor Society	
Student Council	Tiegen Podliska and Janelle Erickson
FCCLA	Sheree Rhodes
FFA	Alan Spencer
Fall Play	Laura Horn
Speech	Laura Horn
Spring Musical	Tim Marsden
Yearbook	Lisa Atherholt

### District Building Numbers:

<b>Red Oak Central Office</b>	<b>623-6600</b>
<b>Inman Elementary School</b>	<b>623-6635</b>
<b>Early Childhood Center</b>	<b>623-6630</b>
<b>Red Oak Jr/Sr. High School</b>	<b>623-6610</b>
<b>Bus Barn</b>	<b>623-6606</b>
<b>School Nurse</b>	<b>623-6635</b>

During the school year, office hours for the high school main office run from 7:30 AM to 4:00 PM, Monday through Friday. If you have an immediate concern to be addressed by the principal, aside from calling the principal directly, you may find it very helpful to contact the principal's secretary. She manages the principal's calendar and will be glad to expedite your requests to see him.

Should you have concerns about transcripts, state and college testing programs, driver's education, and school progress reports of any kind, please contact our guidance secretary. If the concern needs further attention, it will be referred to our guidance counselor.

Finally, regarding our athletic program, if you have a concern about the calendar for sporting events, physical forms, ticket taking, etc., please contact the athletic office.

## **II. Daily Schedule**

<b>Regular Schedule</b>	<b>2hr Early Dismissal</b>	<b>2hr Late Start</b>
1 <sup>st</sup> /2 <sup>nd</sup> Block – 8:25-9:45	1 <sup>st</sup> /2 <sup>nd</sup> Block – 8:25-9:35	1 <sup>st</sup> /2 <sup>nd</sup> Block – 10:25-11:35
3 <sup>rd</sup> /4 <sup>th</sup> Block – 9:51-11:11	3 <sup>rd</sup> /4 <sup>th</sup> Block – 9:40-10:47	5 <sup>th</sup> /6 <sup>th</sup> Block – 11:40-1:10
5 <sup>th</sup> /6 <sup>th</sup> Block – 11:15-1:07	5 <sup>th</sup> /6 <sup>th</sup> Block – 10:50-12:20	*Lunch Times
*Lunch Times	*Lunch Times	A- 11:40-12:05
A- 11:14-11:39	A- 10:50-11:15	B- 12:11-12:36
B- 12:00-12:27	B- 11:21-11:46	C- 12:45-1:10
C- 12:41-1:07	C- 11:55-12:20	3 <sup>rd</sup> /4 <sup>th</sup> Block – 1:13-2:20
7 <sup>th</sup> /8 <sup>th</sup> Block – 1:11-2:31	7 <sup>th</sup> /8 <sup>th</sup> Block – 12:23-1:30	7 <sup>th</sup> /8 <sup>th</sup> Block – 2:23-3:30
Seminar – 2:35-3:30		

## **Student Attendance**

### **1. Arrival and Departure Time:**

a. Entry to the building is between 7:45 & 8:30, unless earlier access has been granted by a staff member. Students are to congregate in the commons, corridor and the black gymnasium based on their grade level.

b. Students will not be admitted to classrooms until 8:15 A.M. (unless otherwise requested by staff to report earlier), and must be in their seat by 8:25 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.

## **3. Attendance Regulation:**

**EVERY DAY MATTERS** - Research supports the theory that students with good class attendance will score better on standardized tests, get higher grades and be less likely to drop out. Although some students may be able to demonstrate sufficient content knowledge, our district's responsibility to educate our students and excel on standardized testing requires that we promote positive school attendance.

Students are expected to be in class and to make attendance a top priority. Only through attendance and class participation do students achieve the benefits of the education program. Participating in class discussion, developing an appreciation for the views and abilities of other students, and forming the habit of regular attendance are legitimate class objectives. Learning lost due to an absence can never be replaced. Regular attendance and being well prepared for class help students in school as well as preparing students for adulthood.

School officials realize 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 by 8:30 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.

## **Legal Obligation Regarding Attendance Regulation**

The school believes the responsibility for attendance rests with the parents and the students. We encourage those responsible to make sound educational decisions about school attendance, keeping in mind that attendance at school results in greater success. If that responsibility is not assumed by the student and parents, the school will enforce the state of Iowa mandatory attendance laws and the excessive absence regulation. Our state legislators have created a very important law (code) that addresses student attendance in schools. Iowa Code 299.1 reads as follows:

***The parent, guardian, or legal or actual custodian of a child who is of compulsory attendance age, shall cause the child to attend school during a school year. The board of directors of a public school district shall set the number of days of required attendance for the schools under its control.***

***The board of directors of a public school may, by resolution, require attendance for the entire time when the schools are in session in any school year and adopt a policy or rules relating to the reasons considered to be valid or acceptable excuses for absence from school.***

To support this law, the directors of the Red Oak Board of Education have adopted a number of policies within the 500 Series (Policies Impacting Students) of the Red Oak Board Policy Manual. These policies, along with the rules found in this student handbook, serve to support Iowa Code

299.1. Please take the time to familiarize yourself with the rules found in this handbook. We, the administration and board of directors, have designed these rules so that all students may receive an excellent education.

It is our legal obligation to work with the County Attorney to uphold Iowa Chapter 299. Therefore, students of compulsory attendance age who exhibit attendance deficiencies will be required to attend a mandatory mediation session with our local county attorney.

**Attendance Definitions** – A student’s absence will be recorded using a combination of the four following codes:

1. **Excused Absence** - The chart below identifies excused absences according to our secondary school attendance policy. However, other additional circumstances may warrant an absence to be excused.
2. **Parentally Excused Absence** – Any absence that is verified by the parent or guardian, but is not listed in the excused category below would be considered a parentally excused absence.
3. **Truancy** - Any absence that occurs without notification from the student’s parent/guardian will be classified as truant. Schools must be notified on or before the day of the absence in order for the absence not to be classified as truancy. Students will be marked truant if more than 20 minutes of class has been missed.
4. **Tardy** – Not being in your assigned classroom when class begins or up to 20 minutes late to class.

<b>Excused</b>	<b>Parentally Excused</b>
Funeral (notification required from parent before the absence occurs)	Parent call in for illness
Medical (notification from parent and documentation required from doctor’s office signed by a physician within <u>2</u> days)	Family Vacation
Religious Observance (notification required from parent before the absence occurs)	Cosmetic appointments
College Visit (juniors get 1; seniors get 3)	Car problems
Field Trips/Sports/Activities	Non-school related activities
Legal (notification required from parent before the absence occurs)	Graduations
Other circumstances (administrative approval required)	Other



## **Poor Attendance Consequences & Disciplinary Procedures**

### **Academic Make-up Time Definition**

- Academic Make-up Time (AMT) will be required for students to meet the minimum attendance requirement for class.
- AMT will be made up during professional development Mondays and/or Saturday School.
- If AMT is done by the end of the semester, one may be able to retain their grade. If AMT is not done by the end of the semester, the student will be required to retake the course or attend summer school for pass/fail to obtain credit.
- If AMT is skipped during the school year and/or summer school, it will count as another class missed.

### **Tardy Discipline**

All tardy students will need to report to the office to obtain a pass to class.

- Once a student has 2 tardies, the student is on the watch list for the quarter.
- Weekly Consequences
  - 1<sup>st</sup> = Conversation with the School Administrative Manager (SAM) on consequences of further tardies, and parent contact
  - 2<sup>nd</sup>-3<sup>rd</sup> = Student will serve thirty minute detention, conversation with SAM on consequences of further tardies, and parent contact
  - 4<sup>th</sup> = Half Day In-School Suspension
  - 5<sup>th</sup> or greater = Full Day In-School Suspension

### **Truant Discipline**

- A thirty minute detention (forty-five minute detention if on block schedule) will be served for each class period a student is truant.
- If a student is truant for a full day, the student will be scheduled for AMT equal to half of the school day.
  - If AMT is skipped, AMT will double and continue to be required for course credit.
- Lunch and Seminar Truancy - If a student is marked truant for lunch or seminar, the student will be assigned detention for the first truancy, 1/2 day ISS for the second truancy, and a full day ISS for the third and subsequent truantries.
- Students who skip school during lunch or seminar will be assigned a detention for the first offense, a half day ISS for the second offense and a full day of ISS thereafter. In instances of gross student absences during lunch and seminar will lead to further disciplinary action.

### **Parentally Excused Coursework Consequences**

- Student/Parent Contract will be issued after 6 parentally excused absence class sessions missed.
- Student will be expected to continue attending course.
- 8th parentally excused absence will result in letter home detailing attendance records and attendance procedures.
- 10th parentally excused absence will result in letter home detailing attendance records and attendance procedures. Student and parent/guardian will meet with principal, school administrative manager, guidance counselor, and/or student support coordinator.
- 12 or more parentally excused classes missed will guarantee loss of credit until AMT is served.

### **Section 504 of the Rehabilitation Act of 1973 - 504 Plan**

If a student has frequent medically excused absences or verified unexcused absences due to illness, the district is advised to determine whether or not the student has a handicap or disability under the provisions of Section 504 of the Rehabilitation Act of 1973.

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

\*\*Seniors leaving school to eat lunch will be given an unexcused tardy if they are not back to school on time following their allotted lunch time. Special occasions/arrangements must be made with the principal in advance to excuse students returning to school later than the allotted time for lunch. Parents of all other students are required to inform the school if their student is going off site for lunch for a special occasion.

#### **5. Student Medication:**

Students must have a signed and dated parent note for 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.

#### **6. Make-up Work:**

**Collecting make-up work is the responsibility of the student.** If a student was absent, they have a two day grace period. If they miss two days, another day is added to the grace period. For every additional day absent the student gets another day (ex. Absent 3 days – 4 day grace period). If no assignment turned in after grace period is over, assignment will be entered in as Missing.

#### **7. 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 to complete.

#### **8. 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 any extra-curricular activities (games/events & practices).
- B. Students arriving to school more than 40 minutes late will NOT be allowed to participate in any extra-curricular activities unless arrangements had been previously arranged 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 40 minutes will result in the ineligibility of the student to practice or perform in any extra-curricular activities.
- D. When classes are missed due to participation in co-curricular/extra-curricular activities, the student is responsible to get missed assignments to their course instructor the following school day.

## **9. Traffic Regulations**

Driving a motor vehicle to and from school is a privilege, not a right. Permission to drive to and from school can be removed for poor driving habits in and around the schools, as reported by school staff, students and/or parents. In order to insure maximum student and vehicle safety and to prevent complaints concerning student driving and parking, several regulations need to be observed.

1. Students are to park in their assigned parking spot between the hours of 7:30 AM and 3:30 PM. And at no time should cars block or be a hindrance to through traffic.
2. Students parking in areas other than those designated for student parking between the hours of 7:30 a.m. and 4:00 p.m. will be in violation of the parking regulations.
3. Under no circumstances are students to be in a vehicle for any reason at any time during the school day without permission from the principal's office.

## **10. Media Center**

Red Oak Community High School has an excellent Instructional Media Center for your academic and personal needs. The center's staff will provide you with individualized assistance and a wide range of services and resources. The center is open from 8:00 a.m. to 4:00 p.m. each school day.

## **11. Protective Devices**

In accordance with state law, students participating in certain classes are to wear protective devices. Any student failing to comply with such requirements will be temporarily suspended from participation in said course, and the registration of a student for such course may be cancelled by the principal for willful, flagrant, or repeated failure to observe the above requirements.

## **12. Student Lockers – (Not relevant to the 2017-18 School Year)**

Student lockers and desks are property of the school district. Students should use their lockers and desks assigned to them for storing their school materials and personal items necessary for their attendance at school. The school reserves the right to check any locker where there is reason to believe that it contains books or articles belonging to other students, to the school, or items which create a hazard or violate the policies of the school or any laws of the State of Iowa. It is the responsibility of each student to keep the student's assigned locker and desk clean and undamaged as periodic inspections may be scheduled.

Lockers are assigned to students and it is an expectation that all students who are assigned a locker by school administration, keep the locker secured with a school provided lock at all times. Students may not change into another locker without the permission of an administrator.

It is inappropriate to post obscene or suggestive pictures, logos or ads for substances outlawed for minors, or any other materials that are of poor taste. Such will be removed and repeat offenders will be suspended from school.

The rules and regulations also apply to physical education and athletic lockers. Only locks issued by the school may be used to secure these lockers.

## **13. Student Freedom of Speech**

Students shall be free to express themselves in school-sponsored publications, except for the following restrictions:

1. Students shall not publish or distribute materials that are obscene, libelous, or slanderous.
2. Students shall not publish or distribute materials which encourage students to commit unlawful acts, violate lawful school regulations, or cause material and/or substantial disruption in the orderly operation of the school. Advisors and student staff shall maintain professional standards of English and journalism when choosing which information to publish in school-sponsored publications under the supervision of a faculty advisor and principal.
3. Signs, banners, and posters may be posted with permission from the office.

## **I. Student Academics**

### **a. Guidance**

The school guidance department exists to help students adjust to new school experiences and to help students make the best of educational opportunities. Any problems, whether school problems or a personal problem, may be discussed with the guidance counselor or student support coordinator.

As a student progresses through school the guidance counselor will help each individual to choose the subjects which fit his/her individual needs. During these years, plans for the future start taking shape. To help with the many decisions a student must make, the guidance department is well supplied with information about colleges and trade schools and about jobs in hundreds of different fields. Each student is encouraged to become acquainted with the counselor early and to use the guidance services often. Appointments may be made by visiting the counselor's office.

### **b. Graduation Requirements**

Students must satisfy the following requirements to graduate from Red Oak High School:

1. Complete 52 credits
2. Successfully complete the following:
  - 6 semesters in Science (3 years) including Biology and Physical Science;
  - 8 semesters in Language Arts (4 years) including two semesters of the Senior English courses as noted in board policy;
  - 6 semesters in Social Studies (3 years) including US History, World Area Studies, Economics and Government;
  - 6 semesters in Mathematics (3 years) including Algebra 1;
  - 1 semester in Fine Arts (Music, Art, etc.);
  - 2 semesters in a Vocational/Career Area (Business, Ag., Computer, Industrial Technology, Family and Consumer Science, or MOC);

- 4 semesters of Physical Education (required every other semester for 1 credit per year);

\*Students in grade twelve may be excused from physical education by the principal if requested in writing by the parent.

### **c. Class Schedules and Class Drops**

Red Oak High School will schedule students during the winter for both semesters of the forthcoming school year. All classes are considered to be one semester in length so far as an individual student's schedule is concerned.

Teacher assignments for two semesters will vary. Students will receive a copy of their schedule during August.

The Board of Directors encourages all students to make maximum use of curriculum offerings, supplemental resources such as libraries and all other educational facilities.

To that end, it shall be the policy of the Red Oak Community School District that all high school students be in attendance for a school day of eight periods. Each student will be enrolled in seven courses in addition to a seminar class. Students are to attend school for the entire school day and there are no provisions for early release, except for PSEO regulations.

Students will have the first week of each semester to drop a class without penalty. After that, a failing grade will result unless due to medical reasons.

### **d. Text Books**

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.

### **e. Progress Reports and Report Cards**

Approximately every four weeks, either a progress report or report card will be given to the student.

### **f. Dropout Prevention: Seminar**

The purpose of the seminar period is to serve as an extension of and enrichment for the academic programs of Red Oak High School. Seminar period has the function to aid in the preservation of class time. Its primary use is student-centered and will include make-up work, tutoring, homework, and individualized instruction and enrichment activities. Any activity that is inappropriate during regular class time is also considered inappropriate during the seminar period.

### Student Expectations

- A. Seminar is a time for study only.
- B. Students must:
  - 1. Receive **prior** signed approval on a seminar pass form to go to another destination during seminar time.
  - 2. Come to class prepared with work. This means that students should not be given a pass to go to their lockers. If the student has “no work,” then the teacher is responsible for providing a reading topic. The laptops are not for games during Seminar.
  - 3. Remain silent throughout the entire period, unless engaged in peer tutoring with permission of the teacher.
  - 4. Remain awake.
  - 5. Make productive use of their time.
  - 6. Bring no food or drink.
  - 7. Request to use restroom in emergency situations only.
- C. Students with **prior** signed approval may pass to:
  - 1. Another teacher for assistance during the teacher’s non-prep time.
  - 2. Media center with a pass from the MC personnel.
  - 3. Guidance office.
  - 4. Designated testing center for make-up tests/quizzes.
- D. Students violating the above seminar expectation may be subject to disciplinary consequences.
- E. Honors seminar is granted to junior and seniors who have all As & Bs in all 7 classes. Student expectations of honors seminar is made by administration.

### **f. Dropout Prevention: Study Table**

#### Goals:

- 1. To develop a proactive study program that will encourage strong study habits for all students who are struggling academically in courses.
- 2. To provide an additional learning opportunity for student activities participants thus enabling them to help improve their academic standing.
- 3. To stress the importance of a quality education; academics come first.

#### Study Table Requirements:

Students participating in activities and receiving a current grade of a “D” or below will be required to attend Study Table sessions in order to raise their academic standings. A student must attend 2 out of 3 sessions (see days and times) until their grade improves to a “D+” or higher. The days and times will be selected by the student. The status of the student’s grade will be verified by the classroom teacher in cooperation with the Activities Department. If a student does not attend the required amount of study time within the week, they will not be allowed to participate in the next competition/event of the activity or activities that they may be involved. Students will be expected to sign in at each session and work quietly while in attendance. Tutors may be available for students if prearranged.

Study Table Location: Red Oak High School

Monitor: Activities Director & High School Head Coaches/Sponsors

Study Table Session Times: TBD by HS Head Coaches/Sponsors

Tutors: Staff, NHS and Link Club members.

\* Students will be excused from practices during the time that they are in attendance at the Study Table. Following the session they will be expected to attend practice.

**g. Academic Eligibility for extra curricular activities**

- A student must receive credit in at least 4 subjects at all times.
- A student must pass all and make adequate progress toward graduation to remain eligible.
- If a student is not passing all at end of a final grading period, student is ineligible for first period of 30 consecutive calendar days in the interscholastic athletic event in which the student is a contestant. There is no requirement that the student competed in the sport previously. Students in baseball or softball have the same penalty as all other students.
- If a student is not passing all at any check point (if school checks at any time other than the end of a grading period), period of ineligibility and conditions of reinstatement are left to the school.
- Schools must check grades at the end of each grading period; otherwise, a school determines if and how often it checks grades.
- A student with a disability and an IEP is judged based on progress made toward IEP goals.
- The ability to use summer school or other means to make up failing grades for eligibility purposes not available. The rule now also requires that all original failing grades (even those remediated for purposes other than athletic eligibility) be reported to any school to which the student transfers.

**h. Semester Tests**

Semester tests will be administered the last three days of each semester in the regularly scheduled classes.

**i. Incomplete Grades**

**Incomplete grades are earned only because of excused absences. Generally, two weeks are allowed at the end of a semester grading period to remove a grade of incomplete. After this time the grade automatically becomes an "F" if the work is not completed, and extremely unusual circumstances are not involved. Administrative approval will be necessary to extend this time.**

**j. Repeating Coursework**

Whenever a student fails to obtain necessary credits in a required course the course must be made up or retaken as soon as possible. Whenever a student fails an elective course, the particular course failed need not be made up or retaken, however, the student must be sure he/she will have enough credits to graduate. The best procedure to follow whenever a course is failed in each and every situation is for the student to visit with the counselor. No credit is given for courses failed.

#### **k. 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, Green Hills AEA resource personnel, and any community members that could be helpful, depending on the situation.

#### **l. Duplicating Coursework**

In most cases when a course is successfully completed it may not be retaken for credit. There are exceptions and you should review each course description (Examples are studio art, pottery.) The principal and teacher's written permission to duplicate any course is required.

#### **m. College Visitation**

Senior students will be excused three days / juniors one day for a college visitation providing the following conditions have been met:

1. The guidance office will contact the Director of Admissions at the college to be visited.
2. Student must have a statement from the Director of Admissions.
3. Student must have parental permission for visit.
4. Student must pick up "Permission for Make-up Work Before Absence" slip from the guidance office prior to visitation.
5. "Make-up slip" must have instructor's final okay.

#### **n. Job Shadowing**

Students will be allowed two days per year for job shadowing activities related to vocational education courses. The following process must be met for release from school for job shadowing activities:

1. Must have a scheduled visitation with a business or industry in the Red Oak Community.
2. Student must have written parental permission to visit.
3. Student must pick up "Permission for Make-Up Work before Absence" slip from the guidance office prior to visitation.
4. Student must have the permission from the vocational instructor to participate in the shadowing activities.

#### **o. Grade Point Average**

Grade Point Average (G.P.A.) is determined by averaging the grades which students receive in their classes. A G.P.A. is calculated by multiplying the semester credits by and dividing that product by the number of credits which are included in the G.P.A. Courses excluded from the G.P.A. include: Drivers Education and all courses taken Pass-Fail/Satisfactory-Unsatisfactory basis.

Although the Red Oak Community School uses the above method of calculating G.P.A., many colleges and universities will recalculate the G.P.A. for their own purposes. Other more competitive schools may exclude all courses except the core academic areas.



Pass-Fail Grading System and the G.P.A.

Course work may be taken on a pass-fail basis, but only with the permission of the instructor and principal PRIOR to the end of the first week of the class involved. Taking courses on a pass/fail basis may affect your GPA, ability to earn certain honors, and class rank.

p. **Early Graduation**

**In considering an early graduation, the student and his/her parents need to consider seriously the advantages/disadvantages of this option. There should be compelling reasons for pursuing such a course. It is recognized, that a few students might better satisfy their particular needs by early completion of high school in order to pursue a career, enrollment in a post secondary school, or to become involved in some other worthwhile endeavor.**

- 1. Application for early graduation shall be submitted to the principal no later than the last day of the fourth quarter of junior year. In extreme circumstances exceptions to the above deadlines may be made upon the recommendation of the high school principal. It is strongly recommended that all students complete four years of high school.**
- 2. The student must earn the required number of credits for graduation from this school that are in effect at the time of application. This includes specific required courses. The eighth semester of required physical education will be waived.**
3. Prior to the time an application is filed, the student and his/her parents Or guardian are required to meet with a school counselor to discuss the feasibility of early graduation. Such matters as the student's past record of scholastic achievement, attendance, attitude toward school/teachers, reason(s) for early graduation, and subjects to be pursued in earning credits need to be considered.
4. A request for early graduation is subject to the recommendation of the principal and the approval of the board.
5. A student approved for early graduation forfeits his/her eligibility to participate in all school sponsored or sanctioned activities during the eighth semester and the following summer. This means you cannot participate in prom, class trip, or athletics.
6. Even though the student would earn a diploma before the other students in his or her graduating class, it would not be granted until graduation ceremonies at the end of the school year. The student could elect to take part or not take part in graduation ceremonies but in either case the principal would have to be notified of the decision by January 15.
7. School records would show the student as having met the requirements for graduation effective the last day of their final semester. Grade average and rank-in-class for the student would be determined and listed at the end of the seventh semester. A student graduating early will not be eligible for valedictorian or salutatorian. If needed, the principal will certify early graduation by letter to any college or post high school institution or prospective employer requiring proof of graduation.
8. Any student who has been approved for mid-year graduation will be expected to achieve passing marks in elected courses and to maintain regular school attendance. Course schedule changes will not be made to suit the convenience of the student. Course changes will not be made that will adversely affect the course/section balance.
9. Prior to his/her eighth semester, a student may reverse the decision of early graduation. The student would then be required to remain in school and enroll as a full-time student during the final eighth semester.

q. **Graduation Activities and Honors**

All students who have completed all graduation requirements except those with special student status are eligible for graduation activities. Students who have completed

all required credits and who have been approved for early graduation are eligible for graduation activities. Those who have completed the Board of Education's requirements for graduation will receive a diploma.

Caps and gowns are purchased at student expense in the spring.

Students will need a GPA of 3.25 to 3.66 for 8 consecutive semesters to graduate with honors and a GPA of 3.67 and above for 8 consecutive semesters to graduate with distinction. The school will round to two decimal points in determining these honors.

r. **Recognition of Academic Achievement**

**Academic Letter**

To qualify, students must have achieved a G.P.A. of 3.25 or better two consecutive semesters in which they have earned a minimum of seven (7) credits each semester.

**Attendance Recognition**

Any student who has not missed a class during a semester will receive a certificate recognizing their outstanding attendance.

**Honor Roll**

The names of students nominated to the honor rolls are published in the Red Oak Express after each grading period during the year. The following basis is used in nominating students to the honor rolls.

To be eligible for the quarter or the semester honor roll a student must be enrolled in at least (4) academic courses other than instrumental music, chorus, and/or P.E. Honor roll categories are 3.0 to 3.666 (honor roll) and 3.667 to 4.0 (high honor roll).

**National Honor Society**

The National Honor Society ranks as one of the oldest and most prestigious national organizations for high school students. The purpose of this organization is to recognize enthusiasm for scholarship, service, leadership, and character. Student membership in the National Honor Society is based on achieving recognition in these four distinguishing traits. Membership is further restricted to students in the junior and senior classes who have cumulative scholastic grade averages of 3.5 for 4 consecutive semesters.

Students eligible for the Honor Society are requested to submit an application including a summary of all activities, service projects, elected offices held, and volunteer work they have participated in. The final selection of Honor Society members is determined by the number of points accumulated by each applicant based on the application. Installation of Oak Chapter National Honor Society will be in November.

s. **Student Records and Transcripts**

Please report any change in your address, phone number, guardian or individual to be contacted in case of an emergency to the guidance office. Section 99.6 of the United States Department of Education and ROCSD board policy 507.1 grants certain rights and regulations in regard to student records.

1. Right to view records
2. Persons authorized to view student records.
3. Procedures for requesting to view records.
4. Right to request amendment of student record.
5. Dissemination of records.

For complete review of your child's records and who information is kept and distributed please view ROCSD board policy 507.1

If an authorized parent or student feels that their rights have been violated under policy 505.1, they may file a complaint with the Family Educational Rights and Privacy Act Office, Department of Education, 400 Maryland Ave S.W., Washington, D.C. 20202.

**t. Transferring from District**

The parents of students wishing to transfer out of the district before graduation, should notify the guidance office in writing as soon as possible. The notice will be on the school's record request form. After such notice is received, the student will receive instructions regarding the return of textbooks, media center materials, locker, equipment, hot lunch, etc. No refunds will be made until all fees or fines have been paid.

## **Student Behavior & Student Discipline**

**a. Jurisdictional and Behavioral Expectations**

Staff and administration feel that lessons are best learned when a classroom operates with minimal distractions. These distractions are best handled by the classroom teacher. If a student is referred to the office it is because their behavior is too offensive or persistent to be handled by the teacher. Detentions can be assigned at any time *by any* ROMS staff member. In-school suspensions and out-of-school suspensions can only be assigned by the principal.

Student misconduct not addressed in this handbook may still be basis for discipline and conduct that is illegal, immoral, or which causes a disruption to the orderly school environment, may result in discipline up to and including expulsion.

**a. Student Expectations**

The Five P's:

- 1. Be Prepared**
- 2. Be Productive**
- 3. Be Punctual**
- 4. Be Polite**
- 5. Be Positive**

## Behavioral Expectation Matrix

Rules	Classroom	Cafeteria	Hallway	Restroom
Be Prepared	Come to class with all necessary materials.	Enter orderly and quietly.	Organize lockers.	Use restroom closest to class.
Be Productive	Stay on task, submit assignments, take notes.	Be seated and manage time wisely.	Utilize the time between classes wisely.	Take care of business.
Be Prompt	Be on time. Be in the classroom before the bell rings.	Be on time entering from and leaving for class.	Be on time from class to class. Always have a pass.	Be on time - within reason of what is expected.
Be Positive	Do your best at all times.	Be a positive role model for others.	Be a positive role model for others.	Model proper behavior.
Be Polite	Practice good manners.	Dispose of trash during breakfast and lunch.	Walk and minimize the noise level.	Dispose of trash properly.

### Discipline Matrix

The provisions of these rules and consequences apply whenever students are involved, such as:

- School activities on property owned by the school
- Travel on school buses
- Off-site, school-sponsored activities, such as field trips
- On-site or off-site school-related problems which are the result of disruptive behavior at school
- To and from school

Cumulative offenses will result in progressive consequences.

Accumulated Offenses-Students may be expelled or placed on long-term suspension for an accumulation of offenses due to repeated violations of the Code of Behavior even though any offenses may not warrant such serious corrective action.

Offenses are designated by level of degree of severity:

**Level 1:** Classroom teachers are encouraged to handle as much of their own discipline as possible. Level 1 events can result in detention. If a detention is assigned, the teacher will contact the parent/guardian.

**Level 2:** Offenses which primarily affect only the individual student and will usually result in detention or in-school- suspension. Parents/guardians will be contacted.

**Level 3:** Serious offenses that cause a disruption to the learning environment. Disciplinary action may be detention, in-school suspension, and out-of-school suspension. Parents/guardians will be contacted.

**Level 4:** Major offenses that will receive the most severe disciplinary actions are out-of-school suspensions and/or an informal hearing which may lead to a recommendation for expulsion from Red Oak Community School. Parents/guardians will be contacted.

**The following rules, definitions, examples, exceptions, and consequences are used as guidelines. Red Oak CSD Staff has the right to adjust consequences as they deem necessary.**

<b><u>RULE/DEFINITION</u></b>	<b><u>EXAMPLES</u></b>	<b><u>CONSEQUENCES</u></b>
<u>Bomb Threat or Attempt to Bomb, Burn, or to Destroy a School Building or Property:</u> Student conduct which may put others in danger will not be permitted. Threatening is forbidden because it violates the law.		L4: Suspension, legal action
<u>Bus Violation:</u> Bus rules and regulations must be followed because they ensure safe transport to and from school and protect the rights of others to a safe bus ride.	Profanity, horseplay, littering, creating loud noises, having glass objects, water pistols and other toys, transporting large objects, tampering with equipment, throwing objects out of the window, putting arms or head out the window, making faces or other gestures to passersby or other drivers in traffic, or refusal to follow the directions of the bus driver and/or supervising adult. There is no eating and/or drinking unless allowed by the bus driver and/or supervising adult.	L2: 1) Detention and parent notification of future consequences 2) Two-week (2) bus suspension 3) Four-week (4) bus suspension 4) Remainder of year bus suspension
<u>Cafeteria Violation:</u> Cafeteria rules must be followed because they ensure safety and protect rights of others.	No running, cutting in line, throwing food, or leaving trash/trays on the tables or floor.	L1: 1) Staff discipline/Community Service 2) Detention 3) ISS 4) OSS
<u>Cars/Vehicles Improper Use:</u> Must be operated in a safe manner in compliance with school rules and state and local laws. Violators are subject to corrective action at school and penalty under law.	Reckless driving, speeding, driving or parking in an unauthorized area.	L3: 1) Warning 2) ISS (1 Day) 3) Parking privileges revoked for 1 week. 4) Parking privileges revoked for 2 weeks & privileges reviewed by administration.
<u>Cell Phone Use:</u> Students are to use cell phones only when directed by the teacher. When students are sent to the office or suspended, cell phones will be turned into office personnel.	Rules for usage in the classroom: Phones will not be used to text/message for personal and/or social reasons during class. Phones will be used only at times or purposes directed by the teacher. When texting/messaging for classroom purposes, students will only text/message information relevant to the class activity and will refrain from adding extraneous and/or inappropriate information. Students must ask permission to use phone in class for anything other than the items listed above.	1st offense: Teacher secures phone and it is turned into the office. Student may retrieve at end of day. 2nd & Subsequent Offenses: Teacher secures phone and the parents are contacted. Consequences may include: detention, ISS, OSS or loss of phone possession privilege.

<p><u>Cheating:</u> Violation of Test Procedures or the Appearance of a Violation: Students are responsible for neither giving nor receiving assistance (written, oral, or otherwise) on any assignment to be graded as work of a single individual because students are responsible for their own learning.</p>	<p>Copying homework, allowing someone else to copy your homework, any talking to any student or to the teacher without the teacher's permission, talking or giving the appearance of talking during a test or quiz. All assignments must be the student's own work and not done by other students, friends, parents, brothers, sisters, or anyone else in the family.</p> <p>In the classroom, examples are looking at notes (the student's or anyone else's), writing notes on any body parts (such as your hand.) Student's eyes should be on his/her own paper. Testing atmosphere will be maintained throughout the entire testing period, as authorized by the teacher. Students may not talk when others are not finished.</p> <p>Exception: Cooperative learning groups, open-book tests, teamwork.</p>	<p>L.:1  1) Teacher discipline,  2) Detention  3) ISS  4) OSS</p> <p>Each time a student is caught cheating or allowing others to cheat, a zero will be given on the assignment or assessment.</p>
<p><u>Chronic Failure to be Prepared for Class:</u> Failure to have teacher required materials for class.</p>	<p>Materials to be included but not limited to: Books, paper, pencil, homework, laptops, planners.</p>	<p>L.:1  1) Teacher discipline  2) Detention  3) ISS  4) OSS</p>
<p><u>Defiance:</u> The refusal to accept the authority or to carry out the directions, of any school staff will not be tolerated because it destroys a safe and orderly environment. School staff means any teacher, substitute, aide, custodian, cafeteria worker, volunteer, chaperon, bus driver, coach, sponsor, guidance counselor, secretary, administrator, or school support staff, such as school psychologist, social worker, and substance abuse prevention specialist.</p>	<p>Refusing to do what the staff person asks you to do. Using profanity, threats, or other forms of verbal abuse towards a staff member. When staff gives student directions, the student is expected to comply.</p>	<p>L3:  1) Detention  2) ISS (1 Day)  3) ISS (3 Days)  4) OSS (5 Days)</p>

<p><u>Disrespect:</u> The refusal to accept the authority or to carry out the directions, of any school staff will not be tolerated because it destroys a safe and orderly environment. School staff means any teacher, substitute, aide, custodian, cafeteria worker, volunteer, chaperon, bus driver, coach, sponsor, guidance counselor, secretary, administrator, or school support staff, such as school psychologist, social worker, and substance abuse prevention specialist.</p>	<p>Making faces, using sarcasm, interfering (butting in) when a teacher is disciplining or reprimanding another student, muttering under your breath, walking away when the teacher or staff person is talking to you, raising your voice when talking to teachers or staff persons, throwing down a book, arguing (asking why), refusing to do what the staff person asks you to do. When staff gives student directions, the student is expected to comply.</p>	<p>L2:  1) Detention  2) ISS  3) OSS (1 Days)  4) OSS (3 Days)</p>
<p><u>Discrimination:</u> All persons and groups within the school will be treated with dignity and respect because discrimination destroys the learning environment. Discrimination on the basis of age, gender, race, color, religion, national origin, disabilities, economic status, personal or physical characteristics, or other characteristics of individuals or groups will not be tolerated.</p>	<p>Actions, gestures, statements (spoken or written), dress, or symbols which insult, offend, taunt, or demean others because of their individual or group differences will not be tolerated.</p>	<p>L3: ISS (3 Days)  L4: OSS (3 Days)</p>
<p><u>Disruption:</u> Instructional time and/or any extra-curricular time will not be disrupted by students because disruptions interfere with the learning of others and destroy the continuity of the learning process. This includes classes where there is a substitute.</p>	<p>Blurting out in class without recognition, shouting across the classroom, making unnecessary noise (verbal, non-verbal), muttering under your breath, standing up and wandering around the classroom, students talking with one another without the teacher's permission, playing with toys, or writing notes without permission.</p>	<p>L1:  1) Teacher discipline  2) Detention  3) ISS  4) OSS</p>

<p><u>Dress Code:</u> All students will arrive at school acceptably groomed and attired because improper attire is unsafe and disruptive to the educational process.</p>	<ul style="list-style-type: none"> <li>• Shoes must be worn at all times</li> <li>• Hats, caps, bandannas, hoods or any other head apparel will not be allowed to be worn in the building. Students should place hats, caps, etc., in their lockers when arriving to school. Certain religious exceptions and other exceptions may apply with administrative approval.</li> <li>• Any items of clothing considered by staff to be indecent will not be permitted</li> <li>• When outerwear reveals the absence of undergarments, the student will be sent home/required to change</li> <li>• Apparel or property with suggestive, profane, or inappropriate words or pictures involving drugs, sex, alcohol, or the occult will not be permitted</li> <li>• The following items will not be permitted as school wear: bathing suits, undershirts worn alone, tube tops, crop tops, tank tops with straps under one inch, bare midriffs, halter tops, or "see-through" garments any other apparel deemed disruptive to the educational process will not be permitted</li> <li>• Jeans/pants worn low on the hip that reveal underwear will not be permitted</li> <li>• Jeans/pants with revealing slits are not permitted</li> <li>• Shorts, skirts and dresses- when standing with arms at sides, the hem must not be shorter than the fingertip</li> <li>• Sunglasses are not to be worn inside any school building unless the parent provides medical documentation</li> <li>• Marijuana leaves, Nazi signs, sexual symbols, controversial symbols, slogans and logos including but not limited to, gang identification symbols, i.e., KKK, alcohol/cigarette/tobacco/vaping/nicotine logos, etc., are not permitted</li> </ul>	<p>L2:  1) Warning/Comply with requested change  2) Detention  3) ISS  4) OSS (1 Day)</p>
<p><u>Drugs and Other Substances:</u> The possession, use, distribution or attempted distribution of drugs, (illegal, prescription, and/or over-the-counter drugs), alcohol, inhalant intoxicants (including juhls, juhl pods, vaping devices), or look-alikes (placebos) on school property, at school functions, or going to and from school is expressly forbidden because they are illegal and their use results in disruptive behavior which destroys the learning environment.</p>	<p>Having any forbidden substances in your vehicle, locker, your pockets, your purse, your backpack, giving any medicine or pills to a friend, passing around any "look alike" substances, "keeping" or holding a forbidden substance in your vehicle, locker, backpack, or pocket for a friend, "forgetting" you had any forbidden substance in your vehicle, pockets or personal belongings.</p> <p>Exception: Coming to the office to take prescription or over-the-counter medicines when you have brought a note from home and given it to the secretary.</p>	<p>L4: Suspension, legal action</p>



<b>Fighting/Physical Abuse:</b> Physical abuse including fighting is not allowed because it causes an unsafe and disruptive learning environment.	Pushing, tripping, intentionally bumping, slamming someone into lockers, throwing, hitting, kicking, pulling hair, biting, punching.	L4: OSS
<b>Fire Regulation Violation:</b> Report of false emergencies or tampering with emergency equipment is forbidden because it violates the law and endangers the safety of others.	Pulling fire alarm, false telephone calls, calls to 911, tampering with or activating fire extinguisher.	L4: Suspension, payment of legal fees and legal action.
<b>Forgery:</b> Forgery is not allowed because it destroys the orderly operation of the school and communication with the home.	Falsely and fraudulently making or altering a document. Signing parents'/guardians' name to any document or signing any name to a document that is not your name.	L3: 1) OSS (1 Day) 2) OSS (3 Days) 3) OSS (5 Days)
<b>Gambling:</b> Gambling is forbidden because it is illegal and it disrupts the learning environment.	Monetary betting: pitching pennies, bets/games for money, playing cards, or rolling of dice for the purpose of winning money.	L3: 1) OSS (1 Day) 2) OSS (3 Days) 3) OSS (5 Days)
<b>Group/Mob Action:</b> Any student who participates in a group/mob action which results in disruption or disturbance at school or school related activity.	Any two or more students with the intent of doing harm to persons, property, or the school environment may be considered a group or mob.	L4: Suspension, legal action
<b>Harassment:</b> Words, gestures, or physical contact which offend, intimidate, threaten, abuse, persecute or demeans anyone are not allowed because they fail to show respect for others and destroy the learning environment. Harassment of students or staff for any reason is prohibited.	Spreading rumors, defaming another person's reputation, bullying, name calling, teasing, and/or spitting. This would include in person and/or online.	L2: 1) Detention 2) ISS 3) OSS (1 Day) 4) OSS (3 Days)
<b>Indecent Exposure:</b> Intentional exposure of part of one's body in a place where such exposure is likely to be an offense against the generally accepted standards of decency in school.		L4: Suspension, legal action
<b>Indecent Material:</b> Materials that are vulgar, obscene, profane, or offensive are not allowed because they show a lack of respect for others and distract from the educational process.	Possessing or distributing to others 'posters, pictures, written/printed materials, audio recordings, video recordings, trading cards, and computer-based materials which are vulgar, or obscene. Writing notes or stories in class, cafeteria, or elsewhere on school grounds which are vulgar, obscene, profane, or offensive; passing such notes to other students.	L3: Confiscation, ISS (1 Day) L4: Confiscation, ISS (3 Days)

<p><u>Lockers:</u> A locker is school property subject to the school search and seizure regulation. Lockers should contain no food/drink.</p>		<p>L2:  1) Warning/Comply with requested change  2) Detention  3) ISS  4) OSS (1 Day)</p>
<p><u>Lying:</u> Any verbal or written statement of any untruth and/or the misrepresentation of person, official record, or other document are not allowed because it destroys a safe and orderly learning environment.</p>	<p>Having a friend who poses as your parent or guardian to call the school for an early dismissal or to excuse your absences; telling the bus driver or your teacher you had permission to stay after when in fact you did not; withholding information; giving a teacher or a substitute the wrong information (name, phone number, etc).</p>	<p>L2:  1) Detention  2) ISS  3) OSS (1 Day)  4) OSS (3 Days)</p>
<p><u>Misuse of Technology:</u> See Acceptable Use Policy</p>	<ul style="list-style-type: none"> <li>• Violating the privacy rights of others.</li> <li>• Using, producing, distributing, or receiving profanity, obscenity, or material which offends, threatens, or degrades others</li> <li>• Copying commercial software in violation of copyright law.</li> <li>• Using technology for financial gain or commercial or illegal activity.</li> <li>• Using technology for product advertisement or political endorsement.</li> <li>• Forwarding personal communications without the author's prior consent.</li> <li>• Using technology in violation of other Rules and Regulations of the Code of Behavior.</li> </ul>	<p>L2:  1) Detention  2) ISS  3) OSS (1 Day)  4) OSS (3 Days)</p>
<p><u>Obscenity/Profanity:</u> The use of vulgar or indecent language or gesture, including actions or displays of an obscene nature is prohibited because it is offensive, illegal, shows a lack of respect for others and disrupts the learning environment.</p>	<p>Cursing, profanity, obscene gestures.</p>	<p>L2:  1) Detention  2) ISS  3) OSS (1 Day)  4) OSS (3 Days)</p>
<p><u>Out-of-Bounds:</u> Not being where you are supposed to be without a pass.</p>	<p>Being in the hallways, bathroom, cafeteria, or in an unauthorized area without a pass.</p>	<p>L2:  1) Detention  2) ISS  3) OSS (1 Day)  4) OSS (3 Days)</p>

<p><u>Physical Assault or Threat on a Staff Member or Student:</u> The threat of or use of force upon a staff member is expressly forbidden.</p>		<p>L4: Suspension, legal action</p>
<p><u>Plagiarism (Academic Dishonesty):</u> Students are responsible for giving due recognition of sources from which material is quoted, summarized or paraphrased, as well as to persons from whom assistance has been received.</p>	<p>Copying material from digital and/or print resources. All sources should be cited properly.</p>	<p>L3:  1) Zero will be given on assignment/Teacher Discipline  2) Zero will be given on assignment/ISS (1 Days)  3) Zero will be given on assignment/ISS (3 Days)</p>
<p><u>Possession of Drink Containers:</u> Students shall not have glass bottles or other such breakable containers on school property or at school-related activities. Students should have clear, plastic drink containers.</p>	<p>Glass/Breakable containers, any container that is not clear</p>	<p>L2:  1) Warning/Detention  2) ISS  3) OSS (1 Day)  4) OSS (3 Days)</p>
<p><u>Public Display of Affection:</u> Public display of affection is not permitted because it distracts from the educational process and shows a lack of respect. It can also be considered a form of sexual harassment.</p>	<p>Kissing, wrapping arms around one another, trapping someone against a locker, inappropriate touching, grabbing, or hugging.</p>	<p>L1:  1) Teacher discipline  2) Detention  3) ISS  4) OSS</p>
<p><u>Sexual Misconduct:</u> Unwelcome acts of a sexual nature committed by a student against another student without consent including, sexual advances, requests for sexual favors and/ or other verbal or physical conduct, including written communications of an intimidating, hostile or offensive nature, or action taken in retaliation for the reporting of such behavior.</p>	<p>Student sexual misconduct may include, but not limited to: unwelcome touching victim or when victim is forced to touch another person's body, coerced sexual intercourse, unwelcome sexual propositions, invitations, or other pressure for sex; implied or overt threats of a sexual nature; making gestures of a sexual nature; unwelcome sexual remarks about clothing, body, or sexual activities; and humor and jokes about sex that denigrate women or men in general.</p>	<p>L.: Suspension, legal action</p>
<p><u>Standing By as others Violate Rules:</u> In order to maintain safety and security in our schools, students are responsible for reporting serious violations of the Code of Behavior to teachers, administrators, or other appropriate staff member.</p>	<p>Watching or encouraging others who are breaking school rules.</p>	<p>L.:2  1) Detention  2) ISS  3) OSS</p>
<p><u>Theft - Minor:</u> Theft is forbidden because it is illegal and violates the rights of others and destroys the learning environment.</p>	<p>Thefts valued at \$50.00 or under. Taking an item not belonging to you, finding an item that is not yours and keeping it. If you find something and don't know whose it is, you must turn it into the office.</p>	<p>L.: 2  1) Detention and Restitution  2) ISS  3) OSS (1 Day)  4) OSS (3 Days)</p>

<p><b>Theft - Major:</b> Theft is forbidden because it is illegal and violates the rights of others and destroys the learning environment.</p>	<p>Thefts valued over \$50.00. Taking an item not belonging to you, finding an item that is not yours and keeping it. If you find something and don't know whose it is, you must turn it into the office.</p>	<p>L:4 Restitution, Suspension, legal action</p>
<p><b>Tobacco/Nicotine Violation:</b> Possession and use of tobacco/nicotine or tobacco/nicotine products, vaping devices, juhls, juhl pods, matches, or lighters is forbidden, school buses, and school property are smoke/tobacco/nicotine-free and tobacco/nicotine products, matches, and lighters endanger the safety and health of others.</p>	<p>Possession and/or use of cigarettes, snuff, cigars, pipes, dip, nicotine, vaping devices, or chewing tobacco to include lockers, personal belongings, and cars parked on school property at any time during school or any school activity.</p>	<p>L.:3 1) 2 Days ISS, legal action 2) OSS (5 Days) 3) Refer to accumulated offenses</p>
<p><b>Trespassing Violation:</b> Trespassing (unauthorized visiting at other schools) is forbidden because it is illegal and disrupts the safety and orderliness of the learning environment. A student may be forbidden to trespass on his/her own school property or any other Red Oak school property. Access and use of school property should be by authorization only.</p>	<p>Going to a friend's school without permission during the school day when you have a holiday or early dismissal because of exams or weather. Coming on to school grounds for any reason without permission when you have been suspended.</p> <p>Exceptions: Visiting other school when they are open to the public, such as for plays, concerts, or athletics. Visiting other schools during the school day when you are part of a school-sponsored group or activity, or when you and your parents have legitimate business to conduct in their guidance or main office.</p>	<p>L4: Suspension</p>
<p><b>Unauthorized Sales:</b> Unauthorized sales are prohibited because they create disruptions.</p>	<p>Selling candy, gum, drinks, toys, or any other items not approved by the school.</p> <p>Exceptions: Selling items for an authorized school fundraiser during designated times.</p>	<p>L1: 1) Teacher discipline 2) Detention 3) ISS 4) OSS</p>
<p><b>Unsafe Behavior:</b> Unsafe behavior is not allowed because it endangers the safety of others and of the learning environment.</p>	<p>Running in the hall, spitting, pushing, shoving, throwing snowballs, books, or other objects, running alongside the buses, tripping others, horseplay of any kind, or any other action deemed unsafe by school personnel.</p>	<p>L1: 1) Staff discipline 2) Detention 3) ISS 4) OSS</p>
<p><b>Unsportsmanlike or Inappropriate Behavior at a ROCSD or School-sponsored Activity:</b> Students are expected to comply with the rules established by their schools and with the rules of the sports, clubs, and activities in which they participate.</p>	<p>Refer to Activities guide for Students and Parents</p>	<p>L2: 1) Detention 2) ISS 3) OSS (1 Day) 4) OSS (3 Days)</p>
<p><b>Vandalism - Minor:</b> Vandalism and destruction of school property and or personal belongings of others is not</p>	<p>Damage of \$50.00 dollars or less. Ripping off wall dispensers in restrooms, writing on walls or desks, interfering with plumbing, defacing bulletin boards or</p>	<p>L3:</p>

allowed because it is disrespectful, destroys the school environment, misuses funds, and violates the law.	other student's work, writing on or tearing pages, or in any other way damaging books.	1) ISS (1 Day) 2) OSS (3 Days) 3) OSS (5 Days)  Any vandalism can result in possible restitution, legal action
<u>Vandalism - Major:</u> Vandalism and destruction of school property and or personal belongings of others is not allowed because it is disrespectful, destroys the school environment, misuses funds, and violates the law.	Damage over \$50.00. Ripping off wall dispensers in restrooms, writing on walls or desks, interfering with plumbing, defacing bulletin boards or other student's work, writing on or tearing pages, or in any other way damaging books.	L4: Restitution, legal action, suspension Any vandalism can result in possible restitution, legal action
<u>Verbal Assault on a Staff Member or Student:</u> The use of obscene or profane language, harassment, or threats on a staff member.		L4: Suspension
<u>Weapon, Failure to Report:</u> It shall be the responsibility of the student to notify a teacher or an administrator IMMEDIATELY, if they have reason to believe that there is a weapon in school, on school grounds, on a school bus, at the bus stop, or at any school related activity. Disciplinary action, up to and including expulsion, may be taken against any student who knows of a weapon and fails to report it.		L4: Suspension, legal action
<u>Weapon Violation:</u> Weapons are forbidden on school property and at school-sponsored functions at home and away because they prevent a safe, non-violent, orderly school environment.	Any type of operable or inoperable weapon, other chemical agents, bullets, fireworks, other explosives, toy weapons, and other weapons or facsimiles. This also includes objects which may commonly be used in the school. Whether designed as a weapon or not, an object may be considered as a weapon if it is used as a weapon or perceived as a weapon.	L4: Suspension, legal action

**d. In-School Suspension Program**  
Student Intervention and Behavior

Goal: To create an educational environment where students are held accountable for their actions, learn the skills and attitudes necessary to prevent misbehavior and act appropriately when they return to the regular classroom.

Components

- 1) Academics – Students will complete academic assignments while assigned to ISS to ensure continued Academic progress.
- 2) Reconnection – Students will have an opportunity to reconcile with the adult and/or student with whom they had conflict. This can be facilitated through written communication and/or a mediation session.

In-School Suspension is used to create an educational environment, where students are held accountable for their actions. In ISS, office personnel can teach the student the skills

51

and attitudes necessary to prevent misbehavior and act appropriately when they return to the regular classroom. The parent should be notified when a student has been issued an In-School Suspension. Office personnel will review the referral, interview the students, explain the rules, and procedures. The office personnel can provide consultation through the school counselor, which enables the student to identify the underlying problem and eventually correct or improve the misbehavior.

**e. 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.

**f. 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.

**g. 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.

**h. Search & Seizure**

A student's personal effects (i.e. 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, regulations, or the law affecting school order.

Reasonable suspicion may be based upon factors such as:

1. Eyewitness observations by employees;
2. Information received from reliable sources;
3. Suspicious behavior by the student;
4. A 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 when the measures adopted are reasonably related to the objectives of the search. Reasonableness of scope will include consideration of factors such as:

1. The age of the student;
2. The sex of the student;
3. The nature of the infraction
4. The emergency requiring the search without delay.

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of student parking lots. The interior

52

of a student's automobile on the school premises may be searched if the school official has reasonable suspicion to believe that illegal, unauthorized or contraband items are contained inside.

School authorities may seize any illegal, unauthorized or contraband items discovered in a search. Such items include, but are not limited to, illegal drugs, alcoholic beverages, tobacco, weapons, stolen property, etc. Such items are not to be possessed by a student while they are on school district property or property within the jurisdiction of the school district, while on school owned or operated school or chartered buses, while attending or engaged in school activities, and while away from school grounds if possession of same would directly affect the good order, efficient management and welfare of the school district. Possession of such items will be grounds for disciplinary action including possible suspension or expulsion and may be reported to local law enforcement. The Board believes that such illegal, unauthorized or contraband materials cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees or visitors on school district property.

Student Lockers, Desks, etc. Student lockers, desks or other spaces issued or assigned to a student for storage of items are the property of the school district and students have no legitimate expectation of privacy in such spaces. The district may conduct random, unannounced periodic inspections of such lockers, desks and spaces. Such inspections will either occur in the presence of the students whose lockers are being inspected or in the presence of at least one other person.

School officials may also arrange for the use of drug sniffing animals in conducting inspections or searches. It is possible that law enforcement may also conduct such inspections or searches. Drug sniffing animals shall not be used by school officials to search a student's body.

The contents of a student's locker, desk or other space may be searched when a school official has reasonable suspicion that the contents contain illegal or contraband items, evidence of a violation of law or school policy or rule: If a student is not present when the student's personal effects are searched, the student will be notified prior to or as reasonably practicable after a search.

#### **i. Due Process**

Before a student is subject to disciplinary action under the Code of Student Behavior, the following minimum steps of due process must be offered to that student.

- A. The student must have been informed of the conduct that is expected or prohibited.
- B. Prior to disciplinary action a hearing will be held with the student at which time notice is given as to what he or she is accused of doing...
- C. An opportunity should be given during the hearing for the student to present his or her side of the story.
- D. The administrator must make the decision relating to disciplinary action based upon the incidents have been appraised from the knowledge gained.

## Good Conduct Rule

It is the belief of the Red Oak Red Oak Community School District that participation in school activities is a privilege. Being a part of something greater than oneself is something all students should have the opportunity to experience. School activities have a positive effect in the development of adulthood and citizenship, and all students are encouraged to participate.

Students involved in extracurricular/co-curricular activities represent the school district and are expected to serve as good role models. Students must conduct themselves in an appropriate manner that is in accordance with board policy.

## Activities Covered Under the Good Conduct Rule

The following activities are covered by the Good Conduct Rule: athletics, all co-curricular clubs and organizations, all honorary and elected offices, (i.e. Homecoming Court, Prom Royalty), class officer or representative, cheerleading, school dances, homecoming dance, prom night activities, or any other activity where the student represents or participates on behalf of the school outside the classroom, and the event attendance does not reflect their educational grade.

## Violations of the Good Conduct Rule

A student wishing to participate in activities covered under the Good Conduct Rule shall not engage in the following conduct, in school or out of school, at any time:

- Possess, use or attempt to purchase items containing nicotine (cigarettes, chewing tobacco, juhls, pods, vapes, nicotine oils)
- Possess, use, purchase, attempt to purchase alcohol or have presence of alcohol in body.
- Attending a function or party where the student knows or has reason to believe alcohol or other drugs are being consumed by minors:
  - Students who are faced with this situation have three choices:
    1. Leave immediately (an intention to leave is not acceptable).
    2. If picking up friend, say in vehicle. Away from the possession of alcohol, drugs or nicotine products. Ask who you are picking up to enter your vehicle free of any items that would warrant a good conduct policy violation.
    3. Stay and assume the consequences listed in the penalty chart
- Possess, use or purchase illegal drugs, drug paraphernalia, synthetic drugs or prescription medicine (misuse or illegal possession of) as defined by the Iowa Supreme Court – ref. Iowa Codes 124.401 & 155A.21
- Ingestion of dangerous substances if abused or not used appropriately: huffing, misuse of over the counter medicines, etc.



- Engage in any act that would be grounds for arrest or citation in the criminal or juvenile court system, excluding minor traffic violations, regardless of whether the student was cited, arrested, convicted, or adjudicated for the act(s).
- Bullying or harassment of classmates or teammates. *\*after investigation by school or law enforcement concludes responsibility of fault.*
- Any items not referenced in this matrix that are considered detrimental to the well-being of ROCSD participants of extra-curricular activities.

### Determination of Violation

If a violation of the Good Conduct Rule is observed by a school employee, a school board member, or member of law enforcement it will be reported to a school administrator.

**Anonymous reports will not be accepted.** The school administrator will then conduct a meeting with the student to obtain more information before any long term penalty can be assigned. At this meeting the student shall be confronted with the allegation and the basis of the allegation. During this hearing the student will be given an opportunity to give their defense of no wrong doing. If the student is found to have violated the school's Good Conduct Rule they will be disciplined within the parameters of the Good Conduct Rule. It will be the responsibility of the activities director or his/her designee to keep records of violations of the Good Conduct Rule.

### Notice of Violation to Student and Parent

A school administrator or his/her designee, upon making a determination that a student has violated the Good Conduct Rule, shall promptly mail or deliver to the student's parents or guardian a written "Notice of Violation of Good Conduct Rule" containing the following information.

- The student's name and the names and address of the student's parents or guardians
- A statement describing the time, place, and circumstances of the Good Conduct Rule violation
- A statement describing the penalty imposed

### Violation Consequences

Violations of the Good Conduct Rule will accumulate by offense over the student's 7<sup>th</sup>-8<sup>th</sup> grade school career. The offenses reset with the beginning of the student's 9<sup>th</sup> grade calendar school year.

Violations of the Good Conduct Rule will accumulate by offense over the student's 9<sup>th</sup>-12<sup>th</sup> grade school career. **A single violation cannot be counted as two penalties.** In the event a violation includes two offenses (example: nicotine and alcohol) the student will assume the greater penalty.

* = Reducible penalty <i>Reduction policy below</i>	<b>Penalty</b>			
	<b>2 Event dates</b>	<b>6 Event dates</b>	<b>8 Event dates</b>	<b>12 month ban from date of the finding of violation</b>
<b>Nicotine</b> ( <i>possession, use or attempted purchase</i> )		1 <sup>st</sup> Offense *	2 <sup>nd</sup>	3 <sup>rd</sup> Offense +
<b>Bullying or Harassment of: teammates, classmates or ROCSD Staff</b> ( <i>after investigation is completed by school administration</i> )	1 <sup>st</sup> Offense	2 <sup>nd</sup>	3 <sup>rd</sup> Offense +	
<b>Arrest and citation to Juvenile or Criminal Court.</b>		1 <sup>st</sup> Offense *	2 <sup>nd</sup>	3 <sup>rd</sup> Offense +
<b>Alcoholic beverages</b> ( <i>possession, attempted purchase, under the influence of</i> )		1 <sup>st</sup> Offense *	2 <sup>nd</sup>	3 <sup>rd</sup> Offense +
<b>Dangerous Consumption/ Use of: huffing of any material, cough medicine, synthetic drugs &amp; prescription medicine</b> ( <i>possession with no subscription &amp; miss use of prescribed drug</i> )			1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense +
<b>O.W.I.</b> ( <i>any charge regardless of conviction</i> )			1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense +
<b>Possession, use or attempted purchase of any illegal drug or paraphernalia as defined by state statute</b>			1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense +
*Any items not referenced in this matrix that are considered detrimental to the well-being of ROCSD participants of extra activities will receive consequences based on event, and past infractions made by the student.				

## Ineligibility Guidelines

- A student's ineligibility will be imposed at the highest level of competition as well as at all levels during the ineligibility period. Should the student participate in more than 1 level (Varsity, JV, and Freshman) on the same date, they will be ineligible for all levels. Multiple ineligibility penalties cannot be served on the same date.
- Students ineligible for co-curricular activities/performances shall only miss activities that are not required as part of a course grade. Activities that have an impact on a school course will be identified in writing and communicated with the activities director at the start of each school year.
- The period of ineligibility is imposed immediately upon a finding of a violation if the student is eligible for, and currently engaged in, an extra/co-curricular activity. If a student is not engaged, or if ineligibility is not completed during the current activity, the period of ineligibility will be carried over to the next activity, contest, performance or school function (including productions, mini singers, jazz band, FFA, homecoming functions & prom functions).
- For the penalty to stand, students are also expected to end their extra/co-curricular activity in good standing if they served a good conduct penalty. Students who do not complete their season in good standing will serve their ineligibility in his/her next season of participation, or school performances or school functions prior to the next activity the student participates in (including productions, mini singers, jazz band, FFA, homecoming functions & prom functions).
- Students will only be allowed to serve penalties as a manager if they were already a manager or participant the previous season for the program served in. Students who are first time managers to a program will not be allowed to count that time as completion towards their penalty.
- A student and their parents or guardians must meet with the head coach of a program if a student wishes to compete in an activity they had not previously been a part of. The coach, student and parents must agree to the coach's requirements to finish the season in good standing. If the student and parents or guardians do not agree with the coach's expectations this season will not count towards penalty fulfillment.
- In the event a student is ruled academically ineligible, the thirty days of academic ineligibility shall be served in full before the continuance or start of a good conduct violation penalty. No penalties will ever be allowed to "double-up" and served congruently.
- If a student violates the Good Conduct Rule while already ineligible, the first ineligibility must be served before the next (second/third) penalty is imposed. No penalties will ever be allowed to "double-up" and served congruently.
- An ineligible student shall attend all practices or rehearsals but may not "suit up" for contests nor perform/participate.
- If the period of time between a violation and an activity is twelve calendar months or

more, the student shall not serve an ineligibility period for the violation. All penalties will expire 12 months from the date of the finding of a violation

### **Penalty Reduction – Service Contract**

Students can receive a penalty reduction of 50% for 1<sup>st</sup> offense items in matrix with a (\*) by contracting service hours through the district's Student Support Coordinator. Service Contract forms can be found in the Athletic Director's office. Reductions can only be made by those indicated in the matrix. All events/competitions/or contest under this policy are included in the reduction. Required hours for reduction in penalty are as follows:

<i>Offense reduction</i>
<b>10 hours</b>

*The reduction of penalty can only occur if all contracted hours are completed before the entire penalty is fulfilled.*

### **Transfer Student**

If a student transfers to Red Oak High School from another school or school district and the student had not yet completed a period of ineligibility for a violation of a Good Conduct Rule in the previous school district, the student shall serve the penalty in accordance with the Red Oak Good Conduct Rule. If the ROHS administration determines that there is general knowledge of a student's misconduct in a previous district, the activities director or his designee will contact the student's previous school district for confirmation of reported information.

### **Additional School Consequences**

Unless the student violated the Good Conduct Rule on school grounds or at a school event, there will be no additional consequences (e.g., detention, suspension, expulsion from school, or grade reduction/withholding) for the violation

### **Appeals**

Any student who is found by the administration to have violated the Good Conduct Rule has the right to ask for an appeal in writing to the superintendent within 3 school days of being informed of the penalty for the violation. *If an appeal is made, the suspension shall remain in effect pending the outcome of the appeal process.*

If the student, and/or parent/guardian, wants to appeal the decision of the superintendent, they may seek further review by the school board by filing a written appeal with the board secretary within 3 school days following the decision rendered by the superintendent. The review by the board will be conducted at the next regular or special board meeting. The review will be in closed session unless the student's parent (or the student, if the student is 18) requests an open session.

#### **j. Student Assistance Team**

The assistance program has been developed to help students deal with problems and other difficulties that interfere with the students' ability to be successful at school. This team of volunteers is merely advisory. This program is confidential and no records of involvement are kept in a personal file.

#### **k. Reasonable Suspicion at Activities**

The Board prohibits the use of alcohol and drugs by students attending school-sponsored activities or activities held on any school premises. The following guidelines will apply to all school-sponsored activities or activities held on any school premises:

- In order to determine whether or not reasonable suspicion exists, appropriate school personnel, designated as "school function safety employees", will be trained in the identification of individuals who may be under the influence of alcohol or drugs.
- If reasonable suspicion of alcohol use exists, a breathalyzer test may be given to the student by a school function safety employee. If the test is positive for alcohol, law enforcement will be called to handle the situation. School disciplinary measures also will be in effect.
- If reasonable suspicion of drug use exists, parents will be contacted and given the option of taking the student for a drug test at the hospital at district expense. If the student tests positive, school disciplinary measures will be in effect. If the test option is refused, school disciplinary measures still may be in effect.

#### **4. 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- EVACUATE!**

- 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.) Staff will direct students as to the safe location located outside of the building.

## **b. Tornado Warning, Tornado Drills- SHELTER!**

The emergency shelter 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. Crisis Procedures**

In crisis situations school administration will determine the appropriate measures taken with students and staff to keep students and staff safe.

**LOCKOUT!** – Get Inside. Lock Outside Doors.  
Return to normal business. Bring everyone indoors. Lock perimeter doors.  
Increase situational awareness.

**LOCKDOWN!** – Lock All Doors. Shut Off Lights. Get Out of Sight.  
Move out of sight. Maintain silence. Do not open any door. Lock interior doors. Turn off lights.

**EVACUATE!** - TO ANNOUNCED LOCATION  
Bring your phone. Lead student to evacuation location. Leave stuff behind. Follow instructions. Communicate missing, extra or injured students.

**SHELTER!** – Hazard and Safety Strategy  
Tornado – Evacuate to shelter area  
Hazmat – Seal the room  
Earthquake – Drop cover and hold

(Please return this page)

2019-2020

# Handbook Signature Page

This handbook signature page is to be returned to the Red Oak Middle School as proof that the handbook has been read.

We have read the Middle School Handbook.

\_\_\_\_\_  
Parent print

\_\_\_\_\_  
Parent signature

\_\_\_\_\_  
Student print

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date





# Red Oak Community School District

## Good Conduct Rule

Policy requirement as specified by the ROCSD Board of Directors

Code No. 503.4

### GOOD CONDUCT RULE

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

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

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

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

#### e. Good Conduct Rule

It is the belief of the Red Oak Red Oak Community School District that participation in school activities is a privilege. Being a part of something greater than oneself is something all students should have the opportunity to experience. School activities have a positive effect in the development of adulthood and citizenship, and all students are encouraged to participate.

Students involved in extracurricular/co-curricular activities represent the school district and are expected to serve as good role models. Students must conduct themselves in an appropriate manner that is in accordance with board policy.

### Activities Covered Under the Good Conduct Rule

The following activities are covered by the Good Conduct Rule: athletics, all co-curricular clubs and organizations, all honorary and elected offices, (i.e. Homecoming Court, Prom Royalty), class officer or representative, cheerleading, school dances, homecoming dance, prom night activities, or any other activity where the student represents or participates on behalf of the school outside the classroom, and the event attendance does not reflect their educational grade.

### Violations of the Good Conduct Rule

A student wishing to participate in activities covered under the Good Conduct Rule shall not engage in the following conduct, in school or out of school, at any time:

- Possess, use or attempt to purchase items containing nicotine (cigarettes, chewing tobacco, juhls, pods, vapes, nicotine oils)
- Possess, use, purchase, attempt to purchase alcohol or have presence of alcohol in body.
- Attending a function or party where the student knows or has reason to believe alcohol or other drugs are being consumed by minors:
  - Students who are faced with this situation have three choices:
    1. Leave immediately (an intention to leave is not acceptable).
    2. If picking up friend, say in vehicle. Away from the possession of alcohol, drugs or nicotine products. Ask who you are picking up to enter your vehicle free of any items that would warrant a good conduct policy violation.
    3. Stay and assume the consequences listed in the penalty chart
- Possess, use or purchase illegal drugs, drug paraphernalia, synthetic drugs or prescription medicine (misusage or illegal possession of) as defined by the Iowa Supreme Court – ref. Iowa Codes 124.401 & 155A.21
- Ingestion of dangerous substances if abused or not used appropriately: huffing, misuse of over the counter medicines, etc.
- Engage in any act that would be grounds for arrest or citation in the criminal or juvenile court system, excluding minor traffic violations, regardless of whether the student was cited, arrested, convicted, or adjudicated for the act(s).
- Bullying or harassment of classmates or teammates. *\*after investigation by school or law enforcement concludes responsibility of fault.*
- Any items not referenced in this matrix that are considered detrimental to the well-being of ROCSD participants of extra-curricular activities.

64

### Determination of Violation

If a violation of the Good Conduct Rule is observed by a school employee, a school board member, or member of law enforcement it will be reported to a school administrator. **Anonymous reports will not be accepted.** The school administrator will then conduct a meeting with the student to obtain more information before any long term penalty can be assigned. At this meeting the student shall be confronted with the allegation and the basis of the allegation. During this hearing the student will be given an opportunity to give their defense of no wrong doing. If the student is found to have violated the school's Good Conduct Rule they will be disciplined within the parameters of the Good Conduct Rule. It will be the responsibility of the activities director or his/her designee to keep records of violations of the Good Conduct Rule.

### Notice of Violation to Student and Parent

A school administrator or his/her designee, upon making a determination that a student has violated the Good Conduct Rule, shall promptly mail or deliver to the student's parents or guardian a written "Notice of Violation of Good Conduct Rule" containing the following information.

- The student's name and the names and address of the student's parents or guardians
- A statement describing the time, place, and circumstances of the Good Conduct Rule violation
- A statement describing the penalty imposed

### Violation Consequences

Violations of the Good Conduct Rule will accumulate by offense over the student's 7<sup>th</sup>-8<sup>th</sup> grade school career. The offenses reset with the beginning of the student's 9<sup>th</sup> grade calendar school year.

Violations of the Good Conduct Rule will accumulate by offense over the student's 9<sup>th</sup>-12<sup>th</sup> grade school career. **A single violation cannot be counted as two penalties.** In the event a violation includes two offenses (example: nicotine and alcohol) the student will assume the greater penalty.

65

* = Reducible penalty Reduction policy below	Penalty			
	2 Event dates	6 Event dates	8 Event dates	12 month ban from date of the finding of violation
Nicotine (possession, use or attempted purchase)		1 <sup>st</sup> Offense *	2 <sup>nd</sup>	3 <sup>rd</sup> Offense +
<b>Bullying or Harassment of: teammates, classmates or ROCSD Staff</b> (after investigation is completed by school administration)	1 <sup>st</sup> Offense	2 <sup>nd</sup>	3 <sup>rd</sup> Offense +	
<b>Arrest and citation to Juvenile or Criminal Court.</b>		1 <sup>st</sup> Offense *	2 <sup>nd</sup>	3 <sup>rd</sup> Offense +
<b>Alcoholic beverages</b> (possession, attempted purchase, under the influence of)		1 <sup>st</sup> Offense *	2 <sup>nd</sup>	3 <sup>rd</sup> Offense +
<b>Dangerous Consumption/ Use of: huffing of any material, cough medicine, synthetic drugs &amp; prescription medicine</b> (possession with no subscription & miss use of prescribed drug)			1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense +
<b>O.W.I. (any charge regardless of conviction)</b>			1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense +
<b>Possession, use or attempted purchase of any illegal drug or paraphernalia as defined by state statute</b>			1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense +
*Any items not referenced in this matrix that are considered detrimental to the well-being of ROCSD participants of extra activities will receive consequences based on event, and past infractions made by the student.				

66

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**Appeals**

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68

## GRADUATION REQUIREMENTS

### Graduation Requirements

Students must successfully complete the courses required by the board and Iowa Department of Education in order to graduate.

It is the responsibility of the superintendent to ensure that students complete grades one through twelve and that high school students complete 52 credits prior to graduation. The following credits will be required for a high school diploma:

- Language Arts      **8 credits**, including Language Arts 9 and Language Arts 10
- Science              **6 credits**, including Biology, Physical Science, and Earth & Space Science
- Mathematics        **6 credits**, including Algebra I and Geometry
- Social Studies      **6 credits**, including US History I, US History II and Government
- Fine Arts             **1 credit** (Music, Band, & Art)
- Physical Education   **8 credits** (Required every semester 9-12 unless parent requests exemption\* for one semester due to academic conflict or health restrictions.) In addition, students in grade twelve may be excused\* from physical education if requested in writing by the parent and if:
  1. *The student is enrolled in a cooperative or work study program or other educational program authorized by the school which requires the students to leave the school premises during the school day, or*
  2. *The student is involved in winter and/or spring sports and want to fill their schedule with other academic coursework.*

**\*All exemptions must be approved by the parent, principal, and school board.**
- Career & Technical Education   **2 credits**, including Personal Finance (Business, Ag, Industrial Technology, Health Occupations, Family & Consumer Sciences, or Work Experience)
- Electives             Sufficient credits to meet 52-credit requirement
- CPR                    CPR course provided by the school

The required courses of study will be reviewed by the board annually.

## GRADUATION REQUIREMENTS

Graduation requirements for special education students will be in accordance with the prescribed course of study as described in their Individualized Education Program (IEP) and will follow one of the four graduation pathways: High School Diploma, General Diploma, Essential Diploma, or Certificate of Completion. Each student's IEP will include a statement of the projected date of graduation starting with the IEP covering the time span in which the student turns 14 years of age and the criteria outlined in the pathway determined by the IEP team. Prior to the special education student's graduation, the IEP team will determine whether the graduation criteria have been met. Students who continue their education through another program with the IEP remaining open will be allowed to participate in the graduation ceremony at the end of their senior year. These students will be identified on the ceremonial program as receiving a certificate of attendance. Upon completion of program or IEP exit, students will receive a diploma or certificate as outlined in the IEP.

### Pathways:

#### High School Diploma

Students following this pathway will be required to obtain all 52 credits as listed above with accommodations as outlined in the IEP.

#### General Diploma

The above listed credits will be required with accommodations and modifications to curriculum as outlined in the IEP. Modifications will include an outline of key concepts and skills needed for each course written into the grading rubric and tied to goal areas. Pass/Fail grades will be specific to the rubric and students will not be penalized for homework. Students following this pathway will not receive a GPA.

#### Essential Diploma

Students following an Essential Diploma pathway will be required to earn 37 credits as listed below with accommodations and modifications to curriculum as outlined in the IEP. Modifications will include an outline of key concepts and skills needed for each course written into the grading rubric and tied to goal areas. Pass/Fail grades will be specific to the rubric and students will not be penalized for homework. Students following this pathway will not receive a GPA.

- Language Arts      8 credits
- Science              6 credits
- Mathematics        6 credits
- Social Studies      6 credits
- Fine Arts            1 credit



## GRADUATION REQUIREMENTS

- Physical Education 8 credits (Required every semester 9-12 unless parent requests exemption for one semester due to health restriction.)
- Career & Technical Education 2 credits, including Personal Finance (Business, Ag, Industrial Technology, Health Occupations, Family & Consumer Sciences, or Work Experience)
- CPR CPR course provided by the school *(If a student is not able to complete CPR training, we will specify in the IEP that the student is not physically able to complete the training. In this case, the principal and parents must sign a waiver and put it in the IEP and cumulative folder.)*

### **Certificate of Completion**

Students who receive a Certificate of Completion will complete courses and expectations outlined in the IEP. Students will not be required to earn credits and will not receive a GPA.

## GRADUATION REQUIREMENTS REGULATION

### Classification of Students

Students in the Red Oak Community High School shall be classified at the beginning of each year as follows:

- Freshman Those entering their first year of high school.
- Sophomore Those entering their second year of high school.
- Junior Those entering their third year of high school.
- Senior Those entering their fourth or more year(s) of high school.

### COURSE REQUIREMENTS

The following courses are required and should be taken at the level indicated.

#### 9th

Language Arts 9  
Biology  
US History I  
Algebra I or Pre-algebra\*\*  
Physical Education  
Personal Finance\*\*\*

#### 10th

Language Arts 10  
Physical Science  
US History II  
Algebra I or Geometry\*\*  
Physical Education  
Personal Finance\*\*\*

#### 11th

Language Arts Elective  
Earth & Space Science  
Government\*  
Social Studies Elective\*  
Geometry or Math Elective  
Physical Education  
Personal Finance\*\*\*

#### 12th

Language Arts Elective  
Government\*  
Social Studies Elective\*  
Physical Education  
Personal Finance\*\*\*

\*Required as a junior or senior.

\*\*Students will follow a course path including: Algebra I, Geometry, Algebra II. Students placed in Pre-algebra will then take Algebra I and Geometry.

\*\*\*Required, but can take at any time in grades 9-12.

Additionally, 2 years of foreign language are recommended for college bound students.

## GRADUATION REQUIREMENTS REGULATION

Making up courses that have been failed: Whenever a student fails a required course, the course must be made up or retaken as soon as possible. Whenever a student fails an elective course, the particular course failed need not be made up or retaken; however, the student must be sure he or she will have enough credits to graduate. The best procedure to follow whenever a course is failed in each and every situation is for the student to visit with the counselor. No credit is given for courses failed.

Duplicating Courses: In most cases when a course is successfully completed it may not be retaken for credit. There are exceptions and you should review each course description. Written permission from the principal and teacher is required to duplicate any course and it should be a part of the student's 4-year plan.

DRAFT

District	Substitute Teacher	Substitute Teacher Long-Term	Substitute Bus Driver	Activity Route	Substitute Food Service	Substitute Para	Substitute Secretary	Substitute Custodian	Notes
AHSTW			\$20.08/hr		\$10.00	\$10.00	\$10.00	\$10.00	
Atlantic	\$130.00	\$159.63 after 10 days same assignment	\$26.00/rt	\$13.00	\$11.00	\$11.00	\$11.00	\$12.50	Activity Drivers paid sitting time = \$11.00, Substitute Nurse = \$112.00/day
Bedford	\$105.00	\$158.60 after 10 consecutive days	\$33.44/rt	\$11.71 hr	\$10.00	\$10.00	\$10.00	\$10.00	
Central Decatur	\$100.00	\$152.62 after 10 days same assignment	\$21.12/hr	\$12.40/hr	\$10.80	\$11.10	\$11.10	\$11.10	Long-term cook = \$12.64, Long-term custodian = \$12.75, Long-term Para = \$13.91
Clarinda	\$115.00	\$182.50	\$39.68/rt	\$19.84/hr	\$14.23	\$14.23	\$14.23	\$15.56	Activity Drivers paid sitting time = \$9.50/hr
Clarke	\$150.00	\$175.62	\$95.00 /day	\$14.00/hr	\$9.51	\$9.51	\$9.51	\$10.49	
Creston	\$120.00	\$176.86	\$15.27/hr	\$13.54/hr	12.59	\$12.27/Levels 1 & 2	\$12.59	\$14.53	Level 3 Substitute Para = \$12.59
East Mills	\$115.00	159.57	\$18.25/hr	\$13.75/hr	\$8.00	\$9.00	\$9.00	-----	No sub custodians
Exira-EHK	\$105.00	\$158.21	\$21.50/hr	\$11.00/hr	\$9.00	\$9.00	\$10.50	\$11.00	
Fremont-Mills	\$125.00		\$47.47/rt	\$12.40/hr	\$9.25	\$9.25	\$9.25	\$10.00	Activity Drivers paid sitting time @ \$12.40 Substitute Town Route = \$38.67/rt
Griswold	\$105.00	\$158.77	\$36.00/rt	\$12.00/hr	\$8.00	\$8.00	\$8.00	\$8.00	Long-term rate = BA, Step 0
Harlan	\$125.72	See notes	\$46.03/rt	\$20.13/hr	\$9.44	\$10.33	\$10.33	\$13.39	Long-term = Per diem after 10 days is based on sub's experience, SPED Route = \$30.27/trip
IKM-Manning	\$115.00	See notes	\$21.86/hr	\$12.50/hr	\$10.00	\$10.00	\$10.00	\$12.50	Long-term = Per diem after 10 days is based on sub's experience, Summer Custodian = \$12.50
Mormon Trail	\$110.00		\$77.25/day	\$12.88/hr	\$8.25	\$8.25	\$9.46	-----	Outsource custodial and food service. Hope to increase other sub rates for 2019-2020
Red Oak	\$120.00	\$153.00	\$9.60/hr	\$9.36/hr	-----	\$8.75	\$9.46	-----	
Riverside	\$115.00	\$145 after 5 days	\$40.70/rt	\$12.16/hr	\$9.45	\$10.00	\$11.00	\$10.50	Child Care = \$9.00/hr, Para w/degree = \$10.75 SPED Van Driver = \$20.00/hr, Shuttle = \$11.11
Shenandoah	\$120.00	See notes	\$36.30/rt	\$14.37/hr	\$11.92	\$12.19	\$12.70	-----	Long-term = Base Wage per diem, or last contract per diem if retired from Shen CSD No sub custodians
Stanton	\$110.00	\$160.00	\$28.42/rt	\$11.28/hr	\$8.82	\$8.50	\$9.00	\$8.85	
Treynor	\$120.00	See notes	\$40.96/rt	\$12.00/hr	\$10.00	\$10.00	\$10.00	\$10.00	Long-term sub varies by experience

74

SAM Services Agreement

THIS AGREEMENT made effective July 1, 2019

BETWEEN:

Red Oak Community School District (ROCS D)

AND

NATIONAL SAM® INNOVATION PROJECT, (NSIP) a national 501c3 non-profit corporation

WHEREAS, ROCS D participates in the SAM process in selected district schools, a unique set of online tools and daily professional development process developed by NSIP with Wallace Foundation support;

WHEREAS, the SAM Process is included in Iowa state statute, is in place in twenty-three states nationally and in more than 60 Iowa schools;

WHEREAS independent and external research shows the SAM process is a data-driven system that is proven to increase leader instructional time and create systems to better manage schools;

WHEREAS, schools participating in the SAM project show a significant improvement in principal time spent on instructional improvement;

WHEREAS, the SAM process increases the leader's focus and time spent with teachers, support staff, parents and students;

NOW THEREFORE, in consideration of the covenants of each of the parties given to the other and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

1. SERVICES

1.1 ROCS D engages NSIP and NSIP accepts an engagement with ROCS D to render consulting services for ROCS D as set forth herein. Nothing in this Agreement shall be interpreted or construed as creating or establishing a relationship of employer and/or employee between ROCS D and any of NSIP's employees, contractors, and/or other agents (hereinafter "NSIP Consultants").

2. DUTIES

2.1 NSIP Consultants shall devote reasonable time and effort to the performance of this Agreement. ROCS D acknowledges that NSIP and NSIP Consultants shall also be entitled to render services to others during the term hereof.

2.2 NSIP shall provide the following services to ROCS D: training technical support for the use of the TimeTrack® on a daily basis, eight monthly coaching visits, weekly online TimeTrack review and feedback, annual Time/Task Analysis data collection, two days per new school, one day for

75

veteran schools, online professional development options and a state level SAM conference annually.

Additionally:

- a. NSIP will provide complimentary TimeTracks for other school leaders who report to participating principals and train the SAM team to merge collected time data
  - b. NSIP will provide an option to purchase seats at the annual national conference for SAM teams
  - c. NSIP will provide five days of implementation specialist support for schools new to the SAM process
  - d. NSIP will provide options for earning credits for SAM authorization and will manage transcripts and reporting requirements as required by the Iowa Department of Education and the Board of Educational Examiners
- 2.3 In return for NSIP's agreement to perform those duties set forth in section 2.2 of this Agreement, ROCSD agrees to cooperate in good faith with NSIP to provide timely data, participate in the SAM-Principal training and cooperate with NSIP regarding implementation of the SAM project according to national and statewide guidelines within ROCSD, as well as timely payment to NSIP pursuant to the terms set forth in the remuneration paragraph below.

3. REMUNERATION

3.1 \$2,995 per continuing SAM team, two schools: \$5,990

Due August 1, 2019: \$5,990

***Current SAM Teams:***

**Red Oak Community School District**

**Red Oak Elementary (Inman Primary & Washington  
Intermediate**

IA - Red Oak Elementary School - Allensworth\*

**Red Oak High School**

IA - Red Oak High School - Perrien\*

76

3.2 The ROCSD shall not be required to provide any benefits to NSIP or NSIP Consultants, including, without limitation, dental, medical, disability or life insurance.

3.3 ROCSD shall not be responsible for the payment of the income or any other taxes of NSIP or NSIP Consultants.

4. CONFIDENTIALITY

NSIP shall not disclose confidential information concerning ROCSD's staff, volunteers, agents, and students, except to the extent that NSIP is required to do so pursuant to state or federal law.

5. TERM

This Agreement shall be for a term commencing July 1, 2019 and terminating June 30, 2020.

6. NOTICES

Either notices delivered or received between either party shall be deemed to have been received:

- (a) if it was delivered in person, on the date it was delivered;
- (b) if it was sent by electronic facsimile transmission, on the date it was delivered;
- (c) it was sent by mail, on the day it was received to the following address:

7. MODIFICATION OF AGREEMENT

Any modification of this Agreement must be made in writing signed by the Executive Director of NSIP and the President of ROCSD's board of directors or such modification shall have no force or effect and shall be void.

8. HEADINGS

The headings utilized in this Agreement are for convenience only and are not to be construed in any way as additions or limitations of the covenants and agreements contained in this Agreement.

9. ENTIRE AGREEMENT

The parties acknowledge that it is their intention that the provisions of this Agreement shall be binding only to the extent that they may be lawful under the existing applicable laws and that in the event that any provisions of this Agreement are determined by a court of law to be overly broad or unenforceable, the remaining valid provisions shall remain in full force and effect. This Agreement constitutes the sole agreement between the parties hereto for services to be performed as herein described and the mutual covenants contained herein constitute due and

adequate consideration for the full performance by each party of its obligations under this Agreement.

10. GENERAL MATTERS

The waiver by any party hereto of a breach of any provision of this Agreement shall not operate or be construed as a waiver of any subsequent breach of the same or of any other provisions of this Agreement.

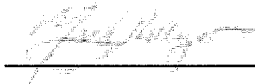
11. REIMBURSEMENT FOR PARTICIPANT TRAVEL

NSIP will cover the cost for the principal and SAM for up to two nights at the state conference hotel and meals for two days. NSIP will reimburse attendees for miles driven at the approved state rate

IN WITNESS WHEREOF the parties hereto have executed this Agreement as of the \_\_\_\_ day of \_\_\_\_\_, 2019.

ROCSO

By: \_\_\_\_\_

  
\_\_\_\_\_

National SAM Innovation Project

Mark Shellinger  
Executive Director

78





10301 South 152<sup>nd</sup>, Suite 2  
Omaha, NE 68138  
main 402.894.1045 | fax 402.894.9132  
www.ahernfire.com

July 23, 2019

Adam Wenberg  
Red Oak Elementary School  
900 Inman Drive  
Red Oak IA 51566

Work Location(s): Red Oak Elementary School  
900 Inman Drive  
Red Oak, IA 51566  
Work Location(s): Red Oak High School  
2011 North 8th Street  
Red Oak, IA 51566

Phone: (712)621-3368

Email: wenberga@roschools.org

Send Via: Email  
Quote #: 233075/ 1

**FIRE PROTECTION INSPECTION AND TESTING SERVICE PROPOSAL**

Dear Adam,

We are enclosing our inspection and testing service proposal(s) for the following Fire Protection System(s) at your above indicated locations.

- Sprinkler Inspection

We will perform each of the proposed inspection services, per your written approval. Should you elect to proceed with this work, please initial the inspection services desired, sign the attached agreement and return it to us. Once returned to us, we will call to set up an appointment.

We have licensed inspectors and service technicians in your area and can provide you with service 24-hours a day, 7-days a week.

Thank you for this opportunity to provide this proposal. If you have any questions or require further details, please feel free to call me directly.

Sincerely,

Philip Zimmerman  
Senior Service Sales Representative

Phone: (402)514-4818

Email: PZimmerman@ahernfire.com

79



10301 South 152<sup>nd</sup>, Suite 2  
 Omaha, NE 68138  
 main 402.894.1045 | fax 402.894.9132  
 www.ahernfire.com

**Sprinkler Inspection Quote & Agreement for Red Oak Elementary School**

Adam Wenberg  
 Red Oak Elementary School  
 900 Inman Drive  
 Red Oak IA 51566

Phone: (712)621-3368

Email: wenberga@roschools.org

Send Via: Email  
 Quote #: 233075/1

**FIRE PROTECTION INSPECTION AND TESTING SERVICES**

**Scope of Work/Clarifications:** Annual, Semi-Annual and Quarterly Inspections Backflow Preventers and Wet Sprinkler Systems

**Service Location:** Red Oak Elementary School  
 900 Inman Drive  
 Red Oak, IA 51566

<u>Item</u>	<u>Proposed First Visit</u>	<u>Price Type</u>	<u>Visit Price</u>	<u>Visits</u>	<u>Item Total</u>
Annual	08/01/2019	Fixed Price	\$265.00	1	\$265.00
Quarterly	11/01/2019	Fixed Price	\$180.00	2	\$360.00
Semi-Annual	02/01/2020	Fixed Price	\$180.00	1	\$180.00

<u>Equipment Type</u>	<u>Quantity</u>
Backflow Preventer	1
Check Valve	1
Control Valve	3
Fire Department Connection	1
Flow Alarm Switch	1
Main Drain	1

Price for Red Oak Elementary School \$805.00

80

**Service Location:**

Red Oak High School  
 2011 North 8th Street  
 Red Oak, IA 51566

<u>Item</u>	<u>Proposed First Visit</u>	<u>Price Type</u>	<u>Visit Price</u>	<u>Visits</u>	<u>Item Total</u>
Annual	08/01/2019	Fixed Price	\$340.00	1	\$340.00
Quarterly	11/01/2019	Fixed Price	\$180.00	2	\$360.00
Semi-Annual	02/01/2020	Fixed Price	\$180.00	1	\$180.00

<u>Equipment Type</u>	<u>Quantity</u>
Backflow Preventer	1
Check Valve	1
Control Valve	6
Fire Department Connection	1
Flow Alarm Switch	1
Main Drain	1

Price for Red Oak High School

\$880.00

<b>Total for All Services at All Locations:</b>				<b>\$1685.00</b>
Contract Representative		Customer Authorized Representative		
Name:	Philip Zimmerman	Print Name:	Adam Wenberg	
Title:	Senior Service Sales Representative	Signature:		
Date:	03/14/2019	Date:		
		Alternate Start Month (if Desired):		

Signed acknowledgement of this agreement confirms acceptance of all the above specifications as well as all the enclosed Notes and Clarification and General Terms and Conditions.

81

## NOTES AND CLARIFICATIONS

### Inspection and Testing Agreement

#### SCOPE OF WORK:

1. Customer has requested Ahern to perform the services as detailed in the attached quotation. Ahern shall perform the work described herein, per the attached quotation, and, as applicable, on the Ahern's current Report Form. All work shall be in accordance with the following NFPA codes and editions (listed as code-edition); NFPA 10-2013; Foam Systems NFPA 11-2005 and 16-2007; CO2 Fixed Extinguishing Systems NFPA 12-2008; Halon Fixed Extinguishing Systems NFPA 12A-2004; Dry Chemical Extinguishing Systems NFPA 17-2013; Wet Chemical Extinguishing Systems NFPA 17A-2013; Water Based Fire Sprinkler NFPA 25-2011; Fire Alarm NFPA 72-2010; Fire Doors NFPA 80; Wet Chemical Kitchen Hood Systems NFPA 96-2014; Aircraft Hangers NFPA 409-2011; Water Mist Systems NFPA 750-2006; Fire Hose NFPA 1962-2013; Clean Agent Systems NFPA 2001-2008; and the terms and conditions contained herein
2. Customer acknowledges that: (a) when presenting its proposal to Customer, Ahern explained the full range of protection, equipment, and services available to Customer; (b) additional protection over and above that provided herein is available and may be obtained from Ahern at an additional cost to the Customer; and (c) Customer desires and has contracted for only the Equipment/Service(s)/System purchased; (d) such Equipment/Services/System purchased are for Customer's own use and not for the benefit of any third party; (e) Customer owns the premises in which the Equipment is being installed or has the authority to engage Ahern to carry out the installation in the premises; (f) Customer will comply with all laws, codes and regulations pertaining to the use of the Equipment/Services/System; and (g) Customer agrees to the TERMS AND CONDITIONS attached hereto.
3. This Agreement including the attached Terms and Conditions is an offer or counter-offer by Ahern to sell the goods and/or services herein described to the Customer to which it is addressed, not a confirmation or acceptance of any offer to purchase, and acceptance of this offer is expressly made conditional on assent to these Terms and Conditions of Sale and the other provisions contained in this Agreement. Ahern hereby objects to any additional or different terms contained in any purchase order, request for proposal, order confirmation or other forms, or in any other communication previously or hereafter provided by Customer to Ahern. No additional or different terms or conditions will be of any force or effect. This Agreement may only be modified by written amendment, executed by Ahern.

#### TERM:

4. The term of this Agreement shall be one (1) year from date hereof and shall be automatically renewed each year thereafter until the same shall be terminated by either party on at least thirty (30) days written notice being given to the other party prior to the anniversary date thereof.

#### EXTENDED INTERVAL TESTING:

5. The following items are to be performed at extended intervals as required by code. Ahern will quote and perform these items as an extra to the inspection price, upon written approval by the Customer:
  - a. 5-year internal inspection and cleaning of check valves, Preaction valves, and deluge valves.
  - b. 5-year full-flow and hydrostatic standpipe testing.
  - c. 5-year testing and/or replacement of all system pressure gauges.
  - d. 5-year internal obstruction investigation of system piping.
  - e. 3-year dry system air leakage test.

#### COST OF INSPECTION AND PAYMENT:

6. The costs for inspection and maintenance shall be as listed in the quotation attached herein. This may be increased by Ahern as to any renewal term provided notice of the revised price shall be given not less than forty-five (45) days prior to the expiration of the then current term.
7. Ahern reserves the right to invoice \$250.00/hour if the Customer cancels a scheduled inspection with less than two business days' notice and Ahern does not succeed in scheduling alternate service work.

#### REPORT OF INSPECTION:

8. Notice of this agreement and copies of all Reports of Inspection and/or test will be forwarded to the Customer.

#### CLARIFICATIONS:

1. Owner Assistance: This quotation is based upon having the assistance of Customer personnel during the alarm testing. It is the Customer's responsibility to silence/disable the building fire alarm and contact any company or entity which receives alarm signals and/or provide Ahern with the proper pass code needed to silence alarms.
2. Permit Fees: No permit fees, if required, are included in the price and these will be paid by Customer.
3. Sales Tax: The prices do not include sales tax.
4. Additional Requirements: No allowance has been made for any inspection items in excess of those detailed above which may be requested by any particular insurance agency/underwriter or other Authority Having Jurisdiction.
5. Additional Services: All lump sum and unit prices only include labor costs to perform inspections and testing. All additional services or repairs will be charged as an extra on a Time & Material basis.
6. Emergency Response Fees: Ahern cannot be responsible for any costs or fees assessed by local fire departments or municipalities resulting from unintended emergency calls or signals.
7. Access: The Customer will provide convenient and efficient access to all devices in the building or buildings where test & inspection services will be performed. Price is based on unrestricted access to all areas during inspection and testing.
8. Private Areas: Ahern will perform full visual inspections of all public areas only. Representative sections per floor of the living units can be done, if they are available at the time of the inspection and scheduled by the owner. Additional charges will apply.
- 9.
10. Lift Equipment: Unless specifically state otherwise – the owner will provide the necessary man lift equipment to access system components.
11. Customer shall provide drawings and/or previous inspection reports at the time of the first inspection at no charge to Ahern.
12. Technician Credentials: The State Fire Marshal's office mandated that all annual fire inspections are to be performed by a licensed contractor
13. Daily, Weekly, Monthly, Quarterly, Semi-annual Inspection and Testing Requirements – NFPA 25 may require additional inspection and testing activities which may not be included in this proposal and which is the responsibility of Customer to perform or arrange to be performed. Ahern can perform these additional inspection and testing activities as an extra to this proposal price. Please contact Ahern's office to request a quotation or for more information. Ahern makes no representations or warranties that the inspection and testing activities listed in the attached proposal meet all inspection and testing requirements under NFPA 25 or are all inclusive of the inspection and testing activities which can be performed.
14. The following items are required to be performed on an annual basis per NFPA-25 but are not included in this proposal:
  - a. Taking voltage and current readings during the fire pump test. Ahern will record values if they are displayed on the controller or taken by others.
  - b. Any maintenance or testing related to the diesel engine on the fire pump. The diesel engine should be serviced per NFPA-25 and manufacturer recommendations by a qualified mechanic.

*In the event of any conflicts between these Notes and Clarifications and the General Terms and Conditions, the General Terms and Conditions shall govern.*

**NOTES AND CLARIFICATIONS**  
*Inspection and Testing Agreement*

- c. Opening and closing of all hose valves on Class I and Class III standpipes
  - d. Testing of automatic tank fill valves.
  - e. Inspection of any heat tape per manufacturer's requirements.
15. Low Point Drains: During Ahern's annual inspection Ahern will empty the dry system low point drains (drum drips). It is the Customer's responsibility to drain these periodically and prior to the onset of freezing conditions, to aid in ensuring against cold weather freeze ups. It is also the Customer's responsibility to provide Ahern with a plan showing the location of all low point drains. However, since it is possible that some or all of these may be located above or in concealed spaces (which are not required to be inspected by code), Ahern shall not be responsible for their maintenance.
16. Low Temp Alarms: This quotation does not include the testing of low temperature alarms in dry-valve enclosures or fire pump rooms.
17. Backflow Preventers: Backflow preventer(s) will be tested annually in accordance with the State of Wisconsin Administrative Code and NFPA-25. This test monitors the device's backflow prevention performance and includes a full flow test to monitor pressure loss through the device, to verify system demands are met.
18. Dry System Air Supply: Per NFPA-13 2013, 7.2.6.3.2 for dry systems, the air supply shall have a capacity capable of restoring normal air pressure in the system within 30 minutes.

Full Flood Testing: According to code, every third year, dry sprinkler systems are required to be "full flood" trip tested. This is to verify water delivery times to the remote inspector's test connection. Should any leaks develop during this test, Ahern cannot be held responsible for damages that may result. Repair of same will be on a Time & Material basis or quoted separately, per Customer's direction.

*In the event of any conflicts between these Notes and Clarifications and the General Terms and Conditions, the General Terms and Conditions shall govern.*

83

# General Terms and Conditions

**ENTIRE CONTRACT** The parties intend these general terms and conditions together with any scope of work, proposal or quotation attached hereto (collectively the "Contract") to be the final, complete and exclusive expression of their Contract and the terms and conditions thereof. No changes or additions hereto shall be binding upon Seller unless in writing and signed by an officer of Seller. Any terms or conditions of Purchaser's order different, inconsistent herewith or in addition hereto shall be of no force and effect and are hereby expressly rejected and, Purchaser's order shall be governed only by the Contract. A definite and reasonable expression of acceptance or a written confirmation which is sent to Seller within the time specified in the Purchaser's order operates as an acceptance of the terms specified herein. Every agreement or other undertaking by Seller is expressly conditioned on Purchaser's assent to the terms contained herein. Seller assumes no liability except as expressly provided herein. Additional proposals or scope of work provided by Seller to Purchaser shall be covered by this Contract unless and until Seller and Purchaser execute a new contract in writing expressly superseding this Contract.

**PROPOSALS AND CONTRACT** Seller's proposal or quotation are not subject to cancellation, suspension or reduction in amount except with Seller's written consent and upon terms which reimburse Seller for work performed, plus reasonable overhead and profit.

**PRICES** In addition to the prices specified herein, Purchaser shall pay for all extra work requested by Purchaser or made necessary because of incompleteness or of inaccuracy in plans or other information submitted by Purchaser with respect to location, type or occupancy, or other details of work to be performed hereunder. If the work to be furnished hereunder constitutes an addition to Purchaser's existing facilities, prices and delivery and completion dates quoted herein are based on information, if any with respect to layout of such facilities now contained in Seller's engineering records. In the event the layout of Purchaser's facilities has been altered, or is altered by Purchaser prior to completion of this Contract, Purchaser shall advise Seller of any such alterations and prices and delivery and completion dates quoted herein shall be changed by Seller as may be required because of such alterations. Unless prices are stated by Seller in this or other documents forming a part of this Contract, the prices applicable to the extra work performed shall be Seller's prices in effect at that time.

**PAYMENT** All payments shall be due and payable within thirty (30) days from date of payment application or invoice. A service charge will be charged and added to all payments past due and owed by the Purchaser under this Contract, and at a rate of 18% per annum or if such rate is prohibited under applicable law, then at such lower rate as is the maximum rate permitted to be contracted for under such applicable law. Purchaser shall pay any reasonable attorneys fees incurred in the collection of past due accounts. If the Purchaser fails to pay all or any portion of the amount due, the Seller may, at its option, terminate the Contract, in which event Seller will be obligated to perform no additional work until paid in full.

**DELAYS** Seller shall not be liable for any damage or penalty for delays in work due to acts of God, acts of omissions of the Purchaser, acts of civil or military authorities, government regulations or priorities, fires, floods, epidemics, quarantine restrictions, war, riots, strikes, differences with workmen, accidents to machinery, inability to obtain necessary labor, materials or manufacturing facilities, delay in transportation, defaults of Seller's subcontractors, failure or delay in furnishing correct or complete information by Purchaser with respect to location or other details of work to be performed hereunder, impossibility, or impracticability of performance or any other cause or causes beyond the control of Seller, whether or not similar to the foregoing in the event of any delay caused as aforesaid, the completion shall be extended for a period equal to any such delay and this Contract shall not be void or voidable as a result of any such delay. In case work is temporarily discontinued by reason of any of the foregoing all unpaid installments of the Contract price less an amount equal to the value of material and labor not furnished shall be due and payable upon receipt of invoice.

**EXCAVATION** When the Seller does the excavating, if water, quick-sand, rock, or other unforeseen obstructions are encountered or shoring is required, Purchaser shall pay for as extra to the Contract price any additional work involved at Seller's prices for such work then in effect.

**SITE FACILITIES** Purchaser shall furnish all necessary facilities for performance of its work by Seller, adequate space for storage and handling of material, light, water, heat, local telephone, watchman and crane and elevator service, if available, and necessary permits. Where wet pipe system is installed Purchaser shall supply and maintain sufficient heat to prevent freezing of the system.

**STRUCTURE AND SITE CONDITIONS** While employees of Seller will exercise reasonable care in this respect, Seller shall be under no responsibility for loss or damage due to the character, condition or use of foundations, walls or other structures not erected by it or resulting from excavation in proximity thereto, nor for damage resulting from concealed piping, wiring, fixtures or other equipment or condition of water pressure. All shoring or protection of foundations, walls or other structures subject to being disturbed by any excavation required hereunder shall be the responsibility of the Purchaser unless otherwise specified. Purchaser warrants the sufficiency of the structure to support the sprinkler system and its related equipment (including tanks). The Purchaser shall have all things in readiness for installation, including, but not limited to, materials lay-down areas or suitable working base, and facilities for erection at the time the materials are delivered. In the event the Purchaser shall fail to have all things in readiness for erection at the time of receipt of the materials at the place of erection, the Purchaser shall reimburse Seller for any and all expenses caused by such failure to have such things in readiness. Failure to make areas available to Seller during performance in accord with schedules which are the basis of Seller's proposal shall be considered a failure to have all things in readiness for erection in accord with the terms of this Contract.

**CODE COMPLIANCE** Seller does not undertake an obligation to inspect for compliance with laws or regulations unless specifically stated in the Scope of Work. Purchaser acknowledges that the Authority Having Jurisdiction may establish additional requirements for compliance with local codes.

**REPORTS** When inspection and/or test services are selected such inspection and/or test shall be completed on Seller's then current inspection form which shall be given to Purchaser, and, where applicable, Seller may submit a copy thereof to the local Authority Having Jurisdiction. The inspection form and recommendations by Seller are only advisory in nature and are intended to assist Purchaser in reducing the risk of loss to property by indicating obvious defects or impairments noted on the system and equipment inspected and/or tested. Final responsibility for the condition and operation of the system, equipment and components lies with Purchaser. The Purchaser shall promptly notify Seller of any malfunction in the system which comes to Purchaser's attention. If upon inspection Seller determines that repairs are recommended repair charges will be submitted for approval prior to any work. Should such repair work be declined Seller shall be relieved from any and all liability arising therefrom. UNLESS OTHERWISE SPECIFIED IN THIS AGREEMENT, ANY INSPECTION

(AND IF SPECIFIED TESTING) PROVIDED UNDER THIS AGREEMENT DOES NOT INCLUDE ANY MAINTENANCE, REPAIRS, ALTERATIONS, REPLACEMENT OF PARTS, OR ANY FIELD ADJUSTMENTS WHATSOEVER, NOR DOES IT INCLUDE THE CORRECTION OF ANY DEFICIENCIES IDENTIFIED BY SELLER TO PURCHASER. SELLER SHALL NOT BE RESPONSIBLE FOR EQUIPMENT FAILURE OCCURRING WHILE SELLER IS IN THE PROCESS OF FOLLOWING ITS INSPECTION TECHNIQUES, WHERE THE FAILURE ALSO RESULTS FROM THE AGE OR OBSOLESCENCE OF THE ITEM OR DUE TO NORMAL WEAR AND TEAR. THIS CONTRACT DOES NOT COVER SYSTEMS, EQUIPMENT, COMPONENTS OR PARTS THAT ARE BELOW GRADE, BEHIND WALLS OR OTHER OBSTRUCTIONS.

**ALARM MONITORING SERVICES** Any reference to alarm monitoring services in this Contract is included for pricing purposes only. Alarm monitoring services are performed pursuant to the terms and conditions of Seller's standard alarm monitoring services agreement.

**EXCLUSIVE LIMITED WARRANTY** Seller warrants that any new equipment provided by Seller under this Contract will be free from defects in material and workmanship arising from normal usage for a period of 1 year from delivery of said equipment, or, if installed by Seller, for 1 year from installation. This warranty does not extend to any equipment that others have repaired, abused, altered, misused or that has not been properly and reasonably maintained. All parts as recorded on the face of the work order or invoice are warranted for a period of 30 days, or longer, if the manufacturer's specific warranty provides additional time. If a part installed by Seller fails within 30 days of installation, Seller shall furnish a replacement part free of charge. Parts furnished with a manufacturer's specific warranty shall be furnished in accordance with the specific warranty. Seller will charge for labor to repair or replace parts unless the labor is necessary to correct a repair previously made by Seller within 30 days of the date of the original repair. Refrigerant leak repairs are warranted for a period of 30 days. If within 30 days of the original repair a leak redevelops, Seller shall furnish at no cost to Purchaser the necessary refrigerant and labor for the repair. Any other loss of refrigerant will be billed at Seller's normal selling price.

**EXCEPT AS EXPRESSLY SET FORTH HEREIN, SELLER DISCLAIMS ALL WARRANTIES, EXPRESS OR IMPLIED INCLUDING BUT NOT LIMITED TO ANY IMPLIED WARRANTIES OF MERCHANTABILITY AND WARRANTIES OF FITNESS FOR A PARTICULAR PURPOSE AS TO ANY SERVICES PERFORMED OR THE PRODUCTS, SYSTEMS OR EQUIPMENT WHICH ARE FURNISHED BY SELLER.** No premise not contained herein or affirmation of fact made by an employee, agent or representative of Seller shall constitute a warranty by Seller or give rise to any liability or obligation. Any repairs, adjustments or connections performed by Purchaser or any third party shall void all warranties.

Seller's liability to Purchaser for personal injury, death or property damage arising from performance under these terms and conditions shall be limited to an amount not to exceed one (1) year's Contract price. Purchaser shall indemnify, defend and hold Seller harmless from any and all third party claims for personal injury, death or property damage, arising from Purchaser's failure to maintain systems and equipment or keep them in operative condition, whether based upon contract, warranty, tort, strict liability or otherwise. In no event shall Seller be liable for any special, indirect, incidental, consequential or liquidated, penal, or any economic loss damages of any kind, including but not limited to loss of use of the Purchaser's property, lost profit or lost production, whether claimed by the Purchaser or by any third party, irrespective of whether claims or actions for such damages are based upon contract, warranty, negligence, tort, strict liability or other. The foregoing limitation of warranty and liability shall supersede any and all other warranty terms previously given or hereafter given unless amendment is made by an officer of Seller in writing.

**MODIFICATIONS AND SUBSTITUTIONS** Seller reserves the right to modify material of Seller's design sold hereunder and/or the drawings and specifications relating thereto, or to substitute material of later design to fulfill this Contract providing that the modifications or substitutions will not materially affect the performance of the material or lessen in any way the utility of the material to the Purchaser.

**SEVERABILITY** If any provision of this Contract is held by any court or other competent authority to be void or unenforceable in whole or in part, this Contract will continue to be valid as to the other provisions and the remainder of the unaffected provisions.

**ASSIGNMENT** Any assignment of this Contract by Purchaser without the written consent of Seller shall be void. Seller may assign to its subsidiaries and affiliates.

**CHANGES, ALTERATIONS, ADDITIONS** Changes, alterations and additions to the plans, specifications, or construction schedule for this Contract shall be invalid unless approved in writing by Seller. For any such changes approved by Seller in this manner, which will increase or decrease the cost and expense of work to Seller, there shall be a corresponding increase or decrease in the Contract price herein provided. The value of additional work shall be agreed upon prior to the performance of said work. However, if no agreement is reached prior to the performance of additional work approved in the manner herein described, and Seller elects to continue performance so as to avoid delays, then the estimate of Seller's Estimating Department as to the value of the work shall be deemed accepted by the Purchaser.

**LEGAL NOTICE** For the purpose of any notice permitted or required to be given hereunder, such notice or notices shall be deemed given when received.

**INSURANCE** Purchaser shall name Seller as an additional insured on Purchaser's general liability and auto liability policies.

**TERMS AND CONDITIONS/TECHNICAL SPECIFICATIONS** The terms and conditions specified herein shall be in addition to those set out in Seller's technical specifications and any inconsistencies shall be resolved by Seller's authorized representative.

**CLAIMS AND CHOICE OF LAW** The parties agree that no suit, or cause of action or other proceeding shall be brought against either party more than one year after the accrual of the cause of action or one year after the claims arises, whichever is shorter, whether known or unknown when the claims arises or whether based on tort, contract, or any other legal theory. The law of Wisconsin shall govern the validity, enforceability and interpretation of this Agreement. The parties agree that the venue for any litigation shall be Fond du Lac County, Wisconsin.

**OVERTIME** Unless otherwise specified by Seller, all installation work will be performed during regular working hours. If Purchaser shall require any overtime labor, Purchaser agrees to reimburse Seller for the overtime premium on the same. If overtime labor is required on an emergency basis, Purchaser agrees to reimburse Seller for same.

**INCIDENTAL LOSSES** All loss or damage from any cause to the materials, tools, equipment, work or workmen of the Seller or its agents or subcontractors while in or about the premises of the Purchaser shall be borne and paid for by the

Purchaser, except in the event that such loss or damage results from the sole negligence of Seller.

**INDEMNIFICATION** To the fullest extent permitted by law, Purchaser shall indemnify, defend, and hold harmless Seller and its agents and employees from and against any and all actual or alleged claims, fines, penalties, liens, causes of action, suits, demands, damages, liabilities, losses, costs and expenses, including but not limited to, attorneys' fees, that arise from, relate to, or otherwise are connected with or incidental to the work performed under this Contract whether or not such claims are based upon contract, warranty, tort (including but not limited to active or passive negligence), strict liability or otherwise. Seller reserves the right to select counsel to represent it in any such action.

**DEFAULT** In case of any default by Purchaser, Seller may declare the Contract price or all unpaid installments thereof to be immediately due and payable (whether or not said work shall have been completed) or may enter Purchaser's premises and remove all or any portion of materials provided by Seller. All such remedies of Seller are cumulative and not exclusive. Default by Purchaser shall consist of failure to pay any installment of price when due, no demand being necessary, or any act or omission on the part of Purchaser whereby Seller is prevented from completing said installation, or receivership, bankruptcy, assignment for the benefit of creditors or any other form of insolvency proceedings by or against Purchaser or in case said premises or said system shall be attached, liened or seized by process of law and such attachment or lien shall not be vacated or seizure terminated with ten (10) days after its occurrence.

**SPECIAL CONDITIONS** In the event new equipment is added to existing equipment, the Seller will only test in high pressure the new work involved and any high pressure test required on the old work will be an extra to the Contract price. Purchaser assumes full responsibility for the condition of existing equipment and for water or other damage resulting directly or indirectly from such condition or other application of test or flushing pressures. In the event existing equipment is being repaired, Seller does not assume any responsibility for testing old and new piping, and any testing will be an extra to the Contract price, which will include costs of labor and materials required to make the system tight at high pressure. Purchaser assumes full responsibility for the condition of existing equipment, and for water or other damage resulting directly or indirectly from such condition or the application of test or flushing pressures. In the event a sprinkler system is converted from a wet system to a dry system, the Seller is not responsible for the costs to repair the existing wet pipe system to make it tight at the required air pressure. Nor is the Seller responsible for the cost of material necessary to re-arrange the lines to insure proper drainage thereof. Any labor or material necessary to make the system tight under air pressure or to change the drainage on lines will be an extra to the Contract price.

**HAZARDOUS CONDITIONS** Purchaser represent to the best of Purchaser's knowledge that no hazardous conditions such as risk of infectious disease, MIC, need for air monitoring, respiratory protection, or other medical risk, asbestos, asbestos containing material or other potentially toxic or otherwise hazardous material are contained in or on the surface of the floors, walls, ceiling, insulation or other structural components of the area of any building where work is required to be performed under this Contract. If hazardous conditions are encountered by Seller during the course of Seller's work, Seller shall have no obligation to further perform in the area where the hazardous conditions exist until the area has been made safe by Purchaser as certified in writing by an independent testing agency, and Purchaser shall pay disruption and re-mobilization expenses as determined by the Seller. All hazardous materials shall at all times remain the responsibility and property of Purchaser. Purchaser shall not be responsible for the testing, removal or disposal of such hazardous materials.

**OSHA COMPLIANCE** Purchaser shall indemnify and hold Seller harmless from and against any and all claims, demands, and damages arising in whole or in part from the enforcement of the Occupational Safety Health Act (and any amendments or changes thereto) unless said claims, demands or damages are a direct result of causes within the exclusive control of Seller.

**LIEN LAWS (WISCONSIN ONLY)** AS REQUIRED BY THE WISCONSIN CONSTRUCTION LIEN LAW, CLAIMANT HEREBY NOTIFIES OWNER THAT PERSONS OR COMPANIES PERFORMING, FURNISHING OR PROCURING LABOR, SERVICES, MATERIAL, PLANS, OR SPECIFICATIONS FOR THE CONSTRUCTION ON OWNER'S LAND MAY HAVE LIEN RIGHTS ON OWNER'S LAND AND BUILDINGS IF NOT PAID. THOSE ENTITLED TO LIEN RIGHTS, IN ADDITION TO THE CLAIMANT, ARE THOSE WHO CONTRACT DIRECTLY WITH THE OWNER OR THOSE WHO GIVE THE OWNER NOTICE WITHIN SIXTY (60) DAYS AFTER THEY FIRST PERFORM, FURNISH, OR PROCURE LABOR, SERVICES, MATERIALS, PLANS OR SPECIFICATIONS FOR THE CONSTRUCTION. ACCORDINGLY, OWNER PROBABLY WILL RECEIVE NOTICES FROM THOSE WHO PERFORM, FURNISH, OR CONSTRUCT, AND SHOULD GIVE A COPY OF EACH NOTICE RECEIVED TO THE MORTGAGE LENDER, IF ANY. CLAIMANT AGREES TO COOPERATE WITH THE OWNER AND THE OWNER'S LENDER, IF ANY, TO SEE THAT ALL POTENTIAL LIEN CLAIMANTS ARE DULY PAID.

LAST UPDATE: 2/17/15

84

**INSPECTION SERVICE AGREEMENT**

**Corporate Office**  
575 Minnehaha Ave  
St. Paul, Minnesota 55103



**Branch Offices**  
Arizona, Iowa, Michigan,  
Minnesota, Nebraska, Nevada  
North Dakota, Texas, Wisconsin

Date: 7/10/2019

Summit Companies ("Summit") is presenting an **Inspection Service Agreement ("Agreement")**, in accordance with the State Fire code including the items indicated below.

CLIENT	
Name:	
Address:	
Contact:	
Phone:	Cell:
E-mail:	
A/R Email:	

INSPECTION LOCATION	
Name:	Red Oak Middle/High School
Address:	Red Oak, IA
Contact 1:	Adam Wenberg
Phone:	712-621-3368 Cell:
Contact 2:	
Phone:	

**INSPECTIONS & TESTING**

DESCRIPTION	QUANTITY	FREQUENCY	MONTH	VALUE
Sprinkler Wet Pipe System(s)	1	Annual		\$495
Sprinkler Wet Pipe System(s)	3	Quarterly		\$275
Backflow(s) Fire Line	1	Annual		\$0
Fire Extinguisher(s)	1	Annual		T&M
Fire Alarm System(s)	1	Annual		\$3,000
Fire Alarm System(s)	1	Semi-Annual		\$3,000

EXCLUSIONS:	SUMMARY:
Tax, Extinguisher & Ansul 6/12 year test, miscellaneous repair parts. Additional charges may apply if panel code(s) are not available or not reprogrammed to the factory default.	
<b>Total Annual Investment:</b>	<b>\$6,770</b>

**Initial Term:** 3 Years

From: 8/1/2019 Thru: 7/31/2022

Presented By:  
**Kyle Cihal** kcihal@summitCoUS.com  
**Summit Companies**  
 8310 S. 137th Circle  
 Omaha, Ne 68138  
**Inspection Sales Representative**  
**Cell Phone: 402-940-2819**  
 Direct Phone: 402-671-7160 Fax: (402) 614-7726  
**Summit Companies Manager: Jeff Bedel**  
 Signature: Date:

**ACCEPTANCE:** This Agreement is limited to INSPECTION SERVICE ONLY performed in accordance with the State Fire code as indicated by items checked above. Any additional maintenance, repairs or alterations will be made only upon receipt of such orders by an authorized person, at Summit's prevailing rates. Payment is due 30 days from date of billing. Service is contingent on completion of credit application or credit card information being submitted to Accounts Receivable Department. Phone: 651-251-1880 or Fax: 651-251-1879.

**GENERAL CONDITIONS:** The General Conditions attached to this Agreement are incorporated herein and made a part of this Agreement. Upon acceptance of this Agreement by Client, the General Conditions will automatically be part of this Agreement between Summit and Client.

The above prices, specifications and conditions, and the attached General Conditions, are hereby accepted. Summit is authorized to perform the work as specified. Client acknowledges that he/she has read and understands this Agreement.

**Contract Acceptance:**

Client:  
 Signature: Date:

**PARTIES:**  
 Summit Companies is a d/b/a of: Summit Fire Protection Co., Minnesota Conway Fire & Safety, Inc. and St. Cloud Fire Equipment Co.

See General Conditions on Page 2 & 3.

85

# Viner Construction

51391 415th Street  
 Henderson, IA 51541  
 Phone: 712-310-0966

Quote for:

Red Oak Schools

# QUOTE

DATE:

7/22/19

DESCRIPTION	TAXED	AMOUNT
Washington School playground area		
-approximately 8,131 sq.feet of new concrete		\$34,557
- 5 inch thick with #3 rebar at 48in. on center		
-fill rock figured on a 3 in. average of the 8,131 sq. feet (100 tons)		\$3,000
-all concrete will be 4,000 PSI limestone mix		

Subtotal	
Taxable	\$0.00
Tax rate	7.000%
Tax due	\$0.00
Other	\$0.00
<b>TOTAL Due</b>	<b>\$37,557.00</b>

### OTHER COMMENTS

Pricing subject to change per labor and material cost.  
 If you have any questions, please feel free to contact me.  
 Thank you for considering doing business with us.

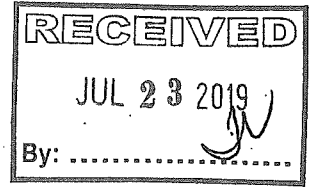
Austin Viner  
**Viner Construction**

86





Red Oak Community School District  
Staff Selection Recommendation



Date: 7/23/19

Building: Admin      SHS   JHS   IES   WEC      Trans  
(Please Circle All That Apply)

Position: Jr. High  
~~HS~~ Volleyball

Name: Kennedy Candor

Certified:

Lane: \_\_\_\_\_

Step: \_\_\_\_\_

Salary: 7.5% of coaching base

Classified:

Hourly Rate: MP

Hours Per Day: \_\_\_\_\_

[Signature]  
Principal/Director

Please send form to Superintendent for Board Approval

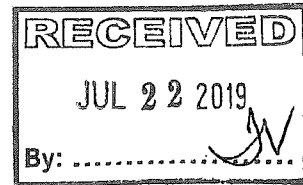
Office Use Only  
Background Check: \_\_\_\_\_

88

Rylie Rohrer

July 19, 2019

Red Oak Community Schools



To whom this may concern,

With this letter, I hereby announce my resignation from the position of Red Oak Paraprofessional position and 8<sup>th</sup> Grade Middle School Girls basketball position, effective July 19, 2019.

It has my greatest pleasure working for the Red Oak community School District the past year. I would like to thank you for giving me the opportunity to work with children every day, and start the future of my coaching career.

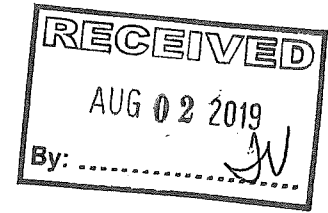
Please do not to hesitate to contact me in this transition, I would be gladly to help in any way possible.

Sincerely,

A handwritten signature in cursive script that reads "Rylie Rohrer".

Rylie Rohrer

89



Kevin Herrick  
1112 6<sup>th</sup> St.  
Glenwood IA, 51534  
8/2/2019

Tom Messinger  
Superintendent  
Red Oak School District  
1901 N. Broadway  
Red Oak IA 51566

Dear Mr. Messinger

I'd like to thank you for giving me the opportunity to work in the IT Department for the last 3 ½ years. My team here has been both enjoyable and valuable. However, I have accepted a position with Pottawattamie County IT and am resigning from my position in Red Oak.

My last day at Red Oak School District will be Aug 30th. I would be happy to meet with you at your convenience to discuss the transition of my duties to my successor.

I wish Red Oak School District and its employees much success.

Sincerely,

A handwritten signature in cursive script that reads "Kevin Herrick".

Kevin Herrick